

# **Workplace Health & Safety Policy**

## **Australian Chapter of the ICAI Sydney**

### **OVERVIEW**

The Workplace Health and Safety (WHS) policy will apply to all places and sites where the events or meetings are organised by the Chapter and attended by the office bears and volunteers.

The purpose of this policy is to establish and maintain effective management of WHS. It will also serve to ensure that the Chapter meets the obligations of its internal Work health and safety policy and relevant Work health and safety legislation.

The Chapter will review this system regularly in order to provide guidance for internal/external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

*The Chapter* recognises that the success of the system depends on commitment from all levels and functions, particularly the leadership of management. *The Chapter* has defined an WHS policy and objectives, and plans to implement, monitor and evaluate its procedures which give effect to WHS policy and objectives; and achieve conformance with such planned procedures.

The policy and procedures are formally authorised and approved by the Chairman by signing the document.

The WHS management system will be released as a controlled document and the controlling authority shall be the Chairman of the Chapter.

This will be managed under the quality control system currently maintained by The Chapter. The Chairman also has been assigned custody to ensure the procedure is maintained and updated.

## **Objective:**

The Australian Chapter of ICAI Sydney (The Chapter) is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.

### **1.1 Health and Safety Policy**

The Chapter has developed and implemented a structured health and safety management system to meet its obligations and legislative requirements. This will also assist to achieve a consistently high standard of safety performance. Regular review of WHS at senior level reinforces its importance to the Chapter's commercial objectives and legal obligations.

### **1.2 Policy Authorised by Senior Management**

The Chairman will formally sign and date the current written policy to formally approve the policy and procedures. The Chairman will review the documented health and safety policy every year.

### **1.3 Policy Incorporates Management Commitment to Comply with Relevant Legislation**

The Chapter's health and safety policy will ensure compliance with legislative requirements and current standards such as:

- Various Codes of Practice
- AS/NZS 4801 ~ Work Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques

### **1.4 Policy Includes Management Responsibilities**

The Chapter has delegated general and specific health and safety responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards.

Further individual responsibilities are contained in particular procedures and position descriptions. Every level participates in the establishment and maintenance of the WHS controls as well as assisting in WHS planning.

The Chapter's WHS policy is to inform office bearers and other interested parties that WHS is an integral part of its operations. All staff are actively involved in the review and continual improvement of WHS performance as this reinforces the company's objectives.

### General Responsibilities:

#### Chairman

- Formally approve the Work Health and Safety Policy
- Assign custody to ensure procedure is maintained and updated
- Formally approve the Work Health and Safety Procedures
- Review overall organisational health and safety performance
- Participate where required in the resolution of safety issues
- Review serious injuries/incidents and monitor corrective actions
- Review health and safety performance of other office bearers
- Ensure organisational compliance with health and safety legislation

#### Office bearers will;

- Implement the WHS Policy, WHS Procedures and legislative requirements
- Monitor health and safety performance within area of responsibility
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- Participate, where required, in the resolution of safety issues
- Investigate all injuries/incidents within area of responsibility
- Initiate actions to improve health and safety within area of responsibility
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found
- Participate in consultation
- Ensure all workers are inducted and receive regular training as required to perform jobs safely
- Facilitate rehabilitation of injured workers

### Duties of office bearers and other member at the venue:

#### Office bearers will:

- Adhere to all safe working procedures in accordance with instructions
- Take reasonable care of themselves and others who may be affected by their actions
- Participate in all training as requested
- Participate in the consultation process

#### Other Persons at the venue will:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

## **1.5 Consultation with Volunteers**

The Chapter is committed to consultation and co-operation between management and volunteers, to any change or input to the health and safety policy that will affect the workplace.

## **1.6 Reporting and Recording of Workplace Incidents and Injuries**

The Chapter has a strict procedure for internal or external reporting and recording of work-related incidents, injury, or illness.

## **1.7 Continuous Improvement in Health and Safety**

The Chapter WHS process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

As time proceeds new information comes to light in terms of risk and therefore the WHS assessment needs to be repeated regularly. Repeating the assessment process with rigorous acceptability criteria also promotes continual improvement in managing WHS.

## **1.8 Office Bearers and team leaders understand Health and Safety Management**

The management team of the Chapter is responsible for the development, promotion and implementation of WHS policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management. They are also responsible for communicating and training workers in all aspects of WHS management. Various seminars, briefings, conferences and training sessions are attended as and when are necessary and available.

## **2. Safe Work Environment**

The Chapter is committed to providing a safe and healthy workplace for all of our workers. The Chapter further recognises its responsibilities to provide a safe and healthy work environment for contractors, clients, visitors and the public.

Creating a safe work environment and care for the environment is the responsibility of all The Chapter personnel and contractors at every level of the Company.

To achieve this stated policy outcome, the commitment and contribution of each and every worker is required through:

- Taking responsibility for the health and safety of themselves and their fellow workmates;
- Not compromising personal health and safety in the mistaken belief that other requirements are more important;
- Considering health and safety as an integral part of our work.

The Chapter provides, maintains and promotes a safe work environment and safety management system that is characterised by:

- A systematic approach to controlling health and safety hazards and risks through the development and implementation of suitable policies and procedures;

- ensuring as far as practicable all operations conducted by officers and members are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- effective management demonstrated by commitment and direct involvement at all levels of the company;
- effective two-way communication as an integral part of every job;
- the provision of appropriate facilities, equipment, education, training and supervision for workers and contractors to ensure healthy and safe working conditions and methods.

In its activities The Chapter provides and maintains so far as practicable a working environment that is safe and without risks to health, eliminates or controls work-related hazards and risks by:

- ensuring as far as practicable all operations conducted by workers and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- the application of a systematic approach to identifying, assessing and controlling workplace hazards and risks; and
- facilitating continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance.

### **3.1 Training & Supervision**

The Chapter will ensure that all office bearers and members are informed of their own responsibilities for health and safety in the workplace. The Chapter will ensure that workers have specific knowledge concerning the management of hazards to which they are exposed. This will be achieved through training in workplace procedures, environment, equipment and materials.

### **3.2 Identification of Health and Safety Training Needs**

The Chapter will undertake ongoing assessment and record required training in the Training register to ensure that every worker is provided with the appropriate training. Procedures are in place to ensure that office bearers have appropriate competencies and these are kept up-to-date in tasks where hazards and risks have been identified. Training programmes are developed after completing an assessment of current capability against the required competency profile.

## **4. HAZARD REPORTING**

The hazards are reported by volunteers to the Chairman. The Hazard Report applies to the reporting of any health and safety issues other than personal injury. The procedure applies to all volunteers and office bearers.

WHS Policy supports worker awareness of what is required to achieve the WHS objectives and enables the evaluation of the system and performance. Access to the documentation is available to all volunteers.