



POLICY	WORK HEALTH AND SAFETY		
DOCUMENT REF	PS WHS 01	EFFECTIVE DATE	7 December 2023
RESPONSIBILITY	The Board	VERSION NO.	V3

POLICY STATEMENT

The purpose of this Policy is to document the governing principles that will guide the Workplace Health & Safety (WHS) Management at The Hut Community Centre.

We are committed to complying with the state and commonwealth WHS legislation, Australian Standards, and codes of practice.

To meet the objectives of this policy, we are committed to regular staff, participants, and client consultation to ensure that health and safety issues are identified and through the development and implementation of a planned and systematic approach, managing safety hazards through systematic hazard identification, assessment control and resolution.

Scope

This Policy applies to the person conducting a business or undertaking (the PCBU) and all staff, workers and visitors as defined in our definitions list and in the *Work Health and Safety Act 2011*.

For the purposes of this policy, the term 'workplace' refers to any place where we operate our services and supports and includes any place where Staff or a Worker goes, or is likely to be, while at work.

Definitions

Staff: Paid employees and volunteers.

Worker: Any person who carries out work for the Hut, including work as a staff member (employee or volunteer), contractor, subcontractor, self-employed person, apprentice or trainee, work experience student or employee of a labour hire company.

Key Principles

The Hut Community Centre aims to minimise the risk of injury (including from psychosocial hazards) and disease to its staff and all other persons in the organisation's worksites by providing a healthy and safe environment and will integrate health and safety into all aspects of its operations including through planning and implementation. This includes creating an environment of mutual respect that is free from discrimination, workplace bullying, victimization, harassment, and sexual harassment.

We will endeavour to achieve this objective by working towards maintaining an environment that identifies and eliminates or reduces risks to health and safety by applying the following key principles:

- We will maintain an effective health and safety management system that meets legal requirements, service excellence standards and codes of practice.
- We will take all reasonably practicable steps to eliminate or minimize risks to both physical and psychological health at work (including risks from sexual harassment).
- We will take all reasonable steps to provide, maintain and monitor the health and welfare of our Staff and Workers, working environment, facilities, equipment, and substances ensuring they remain in a safe condition, to prevent illness and injury for all Staff and Workers.
- We will provide Staff with access to opportunities for debriefing and mental health support.
- We will provide Staff with induction, training, and support to enable them to safely undertake their role and responsibilities.

- Staff and users of our programs and services will be consulted on our WHS procedures, forms, and guidelines to enhance their effectiveness.
- We will implement a health & safety risk management process to ensure that workplace hazards are identified, assessed, and controlled or otherwise managed if they cannot be eliminated.
- We will conduct regular work site safety inspections.
- Our WHS performance will be monitored by the Board monthly.

All staff have a responsibility to comply with the above key principles and ensure their commitment to work health and safety is of high priority across all aspects of their work and in their supervision of staff and participants/visitors. This includes taking reasonable care to protect their own health and safety and avoid adversely affecting the health and safety of others in the workplace.

Management has a core responsibility to uphold and demonstrate leadership in relation to these key principles.

The Hut Board is responsible for endorsing our WHS Policy and ensuring compliance with all reporting requirements.

<p><i>Related Documents (Internal)</i></p>	<ul style="list-style-type: none"> ▪ <i>All WHS Procedures, Forms and Guidelines</i> ▪ <i>Human Resources and Culture Policy (PS HYC-01)</i> ▪ <i>Working with Children & Young People Policy (PS CYP-01)</i> ▪ <i>Respect in the Workplace Policy (PS RWP-0)</i> ▪ <i>Inclusion, Diversity & Equality Policy (PS IDE 01)</i> ▪ <i>Working from Home Procedure (OP HR-11)</i> ▪ <i>Code of Conduct (Op HR-06)</i> ▪ <i>All Hut Handbooks (inc. Bus, Community Shed, Employee and Volunteer Induction)</i>
<p>Legislation & References (External)</p>	<ul style="list-style-type: none"> ▪ <i>Work Health and Safety Act 2012 (SA)</i> ▪ <i>Work Health and Safety Regulations 2012 (SA)</i> ▪ <i>Relevant Codes of Practices</i> ▪ <i>Safework SA</i> ▪ <i>Australian Services Excellence Standards</i> ▪ <i>Aged Care Act 1997</i> ▪ <i>Aged Care Quality and Safety Commission Act 2018</i> ▪ <i>Return to Work Act and Regulations 2015 (SA)</i> ▪ <i>Equal Opportunity Act 1984 (SA)</i> ▪ <i>Industrial Relations Reform Act 1993</i> ▪ <i>Occupation Health and Safety and Welfare Act 2004</i> ▪ <i>Privacy Act 1988 (amended 2000) (Federal)</i> ▪ <i>The Disability Discrimination Act 1992 (SA)</i> ▪ <i>Racial Discrimination Act 1975</i> ▪ <i>Volunteers Protection Act 2001 (SA)</i> ▪ <i>Workers Rehabilitation and Compensation Act 1986</i> ▪ <i>Fair Work Act 2009</i> ▪ <i>Sex discrimination Act 1984 (Federal)</i> ▪ <i>Sex and Age Discrimination Legislation Amendment Act 2011</i> ▪ <i>Human Rights and Equal Opportunity Commission (HREOC) Act 1986</i> ▪ <i>Childrens Protection Act 1993 (SA)</i>

Date Approved by Board:	Next Review Date: <i>October 2024</i>
Signed on behalf of The Hut Board by the Chair: Name: <i>David Rawnsley</i> Date: / /2023	