

Workplace Health and Safety Policy

Applies to

All ABA employees, volunteers, contractors and visitors

Definitions

Word or Phrase	Definition
Accident	An unplanned, uncontrolled, undesirable event where a person is injured or property is damaged
Employee	A person employed for salary or wages
Hazard	Anything with the potential to cause harm to people, plant, equipment, property or the environment
Health	Includes both physical and psychological wellbeing
Incident	Any unplanned event not resulting in any injury or disease but with the potential to do so, i.e. a near miss
Manager	All positions with 'Manager' in their designation and also branch presidents Includes paid and unpaid managers
Medical treatment	Treatment by a registered medical practitioner, as defined by the relevant state or territory legislation
Others	Includes clients and visitors to ABA premises, events/activities at national, branch, regional and local level, conferences, seminars and students enrolled in ABA courses
Responsible Officer	Executive Officer
Volunteer	A person who undertakes tasks, activities and or roles willingly, without financial gain, to support the goals of the Association
WHS	Workplace Health and Safety
Workplace	Anywhere where ABA business is conducted whether in-person or online at national, branch, regional and local level, including events/activities, conferences and seminars, digital spaces and working from home arrangements

Objectives

To ensure:

- the health and wellbeing of employees, volunteers, contractors, visitors and others

- that employees, volunteers, contractors and visitors are aware of their legal responsibilities in the workplace
- that all employees, volunteers, contractors and visitors regard accident prevention and working safely as an individual and collective responsibility.

Principles

ABA is committed to providing a safe and secure working environment for its employees, volunteers and the public, including contractors and visitors, and ensuring the wellbeing of people affected by our work.

Policy statement

- ABA recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers, contractors and visitors.
- The Responsible Officer will be accountable for providing healthy and safe workplaces.
- ABA's employees, volunteers, and contractors have legal responsibilities to contribute to the creation and maintenance of a safe and healthy workplace.
- The *Workplace Health and Safety (WHS) Policy* will be reviewed annually by the Responsible Officer, in consultation with Workplace Health and Safety Committee and managers.

It is ABA's policy that:

- all its facilities comply with applicable state and territory and federal WHS Acts, Regulations, Codes and relevant industry standards governing safety
- risk to the health and safety of all employees, volunteers and others within ABA's sphere of influence is minimised
- ABA will use appropriate safety and security systems and programs, to help protect employees, volunteers and contractors and their property
- WHS is considered in all planning and work activities
- all employees, volunteers, and contractors to our sites are informed of and will comply with all WHS requirements, including reporting all incidents or hazards they become aware of
- all employees, volunteers and contractors are consulted on WHS arrangements and matters as far as is practicable
- employees, volunteers and contractors receive WHS training and appropriate equipment relevant to their position so they can work in the safest possible manner
- health and safety measures and procedures will be designed and implemented as required, to improve operations through the reduction of work-related injuries and economic loss arising from claims, expenses and impact on lost productivity

- a risk management process is used in the workplace by managers, employees, volunteers and contractors to identify hazards, assess risks and develop solutions for eliminating or minimising risk and implementing safeguards to processes, equipment and procedures
- all employees, volunteers and contractors are responsible for reporting any problems or issues concerning the health and safety of ABA's facilities, work processes or other employees immediately to their supervisor
- all accidents, injuries, and incidents are reported for investigation
- WHS is an integral part of every managerial, supervisory and employee position
- the Executive Officer has ultimate responsibility and accountability for WHS within the organisation
- employees, volunteers and contractors who do not report any problems of which they become aware to their supervisor, and/or do not follow safety instructions and procedures and/or do not participate in the implementation of risk management processes, may face disciplinary action, up to and including the termination of their employment or appointment with ABA, depending on the circumstances.

