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Occupational Health and Safety Policy & Procedure

APPROVED BY: Pathways SouthWest Board of Management

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THIS POLICY & PROCEDURE APPLIES TO: Pathways SouthWest Board of Management, Staff, Students, Volunteers, Consumers, Carers, other Stakeholders and the General Public

Occupational Health and Safety

Policy & Procedure

Policy

Occupational Health and Safety is everybody's business and responsibility. Through this policy Pathways SouthWest (Pathways) recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers, contractors and service user's. Pathways further endeavours to ensure that their operations do not place the wider community at risk of injury or illness.

Procedure

Pathways SouthWest is committed to:

- Risk management activities will be undertaken to adequately manage risks to persons in the work environment, including review of changes to work methods and practices;
- Compliance with all relevant legislation standards, will be monitored and other requirements to which the organisation subscribes;
- Through following standard operating procedures, it will be ensured that all plant, equipment and substances are safe and without risk to health;
- Safe systems of work, the work premises and the work environment, including systems emergency response systems will be developed and maintained;
- Provide adequate facilities to protect the welfare of all those in the work environment;
- Provide appropriate OH&S training to all those in the work environment;
- Provide information and supervision for all those in the work environment; enabling them to work and study in a safe and healthy manner;
- Consult with all those in the work environment; to enhance the effectiveness of the OH&S Management System;
- Provide adequate resources to facilitate the fulfilment of the organisation's OH&S responsibilities;
- Regularly review and evaluate Health and Safety Management systems, including audits and workplace inspections;

If required by State Legislation, Pathways SouthWest will establish and maintain an Occupational Health and Safety Committee.

Responsibilities

The Chief Executive Officer (CEO) as the responsible officer will be accountable for providing a healthy and safe workplace, ensuring adequate resources are provided to meet the health and safety objectives and implement supporting strategies. In particular the CEO will ensure:

OCCUPATIONAL HEALTH & SAFETY POLICY & PROCEDURE

- Relevant health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risk to health and safety;
- Mechanisms are provided which enable the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures;
- Mechanisms are provided to enable employees and their representatives to be consulted on any proposals for changes to the workplace, work practices, policies or procedures which may affect the occupational health, safety and welfare of employees;
- Occupational health and safety performance is an integral component of organisation's business and financial plans including effective of risk control measures which are regularly monitored and deviations from standards rectified;
- Managers and employees have adequate knowledge and skills to carry out their health and safety responsibilities;
- Employees are consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees;
- All incidents are reported and investigated, and basic cause and control strategies are identified.

All those in the work environment; have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

All those in the work environment; have a responsibility to:

- Comply with and carry out their roles and responsibilities as detailed in this health and safety policy and procedure;
- Report any incident or hazards at work to the Chief Executive Officer or OH&S representative through the Accident/Incident Report form on the Pathways Intranet (See link below)
<http://companyweb/General%20Documents/Forms/AllItems.aspx?RootFolder=%2FGeneral%20Documents%2FStaff%20Forms&FolderCTID=0x012000C812601AD90FDE4BA2475B90A0A8F1AF&View={AF407297-BFEE-4415-8555-2FE37254FD4A}>
- Obey any reasonable instruction aimed at protecting their health and safety while in the work environment;
- Use any equipment provided to protect their health and safety while at work;
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures by completing the General Risk Assessment form on the Pathways Intranet (See link below)
<http://companyweb/General%20Documents/Forms/AllItems.aspx?RootFolder=%2FGeneral%20Documents%2FStaff%20Forms&FolderCTID=0x012000C812601AD90FDE4BA2475B90A0A8F1AF&View={AF407297-BFEE-4415-8555-2FE37254FD4A}>
- Consider and provide feedback on any matters which may affect their health and safety;

- Ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.

Useful Information

For further information regarding Occupational Health and Safety, please refer to:

Worksafe Website:

STATE	LINK
WA	http://www.commerce.wa.gov.au/worksafe

Federal Legislation:

STATE	LEGISLATION	WEBSITE LINK
Vic	Occupational Health & Safety Act 1985	http://www.austlii.edu.au
Qld	Workcover Health and Safety Act 1995	
Canberra	Occupational Health & Safety Act 1989	
NSW	Occupational Health & Safety Act 2000	
NT	Work Health Act	
Tas	Workplace Health & Safety Act 1995	
SA	Occupational Health, Safety & Welfare Act 1986	
WA	Occupational Health & Safety Act 1984	

Related Documents

- Accident/Incident Report Form
- General Risk Assessment form
- OH & S Acknowledgement form (Appendix A)

OCCUPATIONAL HEALTH AND SAFETY STAFF ACKNOWLEDGEMENT FORM

Employee Name: _____

I have received, read and understood the Occupational Health and Safety Policy issued

On _____
Date

Completed form to be filed in employee's personnel file