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**WORKPLACE HEALTH & SAFETY (WHS) POLICY****1. General Policy Statement**

At the Australian Water Association (“the Association”), we are committed to the workplace health, safety and welfare of all our employees and to all people visiting or affected by our undertakings through a zero harm objective.

**2. Commitments and Responsibilities**

In accordance with the importance the Association places on workplace health and safety sufficient resources will be made available to ensure compliance with all relevant Acts and Regulations and to ensure fulfilment of our commitment ensuring the workplace is safe and without risk to health.

The promotion and maintenance of workplace health and safety is ultimately the responsibility of management and the Board. To this end, management at all levels is required to contribute to the development and implementation of suitable health and safety systems to meet its obligations under relevant health and safety legislation, including by (so far as reasonably practicable):

- ensuring that any premises controlled by the Association where employees work are safe and without risks to health;
- ensuring that systems of work and the working environment of employees are safe and without risks to health;
- providing such information, instruction, training and supervision as may be necessary to ensure employees' health and safety at work; and
- providing adequate facilities for the welfare of employees at work.

**Management**

Each manager/supervisor is required to ensure this policy and associated programmes are effectively implemented in their area of responsibility by taking all practical measures to:

- ensure the workplace under their control is safe and without risk to health
- ensure the behaviour of all persons, including volunteers, members and customers in the workplace does not create a risk to health or safety;
- acquire and keep up-to-date knowledge of occupational health and safety matters;
- gain an understanding of the hazards and risks of the Association's operations;
- ensure that the Association has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of its business; and
- ensure that the Association has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.

Managers and supervisors will be held accountable for detecting, reporting and acting promptly to recommend or implement remedial action for any unsafe or unhealthy conditions or behaviour.

**Employees and Volunteers**

- All Association employees, volunteers and elected officials are required to comply with the Association's Workplace Health and Safety Policy and supporting procedures. This includes: ensuring they are aware of their personal duty of care obligations;
- attending WHS training as required;
- taking reasonable care for their own health and safety and that of others who may be affected by their actions;
- adhering to all safe working procedures;
- cooperating with management in relation to health and safety matters; and
- ensuring hazards and incidents are reported to management in a timely manner.

### **Suppliers, Contractors and Sub-Contractors**

All suppliers, contractors and sub-contractors engaged to perform work at the Association's premises or activity locations are required, as part of their contract, to comply with the requirements of the Association's Workplace Health and Safety Policy, procedures and programs and to observe the direction on these matters from the Association's designated officers.

### **3. WHS Consultation Policy Statement**

The Association will undertake to seek, value and incorporate employees' suggestions and opinions in relation to decision making processes impacting on workplace health and safety through an appropriate consultation process.

Employees are encouraged to raise any concerns and provide feedback on WHS policy and practice to the Manager, Governance & Administration.

The Association will consult with employees when:

- assessing risks to health and safety arising from work;
- deciding how to eliminate or control these risks or implement procedures for monitoring those risks;
- deciding the adequacy of the facilities of the workplace;
- evaluating any proposed changes to the premises or the way in which people work which may affect their health and safety.

### **4. Potential Hazards in the Workplace**

If you identify a potential hazard you should raise the issue with your manager immediately.

It is important that you take responsibility for your own health and safety, in particular the set-up of your work environment. In addition, if you see anyone doing something that you think presents a potential hazard to them or to others around them, it is your responsibility to bring it to that person's attention. If the person is unwilling or unable to correct their potentially dangerous behaviour, you should seek the help of your manager.

### **5. Injury or illness sustained in the Workplace**

In the event of an incident that has or could have caused an injury or illness, you must notify your manager and/or the Manager, Governance & Administration. Where necessary, you should seek first aid or medical treatment.

### **6. Incident Reporting**

The Manager, Governance & Administration is responsible for recording WHS related incidents. Where a WHS related injury or illness requires medical treatment, the Chief Executive and President should be informed.

### **7. Workplace Health and Safety Program**

As part of the Australian Water Association's approach to risk and safety management we will implement and maintain the following Safety Management procedures:

- documenting, implementing, communicating and reporting health and safety matters to all **workplace participants**<sup>1</sup>,
- providing appropriate training and education to deliver continuous improvement and learning
- undertake regular workplace inspections and evaluations
- implement safety rules including discipline procedures for non-compliance

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<sup>1</sup> **Workplace Participants** includes all employees, volunteers, elected officials, contractors, subcontractors, agents, consultants and temporary or casual staff.

## 8. Breaches

The Association's employees and contractors are required to comply with this policy at all times. If an employee has breached this policy, he or she may be subject to disciplinary action, up to and including termination of employment. Contractors who are found to have breached this policy may have their contracts with the Association terminated.

## 9. References

Legislation	<p><b>Work Health and Safety Act 2011</b>  <b>Work Health and Safety Regulations 2011</b>          Covers the Commonwealth and harmonised State and Territory legislation.          ACT          New South Wales          Queensland          South Australia          Tasmania</p> <p>NT Work Health and Safety (National Uniform Legislation) Act 2011          NT Work Health and Safety (National Uniform Legislation) Regulations 2011</p> <p><b>Vic Occupational Health and Safety Act 2004</b>  <b>Vic Occupational Health and Safety Regulations 2007</b></p> <p><b>WA Workplace Safety and Health Act 1984</b>  <b>WA Workplace Safety and Health Regulations 1996</b></p> <p><b>Workers Compensation</b>          NSW -Workplace Injury Management and Workers Compensation Act 1998 and Workers Compensation Act 1987.          Vic - Accident Compensation Act 1985 and Accident Compensation (WorkCover Insurance) Act 1993.          QLD-Workers' Compensation and Rehabilitation Act 2003.          WA-Workers' Compensation and Injury Management Act 1981.          SA-Workers' Rehabilitation and Compensation Act 1986 and WorkCover Corporation Act 1994.          TAS-Workers' Rehabilitation and Compensation Act 1988.          NT-Workers Rehabilitation and Compensation Act 2008.          ACT-Workers' Compensation Act 1951.</p>
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## 10. Variations

The Association reserves the right to vary, replace or terminate this policy from time to time.

### Policy version and revision information

Workplace Health and Safety (WHS) Policy_V2_010815	Revised 01/08/2015	Introduced 17/08/2015
<b>Workplace Health And Safety (WHS) Policy_Draft_080617</b>	Draft 080617	
Workplace Health and Safety (WHS) Policy (FINAL)	20 June 2017	Introduced 050717