



POLICY: Work Health and Safety

Approved By: Michelle Deavin
Position: Acting Chief Executive Officer
Signature:

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* Document effective from approval date

*Review Date – usually 24 months from Approval date, unless otherwise determined under Item 3 Variations

1. Purpose

This policy details AHLs Chief Executive Officer's expectations regarding Work Health and Safety in the workplace.

2. Policy Owner

AHL Chief Executive Officer.

3. Policy Scope

This policy applies to all AHL workers and workplaces.

4. Related documents

- *Work Health and Safety Act 2011 (WHS Act)*
- *Work Health and Safety Regulations 2011*
- *Work Health and Safety Codes of Practice*
- *AHL Work Health and Safety Management Arrangements*
- *The Public Service Act 1999*
- *APS Code of Conduct*
- *APS Values*

5. Policy

Aboriginal Hostels Limited (AHL) provides culturally safe, appropriate and affordable accommodation for Indigenous Australians who must live away from home in order to access medical and education services and employment opportunities.

AHL is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as residents, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person conducting the business or undertaking (PCBU), the Executive and management. Workers also have important responsibilities for health and safety in the workplace.

Through nationally consistent Work Health and Safety Management Arrangements, AHL provides a safe and healthy workplace for our staff and other workers as well as safe accommodation for our residents.

In AHL workplaces, work health and safety is a mutual responsibility and AHL provides the consultation, support and training required to ensure that our staff are aware of risks, how we manage them and are aware of their individual responsibilities.

AHL ensures compliance with the *Work Health and Safety Act 2011 (Cth)*, the Work Health and Safety Regulations 2011, codes of practice and other safety guidance material through an organisational specific safety management system. AHL's process for continual improvement in WHS ensures that its facilities, workers and residents are provided a safe environment.

Management will:

- Ensure the business complies with all legislation relating to health and safety;
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable;
- Provide information, instruction and training to enable all workers to work safely;
- Supervise workers to ensure work activities are performed safely;
- Consult with and involve workers on matters relating to health, safety and wellbeing;
- Provide appropriate safety equipment and personal protective equipment; and
- Provide a suitable injury management and return to work program.

Workers will:

- Comply with WHS legislation requirements;
- Take reasonable care for their own health and safety;
- Follow safe work procedures, instructions and rules;
- Participate in safety training;
- Report health and safety hazards and incidents;
- Use safety equipment and personal protective equipment as instructed; and
- Actively participate in improving safety in Aboriginal Hostels Limited.

AHL's provides a safe and healthy work environment that is free from workplace injury and illness. This will only be sustained through the participation, co-operation and commitment of everyone in the workplace.

6. Definitions

The following terms are referred to in this policy:

Term	Definition
AHL	Aboriginal Hostels Limited
APS	Australian Public Service