

Work Health Safety and Injury Management Policy

1. PURPOSE AND SCOPE

- 1.1. The purpose of this procedure is to outline UnitingSA's commitment to ensuring the health, safety and wellbeing of workers and recipients of services (clients and participants). This will be achieved by establishing a framework to plan, implement, monitor and review, ensuring continuous improvement to the Work Health Safety and Injury Management (WHS&IM) System by: -
- Defining the requirements for the WHS&IM Management Systems at various levels throughout the organisation.
 - Establishing a framework and a consistent approach to WHS&IM throughout the organisation.
 - Defining WHS&IM programs and measures required to ensure the effective implementation, monitoring and review of WHS&IM management systems across UnitingSA.
- 1.2. This procedure applies to all workers including employees, supported employees, contractors, labour hire, trainees, volunteers, visitors and other persons engaged by UnitingSA.

2. DEFINITIONS

- 2.1. **WHS&IM Policy** - Document approved by the CEO on behalf of UnitingSA Board of Directors, that outlines the organisations commitment to WHS&IM and the organisation's WHS&IM goals and objectives.
- 2.2. **Executive Team** – CEO, Executive Managers, Chief Officers and the Marketing and Communications Manager.
- 2.3. **Legal Requirements** - All laws, regulations conditions of permits, licences approvals and other rules of conduct established by national, state or local government authorities which apply to Work Health & Safety.
- 2.4. **Person Conducting a Business or Undertaking (PCBU)** – A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or non-profit.
- 2.5. **WHS&IM Procedures** – Documents approved by the Executive Team, that set the mandatory auditable standards and operational activities that will apply to ensure the implementation of the Commitment to WHS&IM.
- 2.6. **Workers** – Includes an employee, contractor or sub-contractor, supported worker, labour hire, trainee, apprentice, volunteer and visitor whilst at UnitingSA Sites.

3. PROCEDURE or REQUIREMENTS

- 3.1. Commitment to Work Health Safety & Injury Management – WHS&IM Policy
- A WHS&IM Policy shall be developed and approved by the CEO using preferred format (refer Policy Template (COR-WHS-FOR-001-01)).
 - The WHS&IM Policy shall include an overall commitment statement and detail the organisations broad WHS objectives.

Work Health Safety and Injury Management Policy

- The WHS&IM Policy shall be reviewed at 3 yearly to ensure it continues to satisfy legal and other obligations.
- Key stakeholders shall be consulted during the Policy review process.
- The WHS&IM Policy shall be communicated in accordance with WHS Communication & Consultation Procedure.

3.2. WHS&IM Management Procedures

- WHS&IM Management (System and Operational) Procedures shall be prepared and implemented to ensure and demonstrate due diligence in achieving the WHS&IM Policy objectives.
- The requirements included in the organisations WHS&IM Management Procedures shall set the minimum standard required by UnitingSA.
- Sites or Services may develop their own procedures or standard operating procedures to reflect the specific needs and operational circumstances. However, site procedures and standard operating procedures shall meet or exceed the requirements of all relevant organisational WHS&IM procedures.
- Executive Team Members shall ensure: -
 - That either a plan for WHS&IM conformance is prepared and implemented or is prepared and implemented within their Business Plan, and
 - That records are kept verifying monitoring & conformance (refer to WHS&IM Planning Procedure for details relating to preparing and monitoring WHS&IM Plans).
- Milestones shall be identified in WHS&IM Plan or Business Plan in terms of activities required to improve conformance with WHS&IM Management Procedures, along with agreed performance levels to be achieved (e.g. WHS objectives and targets).

3.3. WHS&IM Objectives

- The broad organisational WHS&IM Objectives shall be documented within the WHS&IM Policy (refer to Section 3.1)
- Key performance measures shall be defined for WHS Programs required to achieve the broad organisational WHS&IM objectives and included in WHS Plans/Business Plans as per WHS Planning Procedure.
- Key performance measures shall be included in each of the WHS&IM Management System Procedures to provide specific measures of success.

3.4. Implementation

- The WHS&IM Policy shall be displayed prominently.
- The WHS&IM Policy and the WHS&IM Management Procedures shall be controlled documents and accessible through the UnitingSA's online Intranet.

