

# Workplace Health and Safety

## POLICY AND PROCEDURE

### 1. Purpose

It is the policy of Subee Pty Ltd to operate this business in a manner that aspires to provide the highest level of protection against possible risk to the Health & Safety and Wellbeing of its employees, service providers, clients, their families, and visitors.

### 2. Scope

This Policy applies to all employees of Subee Pty Ltd

### 3. Policy Statement

The Work, Health, Safety Rehabilitation of all workers employed within Subee and those visiting, is considered to be the utmost importance.

Resources commensurate with the importance attached to work, health, safety, and rehabilitation and to ensure that the workplace is safe and without risks to health.

It is our aim that work activities, carried out by our employees whether permanent or casual will be undertaken with all reasonable and practicable measures applied to prevent risk to their health safety and welfare whilst at work.

The management of safety in the workplace is assessed in consultation with our workers and management to identify hazards, assess risks; implement effective measures to either eliminate or reduce those risks as far as reasonably practicable.

In support of our aims and values, and to foster continuous improvement with the control of work-related injury and illness, a safety Management System has been developed in accordance with Australian

Standard AS 4801-2008. The system includes formal procedures for identifying, assessing, and controlling risks in the workplaces.

Subee Pty Ltd is committed to complying with relevant legislation, acts, regulations, codes of practices and standards. The Safety System incorporates the establishment, monitoring and review of safety objectives and targets.

All employees and Coordinators are encouraged to co-operate with the promotion and compliance of this policy and must ensure that they demonstrate their duty of care for safety, health and welfare for others and themselves.

The Coordinators will communicate with employees and Service Users to ensure that health, safety, and welfare requirements are addressed.

All employees are provided with adequate facilities for their welfare at all workplaces, and are given relevant information, instruction training and supervision necessary to ensure they are safe from injury and risks to health. Subee Pty Ltd will ensure appropriate resources are allocated to administer this policy.

Subee Pty Ltd users iCare and Employers Mutual Insurances to provide equitable management of WorkCover claims. Subee Pty Ltd has a Rehabilitation Program in place to support any employees who are suffering from work-related injury or illness.

Workplace Health & Safety responsibilities are defined in the Position Description and communicated upon employment and again through Induction.

P- Workplace Health and Safety Policy -399	Printed docs are uncontrolled. View current documents on Subee Intranet	
V6	20/04/2021	Page 1 of 4

# Workplace Health and Safety

## POLICY AND PROCEDURE

Risk management eLearning modules are part of employee introduction which are not limited to but include:

- Lone Worker & Personal Safety
- Risk Assessment in the Home
- Manual Handling

[Work Health & Safety for Managers](#) – identifies key parts of the WHS Act that are significant to you and your role as a manager particularly consultation and communication.

[Introduction to WHS Risk Management](#) – Risk is a part of life. In this module you will gain an overview of the process of managing WHS risk and some ideas on how you can meet your duty of care obligations under the WHS laws.

### 4. Work Health and Safety

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated, and effectively carried out.

The program will relate to all aspects of work health and safety including –

- WH&S training and education including staff induction.
- Provision of information to employees, contractors, and sub-contractors
- Development of safe work procedures
- Emergency procedures and drills

- Provision of WH&S equipment, services, and facilities
- Regular workplace inspections and evaluations
- Reporting and recording of incidents, accidents, injuries, and illnesses.
- Safety review process through Health and Safety committee

### 5. Work Health and Safety Responsibilities & Legislation

#### *Legislative Responsibilities - Work Health and Safety Act 2011*

The Act lays down specific requirements for health, safety, and welfare, which must be met in all places of work in NSW.

The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by:

- a) Protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant; and
- b) Providing for fair and effective workplace representation, consultation, co-operation, and

P- Workplace Health and Safety Policy -399	Printed docs are uncontrolled. View current documents on Subee Intranet	
V6	20/04/2021	Page 2 of 4

# Workplace Health and Safety

## POLICY AND PROCEDURE

issue resolution in relation to work health and safety; and

- c) Encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment; and
- d) Promoting the provision of advice, information, education, and training in relation to work health and safety; and
- e) Securing compliance with this act through effective and appropriate compliance and enforcement measures; and
- f) Ensuring appropriate scrutiny and review of actions taken by persons exercising powers and performing functions under this act; and
- g) Providing a framework for continuous improvement and progressively higher standards of work health and safety; and
- h) Maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in this jurisdiction

Workers Compensation Act 1987 and the Workplace Injury and Workers Compensation Act 1998

These Acts establish a workplace injury management and workers compensation system that assists in securing the health, safety and welfare of workers and provides for effective and proactive management of injuries.

WHS Regulation 2012 The regulation supports the Act.

It adopts a performance-based approach to work health and safety while maintaining prescribed controls in highly hazardous areas, such as working with asbestos.

Workplace Injury Management and Workers Compensation Regulation 2002 and the Workers Compensation Regulation 2003.

These regulations provide for the management of injured workers return to work programs.

### **6. Work, Health & Safety Vision for Subee Employees**

Subee Pty Ltd believes that successful risk management is an integral part of excellent client service.

P- Workplace Health and Safety Policy -399	Printed docs are uncontrolled. View current documents on Subee Intranet	
V6	20/04/2021	Page 3 of 4

# Workplace Health and Safety

## POLICY AND PROCEDURE

Subee has always taken pride in its ability to deliver high quality client service. However, 'quality services can only be provided if, in turn, the staff providing the services can do so safely'.

### 7. Work Health and Safety Improvement Plan

Subee Pty Ltd aims to improve its WH&S performance by providing a safer working environment. This will be achieved through implementation of our WH&S Improvement Plan, which has the following key objectives:

- Commitment to a WH&S system that ensures all employees, fulfil their WH&S responsibilities;
- Ongoing consultation with employees to identify WH&S issues and to develop, implement and evaluate risk control strategies;
- Ongoing training and development of staff to enable them to carry out their WH&S responsibilities;
- Identification of hazards and development of control procedures to reduce the risk of workplace injury and illness;
- Active management of injured employees with the emphasis on their early return to work;

- Regular review of WH&S strategies to ensure continuing improvement of workplace systems and procedures.

A WH&S Improvement Plan will be developed each year by the Management Team and consultation will occur with the Health and Safety Committee. The plan will be reviewed regularly by the WH&S Committee and the Senior Management Team.

P- Workplace Health and Safety Policy -399	Printed docs are uncontrolled. View current documents on Subee Intranet	
V6	20/04/2021	Page 4 of 4