



NEST LABOUR

## Work Health and Safety Policy

- Demonstrate leadership and commitment through all managers and supervisors,
- Hold managers accountable for Workplace Health and Safety performance of their business.
- Take all practicable steps to eliminate or control hazards within the work place, through the process of hazard identification, risk assessment, implementation of controls, monitoring and evaluation, to ensure continuing effectiveness.
- Comply with all applicable WHS statutory requirements.
- Implement WHS management systems to establish and maintain a safe and healthy workplace for our people and protection of the environment.
- Strive to continuously improve WHS performance by setting objectives, plans, performance measures and to undertake regular reviews and improvements against predetermined targets.
- Develop and monitor annual WHS Key Performance Indicators with a focus on the implementation of lead and lag indicators.
- Develop WHS awareness and competencies with the implementation of structured and documented training plans.
- Consult in WHS management through planned and scheduled WHS committees, toolbox talks and other consultative processes.
- Support engineering solutions and process modifications that eliminate or minimise, so far as reasonably practicable, the risk of injury to our people, damage to property and other assets.
- Ensure all incidents and non-compliant situations are reported, recorded and fully investigated, and where injury, illness occurs, or could have occurred, ensure corrective actions are implemented.
- In cases where workers have sustained a work-related injury or illness, assist them to achieve maximum recovery through prompt intervention, treatment, active rehabilitation, structured injury management and return to work programs.

## For employees

Workers are required to:

- take reasonable care for own health and safety
- take reasonable care that actions do not adversely affect the health and safety of other people
- comply with any reasonable instruction or directions given by the department to ensure compliance with WHS obligations
- co-operate with any policy, procedure or guideline of the department, and
- promptly report and record WHS risks or incidents, in accordance with the procedures.

Managers are also expected to:

- provide leadership and model appropriate attitudes to WHS matters
- proactively assist in identifying and managing potential WHS issues
- encourage staff to report and record WHS risks or incidents
- respond promptly and appropriately to WHS reports
- ensure staff have access to workplace adjustments to prevent deterioration of their health
- verify that the right training, instruction and supervision is available for staff, and
- make sure employees and workers have the right information.

## For officers

An officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the department.

Officers are obliged to exercise due diligence and to take steps to satisfy themselves that the department is effectively discharging its WHS duties. This includes:

- keeping up-to-date on WHS matters

- understanding the department's operations, hazards, risks and control mechanisms
- ensuring there are the right resources and processes available to eliminate or minimise risks to health and safety
- understanding the processes and systems used by the department to comply with its WHS duties, and
- implementing adequate mechanisms for receiving, considering and acting on relevant information regarding incidents, hazards and control mechanisms.

## **For other people (including visitors)**

If a person is not a worker, but attends a department building (for example, visitors), they must:

- take reasonable care of their own health and safety
- take reasonable care that their actions or omissions do not adversely affect the health and safety of others, and
- comply, so far as they are able, with any instructions that may be given by the department regarding WHS obligations.

## **Risk management process**

Require to manage work health and safety risks. Managers need to manage work health and safety risks in four key steps:

- Step 1 – Identifying hazards
- Step 2 – Assessing risks
- Step 3 – Controlling risks, and
- Step 4 – Reviewing control measures.

Risk management activities or actions should be documented, where reasonably practical and appropriate, to ensure transparency and assist with any subsequent reviews.

## Training

We are expected to stay up-to-date with your WHS responsibilities by:

- completing the Managing Work Health and Safety e-learning program
- reviewing the Safety Training and Learning Matrix, and

using self-paced learning initiatives available from the Safety Reference Centre

## Things to remember

- Safety is everyone's responsibility.
- Always take reasonable care that your actions do not adversely affect the health and safety of others.
- You are encouraged to report WHS issues including customer aggression.
- Report and record WHS risks or incidents in accordance with the procedures.
- Managers need to proactively manage potential WHS issues.
- Managing WHS risks is most effective when people are consulted and risk controls are implemented early.



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