

Legislation:	Work Health and Safety Act 2011 (QLD) Occupational Health and Safety Act 2004 (VIC) Work Health and Safety Regulations 2011 (QLD) Occupational Health and Safety Regulations 2017 (VIC)
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WORKPLACE HEALTH AND SAFETY POLICY

1. Elderly Care's Commitment

Elderly Care is committed to maintaining a safe and healthy environment for all, including employees, volunteers, contractors, residents, and visitors. We aim to achieve this by:

- developing and maintaining up to date and relevant work health and safety policies and procedures;
- following the risk management process to eliminate hazards, and if it is not reasonably practicable to eliminate hazards, to minimise risks so far as reasonably practicable;
- complying with all work health and safety legislation and other requirements;
- ensuring the adequate provision of work health and safety training to all employees;
- consulting with employees to ensure they are included in decision making processes relating to health and safety;
- providing necessary health and safety information to all employees, volunteers, contractors, residents and visitors;
- monitoring the effectiveness and performance of Elderly Care's Work Health and Safety Management System and striving for continual improvement of our systems and processes;
- establishing and measuring ourselves against work health and safety objectives and targets to ensure continued success in eliminating or minimising workplace injuries and illness; and
- investigating incidents and implementing appropriate strategies to minimise reoccurrence.

2. PURPOSE

The purpose of this policy is to:

- demonstrate a commitment to work health and safety.
- outline the processes and strategies for maintaining a safe and healthy work environment.
- specify work health and safety responsibilities and accountabilities of all persons within a Elderly Care workplace.
- set the framework for the management of work health and safety.

3. APPLICATION OF POLICY

This policy applies to all persons at an Elderly Care workplace, including Elderly Care employees, volunteers, contractors, residents, and visitors.

What is work health and safety?

Work health and safety at Elderly Care means providing a work environment, tools and equipment, resources and processes that supports our organisation to provide quality services for the elderly in the safest manner possible.

Who is responsible for work health and safety?

Every person within an Elderly Care workplace plays a role in keeping the workplace safe and is responsible for complying with Elderly Care work health and safety policies and procedures and WHS legislation.

Where is an Elderly Care workplace?

An Elderly Care workplace is anywhere where work is conducted by or on behalf of Elderly Care. This includes Elderly Care managed facilities, and off site where an Elderly Care worker is conducting work on behalf of Elderly Care.

1. RESPONSIBILITIES AND OBLIGATIONS

All persons at an Elderly Care workplace are required to take responsibility for their own health and safety and ensure that actions taken by them do not adversely impact upon another's health and safety.

1.1 EMPLOYEE OBLIGATIONS

All employees have a responsibility to:

- (a) comply with safe work practices, with the intent of avoiding injury to themselves and others, or damage to plant, equipment, and the work environment;
- (b) take reasonable care for the health and safety of themselves and others;
- (c) wear personal protective equipment and clothing where required;
- (d) comply with any direction given by management relating to health and safety;
- (e) not misuse or interfere with anything provided for health and safety purposes;
- (f) report all work related accidents and incidents immediately;
- (g) report all known or observed hazards immediately; and
- (h) comply with all reasonable Elderly Care policies and procedures.

1.2 MANAGER AND SUPERVISOR OBLIGATIONS

Managers and supervisors throughout the organisation play a key role in the management of health and safety through a commitment to integrating work health and safety practices into the core business. This includes:

- (a) promoting safe work practices;
- (b) ensuring adherence to all policies and procedures;
- (c) providing information, instruction, training, and guidance to ensure employees and contractors can carry out their work safely;
- (d) participating in and coordinating WHS incident investigations; and
- (e) ensuring that any information and records that are generated are consistent with Elderly Care policies and guidelines.

1.3 SENIOR MANAGEMENT OBLIGATIONS

Senior management are responsible and accountable for providing and ensuring overall direction and performance of Elderly Care's work health and safety. This includes:

- (a) ensuring there are adequate resources to execute work health and safety within their business areas;
- (b) monitoring results and adherence to responsibilities to ensure Elderly Care's continued success in eliminating or minimising workplace injuries or illness;
- (c) maintaining up-to-date knowledge of significant work health and safety matters in their business area;
- (d) ensuring their business area complies with all of Elderly Care's policies and procedures;
- (e) ensuring a safe working environment;
- (f) ensuring safe systems of work are in place and are being adhered to;
- (g) ensuring plant and substances are in a safe condition;
- (h) ensuring there are adequate facilities for the welfare of workers; and
- (i) ensuring employees are provided with adequate information, instruction, training and supervision that is reasonably necessary to ensure the safety of themselves and others in the workplace.

1.4 DIRECTOR OBLIGATIONS

Directors have a duty to exercise due diligence to ensure Elderly Care meets legislated workplace health and safety requirements. This includes:

- (a) keeping up to date knowledge of WHS matters;
- (b) ensuring Elderly Care has and uses appropriate resources and processes to eliminate or minimise safety risks to health and safety from the work carried out;
- (c) ensuring Elderly Care has and uses appropriate resources and processes to eliminate or minimise safety risks from its operations;
- (d) ensuring Elderly Care has appropriate processes to receive information about incidents, hazards and risks and is responding in a timely way to that information; and
- (e) ensuring Elderly Care has and implements processes to comply with any duty or obligation under WHS laws.

2. POLICY REVIEW

- (a) This Policy is reviewed every two (2) years to ensure its relevance and effectiveness, and for compliance with legislation changes. Any substantive changes to the policy are noted by the Executive WHS Committee.
- (b) The owner of this document is Peter O'Shea (Director).



Peter O'Shea
Director

Date: 16 August 2024

Review Date: 16 August 2026