

The Blue Hand Group



Work Health and Safety Policy

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Work Health and Safety Policy

1 Purpose

To create a safe and healthy Workplace and environment for Charity Employees, Students, Volunteers, Contractors, Visitors, and other persons to a Charity Site, Charity Partner Site, or Workplace and to define duties with regard to the prevention of Workplace injuries and illness.

2 Scope

This Policy applies to all Employees, Volunteers, Students, Contractors, and Visitors at a Charity Site or Workplace.

3 Policy Statement

The Charity has an obligation to ensure the health and safety of its Employees and to ensure that its Employees including Students, Volunteers, Contractors, Visitors, and other persons to a Charity Site or Workplace are, as far as Reasonably Practicable, not exposed to risks to their health and safety arising out of the Charity's activities.

The Charity is committed to achieving and maintaining a standard of excellence in the field of health and safety and aims to be recognised as a leader in safety performance within the higher education sector by providing a safe environment to work and volunteer.

4 Principles

The Charity will manage Workplace health and safety through its Work Health and Safety Management Procedures and other governing documents.

The Safety Management System will also provide a process of continuous improvement with a focus on managing Workplace risks.

5 Responsibilities

The Charity requires those responsible for any activities on a Charity Site or Workplace to comply with the Charity's Safety-related policies, procedures, and all relevant legislation, including the *Work Health and Safety Act 2011* (NSW), applicable codes of practice, and standards.

The CEO (Tegan ELza Banks) is responsible for approving any material change to the Charity's Safety-related policies and procedures.



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The charity CEO and Board must exercise due diligence to ensure that the Blue Hand Group complies with its duties or obligations under common law and all relevant legislation. Due diligence includes taking steps:

- to acquire and keep up-to-date knowledge of work health and safety matters
- to gain an understanding of the nature of the operations of the business or undertaking of the Charity and generally of the hazards and risks associated with those operations
- to ensure that the Charity has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
- to ensure that the Charity has appropriate processes for receiving and considering Information regarding incidents, hazards and risks and responding in a timely way to that information
- to ensure that the Charity has, and implements, processes for complying with any duty or obligation of the Charity under the Act
- to verify the provision and use of the resources and processes mentioned above.

Charity Employees, Students, Contractors, Volunteers, Visitors, and other persons on a Charity Site, Charity Partner Site, or Workplace are responsible for and are required to:

- take care for their own health and safety
- take care that their acts or omissions do not adversely affect the health and safety of other persons
- comply with any instruction that is given by the Charity with regards to safety
- comply with any Policy or Procedure of the Charity relating to health or safety at the Workplace and in particular all Safety-related documents
- report incidents and any unsafe conditions or issues that come to their attention.



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6 Procedures

The Procedures for the purpose of compliance with this Policy are set out in the Charity's various Safety-relevant documents.



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7 References

Nil.



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8 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.



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9 Policy Information

Policy Type: Governance Policy

Policy Suite: Biosafety Procedure, Biosafety Standard Work Practices Schedule, Children on Premises Procedure, Children on Campus Schedule, Confined Spaces Procedure, Contractor Management Procedure, Emergency Procedure, First Aid Procedure, Forklift Operation Procedure, Furniture and Fittings Procedure, Incident and Hazard Reporting and Investigation Procedure, Manual Handling Procedure, Moto Vehicles and Travel Fatigue Procedure, Rehabilitation and Workers' Compensation Procedure, Safety Investigation Reporting Schedule, Smoke-Free Procedure, Visitors on Charity Sites Procedure, Work Health and Safety Management System Procedure, Work Health and Safety Risk Management Procedure, Work Health and Safety Training Procedure, Workshop Safety Procedure, and the Equipment, Inspection, Testing and Tagging Procedures.

This document was updated, approved, and put into effect as of 23/11/2022.

