



### PURPOSE AND SCOPE

This policy outlines REIWA's commitment to Occupational Safety and Health (OSH), clarifies individual and organisational workplace OSH responsibilities and ensures that all staff members are familiar with REIWA's health, safety and risk management system. The policy has been framed around the requirements of the *Western Australian Occupational Safety and Health Act (1984)*, and the *Western Australian Occupational Safety and Health Regulations (1996)*.

This policy applies to all REIWA employees, volunteers, students, contractors and visitors.

### POLICY STATEMENT

REIWA is committed to ensuring health and safety in the workplace for all staff members, students, contractors and visitors. We acknowledge our employer responsibilities under the *Western Australian Occupational Safety and Health Act and Regulations*, other legislation and current industry standards and will ensure compliance by:

1. Providing and maintaining safe workplaces, plant and equipment, and systems of work;
2. Providing information, training and supervision to ensure safe systems of works;
3. Maintaining and continuously reviewing procedures to avoid preventable injury or illness;
4. Providing information and training to raise awareness of health and safety issues;
5. Consulting and cooperating with safety and health representatives; and
6. Nurturing a culture that integrates occupational safety and health into everyday work practices and regards accident prevention as a mutual responsibility.

### RESPONSIBILITY

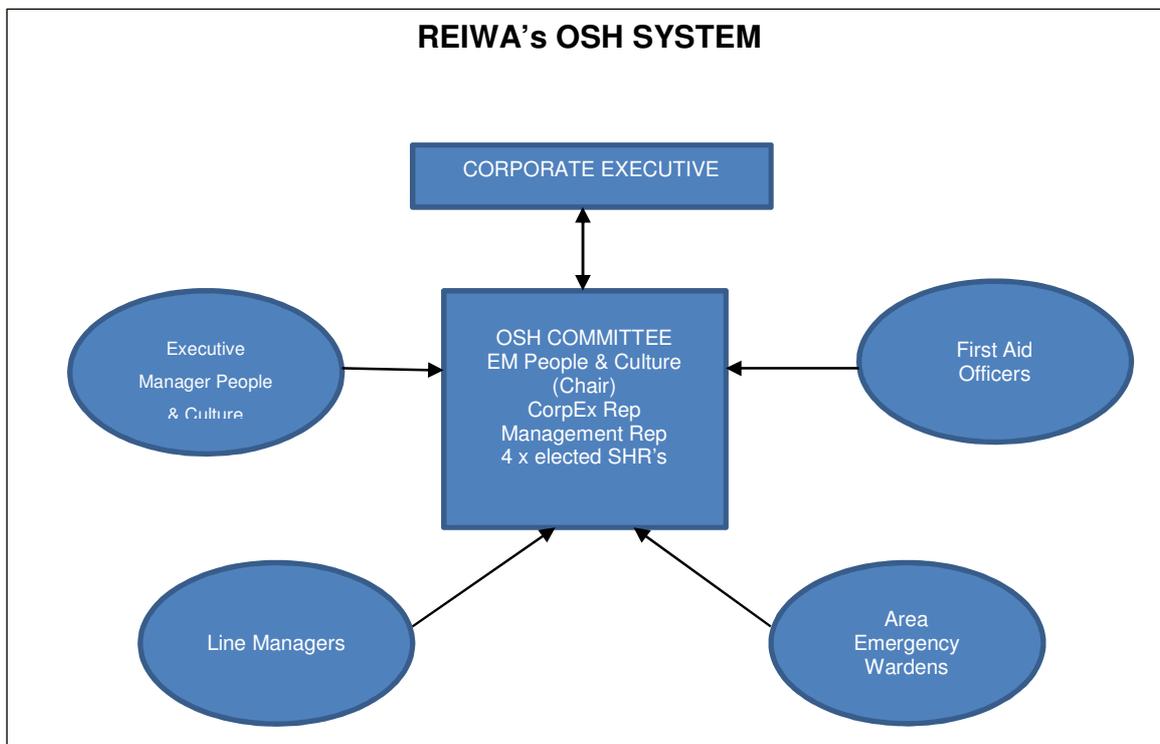
1. The CEO is responsible for providing a healthy and safe workplace for employees, ensuring that an effective OSH management system is in place and that adequate resources are provided to meet health and safety objectives.
2. The Executive Manager People & Culture has the day to day responsibility for coordinating REIWA's OSH management system, the annual OSH plan and outcome reporting. This includes but is not limited to:
  - a. Convening and chairing the OSH Committee;
  - b. Identifying, developing, implementing and reviewing OSH policies and procedures;
  - c. Assisting Executive and Line Managers to monitor and evaluate risk control measures;
  - d. Assisting Executive and Line Managers to identify, develop and provide appropriate health and safety-related information, instruction and training;
  - e. Coordinating 'whole of REIWA' OSH training as required;
  - f. Assisting Executive and Line Managers to identify, develop and provide appropriate OSH information, instruction and training;
  - g. Monitoring and advising on OSH-related legislative and technical changes;
  - h. Monitoring and providing regular reports to the OSH Committee on REIWA's occupational safety and health performance;
  - i. Assisting employees and Safety and Health Representatives (SHRs) to follow policies and safe work procedures;
  - j. Providing a safety induction to all new employees and contractors, as part of the on-boarding program.



