

WHS01 Workplace Health and Safety Policy

The Organisation is committed to providing a safe and healthy working environment for all workers, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

The Organisation undertakes to regularly review the Workplace Health and Safety Policies and related policies to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

Scope

This policy applies to:

1. all employees (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of the Organisation (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as “workers”); and
2. all of the Organisation’s workplaces and to other places where workers may be working or representing FBA for example, when visiting a customer, client or supplier (collectively referred to as “workplace”).

Health and Safety System

The Work Health and Safety system relates to all aspects of health and safety including (without limitation):

- Defined WHS Responsibilities;
- Exercising due diligence;
- Health and safety training and education;
- Adopting a risk management approach to management health and safety risks;
- Consultation with Persons Carrying on a Business or Undertaking and employees on matters related to health and safety;
- Emergency procedures and drills;
- Workplace inspections;
- Incident/accident reporting;
- Management of injured employees.

Health and Safety Objectives

- To provide a safe and healthy work environment for all our employees, contractors and other persons;
- To provide safety and healthy methods of work;

- To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- To identify and eliminate or reduce hazards and risks to health and safety;
- To continually monitor and improve work health and safety;
- To provide education and training resources;
- To comply with all relevant laws, rules, standards and codes of practice.

Management Responsibilities

All Officers, Managers and Supervisors are responsible and accountable for the safety of employees, contractors and company property under their control so far as reasonably practicable. Managers and Supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

Employee Responsibilities

All employees are required to comply with health and safety legislation and the Organisation's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons. Employees must report all hazards and incidents to their supervisors and the HR Officer as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

Contractors

All contracts engaged to perform work for the Organisation are required to comply with the relevant health and safety legislation as amended from time to time, the policy, programs and procedures of the Organisation as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Definitions

In this policy:

'Person Carrying on a Business or Undertaking' means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

Relevant Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*