**Health and Safety Policy**

# Policy Statement

## [Insert Company Name] is committed to providing a safe and healthy environment for everyone on its premises. People should be protected against harm as far as possible, and health and safety hazards should be identified and addressed quickly and thoroughly.

## [Insert Company Name] believes maintaining a safe and healthy environment is everyone’s responsibility, though it acknowledges everyone has different roles and responsibilities.

# Purpose

## This policy aims to:

### support an environment at [Insert Company Name] that is safe and healthy;

### provide a process for proactively identifying, reducing and eliminating hazards and risks to health and safety at [Insert Company Name]; and

### encourage communication on health and safety.

# Application

## This policy applies to anyone performing work for [Insert Company Name]. This includes employees, contractors, and any workers of third parties who perform work under [Insert Company Name]’s control.

# Health and Safety Responsibilities

**Everyone**

## Everyone will:

### take reasonable care of their own health and safety;

### take reasonable care to ensure their actions or inactions do not negatively affect the health and safety of others;

### share the responsibility equally, by identifying and reporting hazards, near misses and incidents using the **Hazard Identification Register** and **Incident Reporting Form** (both forms are attached at the end of this policy) to the Health and Safety Officer;

### participate in relevant health and safety training as required; and

### follow this Health and Safety Policy and any reasonable health and safety directions.

**[Insert Company Name]**

## [Insert Company Name] will:

### provide and maintain a safe and healthy environment, so far as is reasonably practicable, including making sure employees’ and contractors’ working environment, equipment, activities and ways of working meet appropriate health and safety standards;

### provide new employees with a workspace assessment to ensure appropriate workplace and work from home conditions;

### appoint at least one Health and Safety Officer;

### make health and safety a permanent agenda item at staff meetings;

### provide all information, training and supervision required to minimise health and safety risks;

### provide suitable protective clothing and equipment where appropriate;

### address identified hazards and actions required from reported incidents/near misses; and

### provide specific opportunities for employees to raise health and safety issues and suggest areas for improving [Insert Company Name]’s health and safety processes.

# Health and Safety Officer

## [Insert Company Name] will appoint at least one Health and Safety Officer. The Health and Safety Officer is responsible for:

### updating and maintaining the Hazard Identification Register;

### maintaining the Visitor Register

### completing Incident Reporting Forms;

### providing workers with guidance regarding health and safety;

### conducting a Health and Safety induction with new employees and completing the Health and Safety Induction Checklist;

### undertaking a dedicated three-monthly hazard identification process, including:

### reviewing employees’ work from home arrangements, equipment, tasks, and practices;

### analysing previous *'near miss'* incidents.

### reporting to the Committee/Board on identified hazards, incidents and near misses; and

### overseeing the working and management of this Health and Safety Policy.

# Notifiable illness or injury

## Where an injury or illness is serious enough to be classified as a *'notifiable injury or illness’* under the Health and Safety at Work Act 2015 (see Appendix 1), it must be reported to the local branch of WorkSafe immediately.

## Where a ‘*notifiable injury’* has occurred, the accident scene is not to be interfered with unless a WorkSafe Inspector allows it. As soon as first aid and further damage prevention measures have been taken, WorkSafe must be contacted for approval to continue normal operations.

# Emergency Procedures

## [Insert emergency event procedures e.g. fire, earthquake, tsunami].

# Reporting a Breach

## Individuals who wish to report an alleged breach of this policy should notify the Health and Safety Officer or, if the breach involves the Health and Safety Officer, [HR/the Chief Executive/Director Board].

**Hazard Identification Register**

| **Identification** | | **Controls** | | | | **Action** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard Description** | **Significant Hazard? (Y/N)** | **Practicable to (Y/N):** | | | **Description of Controls** | **Person Responsible** | **Date of Action** | **Person Completed By** |
| Eliminate | Isolate | Minimise |
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**Hazard Management**

The preferred response is to **eliminate** the hazard. This means change things so that the hazard no longer exists.

If this cannot reasonably be done, the next response should be to **isolate** the hazard. This means put in place a process or mechanism that keeps people away from the hazard.

If this cannot reasonably be done, then the hazard must be **minimized**. This means do what can reasonably be done to lessen the likelihood of harm being caused by the hazard.

**Incident Reporting Form**

All incidents and near misses are to be reported to the Health and Safety Officer as soon as possible.

| **Date:** | | **Time:** | **Location:** |
| --- | --- | --- | --- |
| **Name of Person(s) Affected:** |  | | |
| **Contact Details of Person(s) Affected:** |  | | |
| **Nature of Harm (Very Serious, Serious, Minor):** |  | | |
| **Description of Incident/Near Miss:** |  | | |
| **Likelihood of Reoccurrence (Low, Medium, High):** |  | | |
| **Name of Witness(es):** |  | | |
| **Contact Details of Witness(es):** |  | | |
| **Action in Response:** |  | | |
| **Signature of Health and Safety Officer:** |  | | |

**Health and Safety Induction Checklist**

The Health and Safety Officer is responsible for performing a Health and Safety induction and completing this form with any new worker before they begin work.

**Name:**

**Date:**

* [Insert Company Name] Health and Safety Policy provided.
* Hazard Identification Register, Incident Reporting Form and use of any Personal Protective Equipment explained.
* Emergency Procedures explained.
* Workspace assessment completed.
* Employee’s responsibilities in respect of health and safety explained.
* Employer's responsibilities in respect of health and safety and designated roles explained.
* Procedure regarding notifiable illness or injury explained.

**Signed** **by Employee** **Signed** **by Health and Safety Officer**

Date Date

**Appendix 1 – Definition of notifiable illness or injury**

A ‘*notifiable injury or illness’* has the meaning given by the Health and Safety at Work Act 2015. It includes:

* + - 1. any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
    - the amputation of any part of his or her body
    - a serious head injury
    - a serious eye injury
    - a serious burn
    - the separation of his or her skin from an underlying tissue (such as degloving or scalping)
    - a spinal injury
    - the loss of a bodily function
    - serious lacerations
      1. an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment.
      2. an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance.
      3. any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor.
      4. any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.