

# WORK HEALTH AND SAFETY POLICY

## 1 Context

St Vincent de Paul Society Canberra-Goulburn (the Society) promotes Work Health and Safety as good practice and is committed to meeting legislative obligations, leading a positive safety culture, and ensuring the safety of all persons involved in our work. Members, employees, volunteers, and contractors are all considered “workers” and have equal duties under ACT and NSW Work Health & Safety legislation. The Society is committed to ensuring workers have knowledge of and are compliant with these duties.

This policy is the base for all internal Work Health and Safety documents, which individually will be continuously reviewed based on incident and hazard reports, legislative updates, industry recommendations, work system changes, and consultation from workers on all levels.

## 2 Scope

This Policy applies to all Society operations and environments. This includes Society buildings, vehicles, personal vehicles used for Society purposes, online environments, Society events, and off-site work environments including Conference visitations, outreach work, and work completed from home.

Roles	Responsibilities
Territory Council, CEO, Directors	<ul style="list-style-type: none"> <li>Promote and demonstrate commitment through modelling Policy Statement in leadership behaviours</li> </ul>
All managers and supervisors	<ul style="list-style-type: none"> <li>Disseminate policy and accompanying system elements to all workers</li> <li>Ensure new worker inductions encompass policy and systems</li> </ul>
Members, employees, volunteers, contractors, students (“Workers”)	<ul style="list-style-type: none"> <li>Strictly abide by policy and embed safety processes in everyday practices</li> <li>Promote and demonstrate commitment to Work Health and Safety Policy, and assist with implementation and review by providing feedback</li> </ul>

## 3 Statement

The Society accepts primary duty of care for ‘workers’ within Society workplaces. The Society commits to systematically managing all risks to health and safety associated with its operations and strives for continuous improvement in Safety.

The Society pledges to minimise the risks to health and safety of all persons involved in Society works by embedding responsibility, awareness, and safe practices into all workplaces. The Society actively encourages a culture of open consultation on Work Health and Safety matters, whilst recognising the diversity in needs of Society people and endeavouring to create and maintain safe work environments that encompass these needs.

The Territory Council, Chief Executive Officer, Executive Managers, and Senior Managers will demonstrate commitment to a positive safety culture through leadership, oversight, and

allocation of appropriate resources. The quality of this culture is determined by all workers involvement in Work Health and Safety systems, and is achievable through provision of accessible information, and processes that are ethical and transparent.

All managers and supervisors are responsible for ensuring all workers have an opportunity for involvement in the planning, development, implementation, and review of Work Health and Safety System elements, and access to all Work Health and Safety information that is relevant to their position. All managers and supervisors will take reasonable steps in providing safe work environments including provision of training and systems, and provision and maintenance of safe plant, structures, vehicles, and facilities.

Workers are responsible for conducting Society work with active awareness of the impact to the safety of themselves, others, and the environment. Workers must not adversely affect the safety of themselves, others, or the environment, and must comply with all policies, procedures, and reasonable instructions regarding Work Health and Safety. All workers are responsible for eliminating or minimising risks as far as reasonably practicable and reporting all hazards, near misses, and incidents as soon as possible after occurrence, in line with the Incident Management Policy.

The People and Culture Team is responsible for developing and maintaining an accessible Work Health and Safety Management System (WHSMS), for providing tools for Society workers to effectively engage in the WHSMS, and for facilitating evaluation and review of the WHSMS's effectiveness.

The WHSMS comprises of Policy, Procedures, Plans, Tools, and Standards, and is developed and maintained with the aim of legislative compliance on all levels, and provision of safe work environments for all our workers, those they assist, and for visitors to our Good Works.

## **4 Legislation**

ACT Work Health & Safety Act 2011  
NSW Work Health & Safety Act 2011  
ACT Emergencies Act 2004  
ACT Food Act 2001

## 5 Document Control

Authorisation		
Approved by:	Territory Council	
Please contact the owner for enquiries and proposed changes		
Owner:	People and Culture Manager	
Phone:	02 6234 7327	Email: safety.cg@vinnies.org.au
Review		
Policy to be reviewed every two years. This policy will be reviewed by January 2025.		
Record of Issues		
Version No	Issue / Re-issue Date	Nature of Amendment
2.0	27 November 2020	Review of policy to reflect operational changes and update to new format
2.1	05 January 2023	Review of policy to reflect operational changes and update to new format
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