

Work Health and Safety Policy

Objective

Third Sector Australia (3SA) believes that the provision of a safe and healthy working environment for everyone at its workplaces is an integral component of its business. The objective of this policy is to demonstrate 3SA's commitment to preventing injury and illness, improving health and safety performance and mitigating WHS risks as part of our business strategy while creating long term value for our people, customers, contractors and visitors.

Outcomes

3SA is committed to:

- Developing, maintaining and actively promoting a safety-first culture where the key focus is on preventing work-related incident, injuries and illnesses
- Appropriately allocating resources to meet health and safety commitments
- Promoting the physical, mental and social wellbeing of all individuals in their workplaces
- Establishing measurable WHS objectives and targets to ensure compliance and continuous improvement
- Ensuring premises, plant, equipment and substances used do not pose a risk to any person
- Providing work health and safety education, training and supervision to improve understanding of hazards, safe work practices and emergency procedures
- Ensuring consultation, coordination and cooperation with workers and relevant stakeholders on WHS related matters
- Maintaining and reviewing the WHS management system to ensure its continued effectiveness
- Promoting and supporting early return to work of injured workers, where practicable, and in accordance with 3SA's *Return to Work Program Procedure*.

Policy statement

3SA recognises that it has a primary duty of care to ensure, so far as is reasonably practicable, that the health and safety of workers and others is not put at risk as a result of work carried out as part of its business. This will be achieved through the provision and maintenance of work environments that are without risks to health and safety.

Everyone at 3SA workplaces has a responsibility for health and safety under the *Work Health and Safety Act 2011*. While 3SA has the primary duty of care, all workers have responsibilities while undertaking their duties to follow reasonable instructions and lawful directions in accordance with 3SA's policies and procedures. All instructions and directions should be carried out so far as reasonably able; this will assist in preventing harm to themselves and others.

It is an expectation of 3SA that workers will also:

- Work in adherence with WHS legislation and 3SA's procedures and safe work practices
- Engage in and contribute to a positive safety culture



- Undertake all relevant induction and training prior to commencing any tasks related to their employment position
- Report all incident and near misses as soon as practicable after the event and hazards as required in accordance with the *Hazard and Incident Reporting and Management Procedure*.
- Present themselves for work in accordance with 3SA's *Code of Conduct*.

This policy is consistent with, and should be read in conjunction with, all 3SA policies and procedures related to work health and safety.

The CEO has overall responsibility for the implementation of 3SA's WHS Policy and WHS Management system along with regular reviews of the organisation's health and safety performance.



Karen Murphy
Chief Executive Officer
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