



<b>Waminda Community House OCCUPATIONAL HEALTH &amp; SAFETY POLICY</b>	<b>VERSION NO: 2</b>
<b>COMMITTEE OF MANAGEMENT APPROVAL DATE:</b>	
<b>COMMITTEE OF MANAGEMENT CHAIRPERSON'S SIGNATURE:</b>	
<b>REVIEW DATE:</b>	<b>Annually</b>

**Purpose:**

The purpose of this policy is to ensure Waminda Community House takes all reasonable precautions to create a safe and healthy environment for all employees, contractors, participants, members and the public.

**Scope:**

This policy applies to all employees, other agencies, contractors, and community members who participate in the Waminda Community House.

**Policy:**

Waminda Community House is committed to providing a safe and healthy workplace for all of our workers.

Waminda Community House recognises all of its responsibilities to provide a safe and healthy work environment for employees, contractors, clients, visitors and the public.

Creating a safe work environment and care for the environment is the responsibility of all Waminda Community House personnel and contractors at every level of the organisation.

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

- Taking responsibility for the health and safety of themselves, their fellow workmates, members, participants and the general public.
- 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.

Waminda Community House promotes a 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;
- Effective management demonstrated by commitment and direct involvement at all levels of the organisation.
- Encouraging effective teamwork with two-way communication as an integral part of every job.
- Provision of appropriate facilities, equipment, education, training and supervision for employees and contractors to ensure healthy and safe working conditions and methods.
- Ensuring that all contractors and other agencies who use the Waminda Community House have the relevant certificates to complete the task required and are familiar with current O.H.& S practices.

In its activities Waminda Community House 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 employees 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.

#### **Documentation**

Internal Audit

**Associated Policies and Procedures-** Other Human Resources Policies