

# Occupational Health and Safety/Work Health & Safety Policy Statement

Date: [Insert Date]

Approved by: [Insert Director/Manager/Trainers Name]

## 1. Purpose

The purpose of this OH&S/WHs Policy is to demonstrate our commitment to providing a safe, healthy, and compliant work environment for all employees, contractors, visitors, and stakeholders.

## 2. Scope

This policy applies to all workers, including full-time, part-time, casual employees, contractors, and volunteers, at all worksites and premises under the control of [Insert Company Name].

## 3. Policy Statement

A safe working culture is the responsibility of everyone, and this can be best achieved through cooperative efforts of workers.

A safe culture will be reinforced through:

- Continually identifying, assessing and controlling possible risks to health and safety of people that may arise in the workplace.
- The provision of information concerning such risks and the instruction, training and supervision of workers to ensure safe work practices.
- Giving workers and clients the opportunity to participate in health and safety decisions that affect them.

[Company Name] is committed to:

- Preventing injury and illness in the workplace;
- Complying with all applicable workplace & occupational health and safety legislation, regulations, and codes of practice;
- Providing appropriate training, instruction, and supervision;
- Providing safe plant and equipment;
- Providing safe systems of work;
- Providing a safe work environment;
- Consulting with employees on matters affecting their health and safety;
- Maintaining a work environment free from risks to health and safety.

## 4. Responsibilities

Management:

- Provide safe systems of work, plant, and equipment.
- Ensure appropriate risk assessments are conducted.
- Lead by example in upholding safety standards.

Employees:

- Take reasonable care for their own health and safety.
- Follow all OH&S/WHS procedures and report hazards, incidents, or injuries.
- Cooperate with employer efforts to comply with legislation.

## **5. Risk Management**

- Regularly identify and assess workplace hazards.
- Implement control measures using the hierarchy of control (elimination, substitution, engineering, administrative, PPE).
- Maintain documentation of all risk assessments and reviews.

## **6. Emergency Preparedness**

- Maintain up-to-date emergency procedures (evacuation, first aid, fire safety).
- Conduct regular emergency drills and training.
- Ensure all workers know how to respond to emergencies.

## **7. Training and Supervision**

- Induction training for all new employees.
- Task-specific safety training
- Ongoing refresher training as required.

## **8. Consultation**

- Encourage open dialogue and feedback regarding health and safety issues.
- Share information regarding any changes that may affect health and safety.

## **9. Monitoring and Review**

- Conduct regular safety audits and inspections.
- Investigate incidents and take corrective action.
- Review this policy annually or when significant changes occur.

In the interests of maintaining safety, workers and contractors, visitors and customers are required to observe and comply with all work, health and safety standards and rules produced. This includes any safety signage or warnings, or instruction given by any company worker whilst on our premises.

Signed.....

[Director/Manager/Trainer Name]

[Company Name]

Date.....