



TITLE	Occupational Health & Safety Policy
VERSION NUMBER	4
APPROVAL	
RESPONSIBILITY	Board of Management
REVIEWED	Annually - MAY 2022

Purpose:

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

Scope:

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

Policy:

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

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

Creating and maintaining a safe work environment is the responsibility of all of Waminda Community House, including personnel, at every level of the organisation.

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

- Taking responsibility for the health and safety of themselves, their fellow workmates, volunteers, 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 House is fully committed to ensuring that all employees, members, volunteers and the general public can access the Waminda House buildings. Like other public access facilities, Waminda House recognises that some people may need mobility aids/ and or assistive technology/animals, to achieve this.
- Waminda ask that all visitors and staff leave their pets in a safe place outside the Waminda building, with exception of those who are registered as assistance or service dogs.

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.
- 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.
- 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