



# Workplace Health and Safety Policy

## Goals

To provide a workplace that is free from risks to health and safety by implementing the highest possible standards to protect workers' health, safety, mental and social wellbeing.

To engage and consult with all workers and others affected by our business or undertakings to ensure hazards are identified and the associated risks associated removed or reduced to the greatest degree.

To create a workplace environment where workers and others affected by our business or undertakings are encouraged and supported to come forward and report any health and safety concerns and assist in the reduction and management of risks.

## Obligations

All About You – Disability Services is dedicated to delivering a policy which enables all work activities to be carried out safely, and where all potential hazards have been identified and measures taken to remove (or reduce) risks to the health, safety and welfare of employees, contractors, authorised visitors, and anyone else who may be affected by our business or undertakings.

All About You – Disability Services is committed to ensuring compliance with the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

## Responsibilities

### Management

Management will ensure, as far as is reasonably practicable, the health and safety of:

- all workers engaged, or caused to be engaged by All About You – Disability Services;
- all workers whose activities in carrying out work are influenced or directed by All About You – Disability Services; and
- other people

by ensuring they are not put at risk from work carried out as part of our business undertakings.

All About You – Disability Services will also:

- provide and maintain a work environment free from risks to health and safety;
- provide and maintain safe plant (equipment), structures and safe systems of work;
- ensure the safe use, handling and storage of plant (equipment), structures and substances;
- provide adequate facilities for the welfare of workers in carrying out work;

- provide information, training, instruction or supervision necessary to protect all people from risks to health and safety arising from work activities;
- ensure the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from work activities; and
- consult with workers on all matters relating to health and safety.

### Workers

While at work, All About You – Disability Services employees must:

- take reasonable care for their own health and safety;
- take reasonable care that their actions do not adversely affect the health and safety of other people;
- comply (so far as they are reasonably able to) with any reasonable instruction given by management;
- co-operate with any reasonable policy or procedure for work health and safety that has been communicated to them;
- not misuse or interfere with anything provided to ensure work health and safety;
- report all incidents immediately, no matter how trivial;
- engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls; and
- report all known or observed hazards to management.

### **Applying this policy**

All About You – Disability Services seek the co-operation of all workers, contractors, visitors and others whom may be affected by the undertakings of All About You – Disability Services.

All About You – Disability Services encourage and support suggestions to create a safe working environment.

This policy applies to all business operations and functions, including situations where workers are required to work off-site.

### **Reviewing this policy**

Management will review this policy annually in consultation with workers to assess its effectiveness by:

- reviewing All About You – Disability Services' overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

### **Communicating this policy**

All workers, contractors and others affected by All About You – Disability Services' business or undertakings will be provided with a copy of this document.

New workers will be provided with a copy of this document as part of their induction.

### **Relevant legislation**

*Work Health and Safety Act 2012*

*Work Health and Safety Regulations 2012*