



Work Health and Safety Policy

Whiddon

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Document Review

Date	Description of review	Initiated by	Version
2.12.2021	Responsibility and Accountabilities	PAC/WHS	3.0
08.05.2024	Biannual review and Sexual harassment amendments	PAC/WHS	4.0

Work Health and Safety Policy

1. Purpose

The Whiddon Group (Whiddon) is committed to ensuring our operations, so far as reasonably practicable, provide a safe and healthy work environment, free from risk of injury, illness and damage to property, for all our residents, clients, employees, contractors, volunteers and any other visitors to our sites.

Whiddon is dedicated to promoting a work culture where harm to people at work is unacceptable and we will comply with Work Health and Safety (WHS) legislation by making all appropriate resources available to guarantee our workplace is a safe and healthy working environment.

Whiddon is committed to providing a safe, respectful, inclusive and healthy workplace for all employees, associates, volunteers, contractors and visitors is not just a responsibility; it is a fundamental commitment that we hold dear.

2. Scope

This policy applies to all workers and includes employees of Whiddon, managers, contractors, sub-contractors, trainees, work experience students, associates, volunteers and visitors.

3. Policy

3.1 Commitment to WHS

Whiddon is committed to achieving a safe and healthy work environment by:

- Integrating Work Health and Safety (WHS) into all aspects of Whiddon operations and providing adequate resources to ensure the aims of this Policy are fulfilled;
- Complying with legislative requirements, current industry standards and co-operation with regulatory bodies, including complying with registration, certifications and licensing requirements;
- Ensuring the safe use, handling and storing of plant, equipment and substances is maintained and all inspections, repairs and modifications are undertaken in a timely manner;
- Implementing safe work systems to ensure risk management processes are completed;
- Development, implementation and review of Safe Work Practices (SWPs) and Safe Operating Procedures (SOPs) including the distribution of Personal Protective Equipment (PPE);
- Ensuring representation, consultation and cooperation with workers and other parties to improve decision-making on WHS and environmental matters;
- Providing information, instruction, training and supervision that is essential to protecting all workers from risks to their health and safety including matching tasks to qualified or competent workers only;

- Reporting all hazards, near misses, accidents and incidents and conducting investigations to ensure appropriate measures are implemented to prevent recurrence or to control potential risks; and
- Establishing measurable objectives and targets to ensure continuous improvement aimed at eliminating work related injury and illness.
- Compliance with sexual harassment legislation in the workplace. Our leaders participate in training to ensure we can be champions of this cause on the ground.

3.2 Responsibilities

In order to ensure that WHS is managed within Whiddon the following duties have been allocated:

3.2.1 Officers (Board Members, CEO, Executives or other)

- Actively fulfil due diligence duties and ensure Whiddon complies with its duties and obligations under WHS laws;
- Approve and communicate WHS policies and documentation and ensure information and records relating to WHS are kept.
- Provide WHS leadership and establish and promote a WHS culture including providing direction for increasing WHS performance of the business and managers;
- Acquire up to date information on WHS matters including gaining an understanding of the hazards and risks associated with Whiddon's operations;
- Ensure WHS resources including information, instruction, training and supervision is available and provided to employees to enable them to perform their work in a way that is safe and for use to eliminate or minimise risks to health and safety; and
- Ensure there are appropriate processes for receiving and considering information regarding incidents and hazards and reviewing serious incidents and accidents ensuring corrective action is taken in a timely manner;

3.2.2 Management and Supervisors:

- Integrate WHS into all decision making in consultation with workers and other duty holders/contractors;
- Plan, develop, implement, communicate, monitor and review WHS policies and programs within their area of responsibility;
- Ensure compliance with duties to provide the workplace and access to the workplace is safe and healthy and free from hazards;
- Ensure all work systems are suitable for their intended purpose in the workplace and meet safety requirements;
- Ensure compliance with WHS programs (SOP, SWP) to minimise and control risks including participation in WHS audits, workplace visits, hazard inspections etc;
- Support WHS Committees and other agreed arrangements;
- Ensure WHS communication/ updates occur at tool box/team/department meetings/board meetings;
- Ensure all workers are inducted, training needs identified and enable training as required;
- Ensure WHS incidents, hazards and risks are reported and recorded in a timely manner; and
- Liaise with relevant regulatory authorities as required;

3.2.3 All Workers:

- Comply with WHS policies, procedures and programs;
- Take reasonable care for their own health and safety and that their acts or omissions in the way they work do not adversely affect or create risk to the health and safety of others;
- Report incidents and hazards as required and assist to rectify hazards;
- Undertake all WHS training provided, within required timeframes; and
- Participate in WHS consultative arrangements.

3.2.4 WHS Committees

- Monitor and review WHS policies and procedures and provide updated information to workers;
- Monitor and report to management on WHS performance, matters and corrective actions; and
- Facilitate and participate in consultation meetings to discuss workplace safety and WHS matters;

3.2.5 Contractors

- Take reasonable care for their own health and safety and that their acts or omissions in the way they work do not adversely affect or create risk to the health and safety of others;
- Perform work in compliance with relevant WHS legislation, Whiddon's WHS policy, procedures and programs, SOP and SWP and demonstrate an acceptable level of safety performance;
- Ensure the right person is engaged for each job, considering the type of work to be performed and the licences, certificates and qualifications required;
- Provide WHS Risk Assessments for the work to be completed to Whiddon;
- Participate in WHS consultation meetings to discuss workplace safety as required by Whiddon;
- Ensure appropriate equipment is used for the job and it has been tested, maintained and is safe to use;
- Ensure Personal Protective Equipment (PPE) has been provided and is used when on site; and
- Report incidents and hazards are reported to Whiddon and assist to rectify hazards.



CHRIS MAMARELIS

Chief Executive Officer