3. Executive Managers and Line Managers are responsible for OSH in their department/ business unit/ work area with accountability including, but not limited to:
  - a. Providing and maintaining a safe workplaces and systems of work;
  - b. Implementing REIWA OSH policies and procedures in their work area;
  - c. Developing and implementing specific work area OSH procedures;
  - d. Monitoring OSH in the work area to ensure that all risks are identified, assessed and effectively controlled;
  - e. Monitoring all work area risk control measures;
  - f. Training and supervising employees, contractors, students and visitors to ensure that they have adequate knowledge and skills to perform required tasks safely (including a safety induction to the specific work area)
  - g. Ensuring that all incidents within their work area of control are reported and investigated, and that basic cause and control strategies are identified; allocating resources to meet the work area safety and health commitment (including identification of current/ future needs and budget submissions);
  - h. Consulting with work area SHRs and staff to monitor and improve the work area safety and discuss any changes to the workplace or work practises that may affect employee safety and health;
  - i. Providing relevant OSH information and feedback to the OSH Committee.
  
4. Staff members have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. This includes, but is not limited to:
  - a. Taking reasonable care of their own safety and health and that of others;
  - b. Following all safety and health policies, procedures, instructions and safe work practices;
  - c. Using any equipment provided to protect their health and safety while at work;
  - d. Reporting all known or observed hazards, incidents or injuries to their Executive or Line Manager;
  - e. Assisting to identify hazards, and to assess and control risks;
  - f. Considering and providing feedback on any matters which may affect their health and safety;
  - g. Ensuring they are not affected by alcohol or any other drug (including illicit and prescription) which may endanger their own or any other persons' health and safety;
  - h. Providing relevant OSH information and feedback to their SHR and/or line manager.
  
5. Contractors, students and visitors to REIWA must:
  - a. Comply with REIWA's occupational safety and health policies, procedures and programs;
  - b. Observe directions on occupational safety and health from REIWA Employees.

### GENERAL INFORMATION

REIWA has a legal duty of care under section 19 of the *Act*, to provide and maintain, so far as practicable, a safe work environment. We have an integrated OSH system to assist this process.



REIWA's OSH Committee develops and manages the annual OSH plan. This is managed and actioned via the quarterly OSH Committee meetings. The SHR's on this committee are the Executive Manager People & Culture, a management representative and a minimum of four elected staff.

Safety and Health Representatives are elected to represent all staff members. The SHR's participate and drive the OSH Committee agenda and will collaborate with colleagues and managers to report on relevant OSH information.

The Executive Manager People & Culture chairs the OSH Committee, receives all OSH workplace reports (hazards, accidents, injuries and incidents), coordinates OSH investigations and prepares OSH reports and budget requests and submissions. The Executive Manager People & Culture will assess OSH training requirements and deliver, as required.

All Executive and Line Managers are responsible for OSH in their work area and report relevant information to the Executive Manager People & Culture.

Emergency Wardens coordinate REIWA's emergency response including building evacuation in the event of fire, crisis and other unforeseen event.

First Aid Officers ensure that a trained staff member is available on site during business hours to administer work place first aid.



### PROCEDURES

An annual OSH plan will be developed by the Executive Manager People & Culture to ensure that REIWA meets its policy and strategic objectives relating to occupational safety and health. This plan will be aligned with REIWA's strategic direction with minimum outcomes ensuring that:

1. Relevant health and safety policies and procedures are developed, implemented and reviewed to enable the effective management of health and safety and control of risks to health and safety;
2. Executive Managers, Line Manager and staff members are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
3. Mechanisms are provided to enable the assessment of managers health and safety performance;
4. Strategies and procedures are in place to enable OSH monitoring and performance reporting; and
5. Employees are consulted on any proposals for changes in the workplace, work practices, policies or procedures which may affect their occupational health, safety and welfare.

### PERFORMANCE STANDARDS AND KEY PERFORMANCE INDICATORS

1. All REIWA staff have been given information about the REIWA Occupational Safety and Health Policy.
2. A copy of the policy is available to all staff on Reginald at HR > HR Staff > Policies > REIWA Occupational Safety and Health Policy.
3. All new staff are educated on the REIWA Occupational Safety and Health Policy.

### REVIEW OF THE POLICY

This policy will be reviewed on a two yearly basis. However, if at any time the legislative or policy environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

**AUTHOR OF POLICY:** Amanda Hardwick – Executive Manager People & Culture

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**DATE REVIEWED:** June 2016

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**DATE TO BE REVIEWED:** June 2018