



Workplace Health & Safety Policy

Overview

The work health and safety (WH&S) policy aim to ensure all work activities are carried out safely, and with all possible measures taken to remove or reduce risks to the health, safety and welfare of workers, contractors, participants, authorised visitors, and anyone else who may be affected by our operations. The health and wellbeing of everyone affected is the highest priority.

Creating and maintaining a safe work environment is a legal requirement and a critical one for the long-term success of the business. It can help us:

- Retain staff
- Maximise employee productivity
- Minimise injury and illness in the workplace
- Reduce the costs of injury and workers' compensation
- Ensure we meet legal obligations and employee responsibilities

Personal protective equipment (PPE) is clothing or equipment designed to be worn by someone to protect them from the risk of injury or illness. Examples of PPE include:

- Hearing protection, e.g., earmuffs and ear plugs
- Respiratory protective equipment
- Eye and face protection, e.g., facemasks*, safety glasses and face shields
- Safety helmets, e.g., hardhats
- Fall arrest harnesses for working at heights
- Skin protection, e.g., gloves*, gauntlets and sunscreen*
- Clothing, e.g., high visibility vests, aprons*, life jackets and coveralls
- Footwear, e.g., safety boots and rubber boots.

* Indicates PPE most likely to be used when providing NDIS supports and services.



WORKPLACE HEALTH & SAFETY POLICY

Every Human Disability Services Pty Ltd

Our Commitment

We are committed to fostering a safe and healthy workplace for all employees, contractors, and participants. We recognise that effective Workplace Health and Safety (WH&S) practices are essential to promoting a productive environment and safeguarding the well-being of our team.

We are dedicated in our efforts to:

- Creating and maintaining a safe work environment
- Complying with all relevant health and safety legislation
- Implementing proactive measures to identify and mitigate risks
- Not compromising the health or safety of anyone at the workplace
- Providing ongoing training and resources to empower our staff
- Consulting and engaging with staff on WH&S.

By cultivating a culture of safety, we aim to ensure that every individual can perform their duties without undue risk, and we continuously strive for improvement in our WH&S practices

Staff Responsibilities

All staff are responsible for the following:

- Adhere to all WH&S policies, procedures, and instructions provided by management.
- Promptly report any hazards, incidents, or unsafe conditions to management
- Properly use personal protective equipment (PPE) and safety tools as required.
- Attend all mandatory WH&S training sessions and actively engage in safety discussions.
- Contribute to a safe workplace by looking out for the safety of colleagues and participating in safety initiatives.
- Take personal responsibility for their own health and safety and that of others while performing their duties.

Management is responsible for the following:

- Develop, communicate, and enforce WH&S policies and procedures.
- Ensure safe use and handling of goods and substances
- Provide and maintain safe machinery and materials
- Conduct regular risk assessments to identify potential hazards and implement control measures.
- Provide necessary training, resources, and equipment to ensure staff can work safely, including:
 - Infection Control Practices
 - Use, Storage & Maintenance of PPE
 - Waste Management
 - Relevant WH&S Management measures
- Regularly monitor compliance with WH&S policies and report on health and safety performance.
- Lead investigations into workplace incidents and near misses, taking corrective actions to prevent recurrence.
- Ensure there are procedures for emergencies and drills in place.
- Have insurance and workers compensation insurance for your employees
- Foster a culture of safety by encouraging open communication about health and safety concerns and recognising safe practices.

Consultation & Feedback

We encourage open communication regarding health and safety. Staff feedback will be collected through regular meetings and feedback forms to continuously improve our WH&S practices.



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Relevant Items

Regulations relevant to this policy include:

- *Work Health and Safety Act 2011 (Cth)*

Internal Documents relevant to this policy include:

- Risk Assessment Form
- Incident Report Form
- Staff Feedback Form
- Complaints Form