Work Health Safety and Injury Management Policy

- A process shall support the development and review of the WHS&IM Management system and operational procedure documents, agreed implementation dates and achievement of agreed performance targets.
- WHS Plans/Business Plans shall be developed, maintained and implemented in accordance with WHS&IM Planning Procedure to help move to full conformance with the intent of the WHS&IM policy.
- Workers shall have WHS&IM accountabilities (refer to WHS Responsibility, Accountability and Resourcing Procedure WHS-PRO-003) documented in a Job Description and/or Employment Agreement, that reflects their role in achieving the Commitment to WHS&IM objectives.
- All employees shall undergo awareness training (i.e. induction) in the organisational WHS&IM Management Procedures.

3.5. Monitoring

- Performance against objectives, targets and key performance indicators shall be monitored as per WHS Performance Monitoring & Reporting Procedure (COR-WHS-PRO-013). This continuous improvement process will help demonstrate to stakeholders including governments, regulatory authorities and the community in the event of legal proceedings, the courts, that due diligence has been exercised and appropriate actions have been taken in an acceptable and timely fashion.
- A system of external and internal audits shall be in place to monitor the effectiveness of the WHS Management Procedures as per Auditing and Inspection Procedure (COR-WHS-PRO-014).
- The Executive Team will annually review the WHS&IM Management System to assess the system's ability to satisfy the requirements of the Commitment to WHS&IM, using the WHS Management Review Procedure (WHS-PRO-015). This Management Review shall be documented and used as the basis of future WHS&IM Planning.

4. ROLES AND RESPONSIBILITIES

4.1. The Executive Team

- Are responsible for ensuring reasonable steps are taken to ensure compliance with relevant WHS&IM legislation, and the achievement of the organisational WHS&IM objectives.
- Ensure strategy for monitoring WHS&IM conformance is prepared and implemented, to demonstrate the due diligence by each of the organisation's services in achieving WHS&IM conformance.

4.2. Managers and Coordinators/Supervisors

- Ensure work undertaken within their area of control complies with the relevant requirements of WHS&IM Policy, WHS&IM Management System Procedures, site procedures and site task specific standard operating procedures.

Work Health Safety and Injury Management Policy

- Ensure task or site-specific standard operating procedures are maintained and comply with UnitingSA's WHS&IM Management System.
- Are responsible for ensuring reasonable steps are taken to ensure compliance with relevant WHS&IM legislation, and the achievement of the WHS&IM objectives.

4.3. Employees, Supported Employees, Contractors, Volunteers and Students (Workers)

- Workers are responsible: -
 - taking reasonable care for the health and safety of themselves and others, and;
 - complying with, so far as reasonably practicable, any instruction, policy or procedure as issued by UnitingSA to meet the criteria listed herein.

Note: Specific roles and responsibilities insofar as WHS&IM are as detailed in individual job descriptions

5. KEY PERFORMANCE MEASURES - MONITORING and AUDITING

- 5.1. The WHS&IM Policy is maintained and communicated or displayed on relevant notice boards.
- 5.2. WHS Management System Policy and Procedures are in place to ensure conformance with WHS regulatory and organisational requirements.
- 5.3. Key Performance Measures for WHS&IM requirements are established and reviewed.

6. RECORD KEEPING

- 6.1. All records are to be retained, archived and disposed of in accordance with the State Records Act 1997 and WHS Legislative requirements.
- 6.2. Additional Guidance regarding mandatory record keeping requirements is provided in the WHS Records Retention Matrix (COR-WHS-PRO-006 Document and Records Management Procedure).

7. SUPPORTING DOCUMENTATION and ADDITIONAL INFORMATION

- 7.1. Legislative requirements (Includes, but is not limited to) and additional Information: -
 - Work Health and Safety Act & Regulations 2012 and supported Codes of Practices (South Australia);
 - Return to Work Act 2014 (South Australia);
 - Return to Work Regulations 2015 (South Australia), and;
 - Code of Conduct for Self-Insured Employers (including any applicable performance standards).
- 7.2. Internal/external resources
 - UnitingSA WHS&IM Policy
 - UnitingSA WHS&IM Commitment & Policy Audit Form (COR-WHS-FOR-001-01)

Work Health Safety and Injury Management Policy

- Policy Template (COR-WHS-FOR-001-01)

8. APPENDICES

8.1. Not applicable.