Responsible Officer

The Responsible Officer will:

- oversee risk management
- ensure compliance with all relevant legislation, regulations and standards
- ensure safe work premises, environment and systems, including systems to adequately manage emergency response where relevant
- provide appropriate WHS training to employees, volunteer and contracted workers
- maintain a Workplace Health and Safety Committee
- ensure ABA fulfils all requirements for participation in building managed health and safety plans, drills and programs that are part of the safety plans where ABA is a leasing tenant
- provide sufficient information and supervision for all employees, volunteers and contractors to work and study in a safe and healthy manner
- consult with employees, volunteers and contractors to enhance the effectiveness of WHS policies and procedures
- regularly review and evaluate health and safety management systems, using audits and workplace inspections as appropriate, in conjunction with relevant managers
- ensure the WHS Register is maintained
- ensure that adequate resources are provided to meet this policy's health and safety objectives
- ensure that policies and procedures enable the effective management of health and safety risks
- ensure suitable mechanisms are in place to:
 - enable the identification, development, implementation and review of appropriate health and safety policies and procedures

- enable consultation with relevant employees and volunteers regarding any changes to the workplace, work practices, policies or procedures that may affect workplace health and safety
- ensure managers have:
 - the necessary knowledge and skills to effectively carry out their health and safety responsibilities
 - mechanisms to monitor, assess and report health and safety performance.

Managers

Managers will be held accountable for their areas of control to ensure:

- relevant health and safety policies and procedures are effectively implemented
- risks to health and safety are identified, assessed and effectively controlled
- risk control measures are regularly monitored and deviations from standards are reported and rectified
- employees and volunteers are provided with the necessary information and training to effectively and safely perform their duties
- employees and volunteers are consulted on any proposals regarding any changes to the workplace, work practices, policies or procedures that may affect workplace health and safety
- all incidents within their area of control are reported via the Hazard and Incident Report Form and investigated, and relevant remediation is undertaken as needed.

Employees, volunteers and contractors

- Employees, volunteers, and contractors have a legal duty to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.
- Employees, volunteers and contractors must:
 - report any workplace incident or hazard to their line manager and/or emergency services as appropriate
 - carry out their duties as detailed in health and safety management plans
 - comply with all health and safety directions within managed buildings by building managers, building wardens, floor wardens or emergency services staff
 - comply with ABA's *Immunisation for ABA volunteers and staff guidelines* which provides information on immunisation and how ABA responds to minimising risk of spread of infectious disease.
 - obey any reasonable instruction aimed to protect their health and safety while undertaking work on behalf of ABA
 - use any equipment provided to protect their health and safety while undertaking work on behalf of ABA

- assist in the identification of hazards, assessment of risks and the implementation of risk control measures
- consider and provide feedback on any matters that may affect their health and safety
- ensure they are not affected by alcohol or another drug which may endanger their own or any other person's health and safety while undertaking work on behalf of ABA.

Visitors

Visitors to ABA workplaces are required to:

- observe workplace health and safety directives.

Dissemination of Policy

- The Workplace Health and Safety Policy will be displayed in ABA premises as appropriate
- All employees, volunteers and contractors will be provided with access to the policy
- New employees and volunteers will be provided with access to the policy as part of their induction

References

Legislation:

- VIC: Occupational Health and Safety Act 2004 www.worksafe.vic.gov.au
- NSW: Work Health and Safety Act 2011 www.safework.nsw.gov.au
- QLD: Work Health and Safety Act 2011 www.worksafe.qld.gov.au
- SA: Work Health and Safety Act 2012 (SA) www.safework.sa.gov.au
- WA: The *Work Health and Safety Act 2020* www.commerce.wa.gov.au/worksafe
- ACT: Work Health and Safety 2011 accesscanberra.act.gov.au/
- TAS: Work Health and Safety Act 2012 www.worksafe.tas.gov.au
- NT: Work Health and Safety (National Uniform Legislation) 2011 www.worksafe.nt.gov.au

Related Documents

- Workplace Health and Safety Procedures
- Hazard and Incident Report Form
- Workplace Health and Safety (WHS) venue checklist
- Immunisation for ABA staff and volunteers guideline.
- ABA's Code of Conduct

Approved by

ABA Board

Revision history

Revision	Date	Description of modifications
V2	2006	Revised by Executive Officer
V3	November 2013	Approved by ABA Board, Board Meeting 159
V4	25 Sept 2023	Revised and changed for currency