

Work Health, Safety and Wellbeing Policy

Purpose:

The Work Health, Safety and Wellbeing Policy of Able To Wellbeing outlines our commitment to providing a safe and healthy workplace for employees, contractors, students, visitors and other stakeholders which supports their safety and physical, emotional and mental wellbeing. Able To Wellbeing follows the Work Health and Safety Act 2011 (Queensland) and all associated regulations, codes of practice, standards and other related requirements.

Scope:

This applies to the board and all staff. Staff is inclusive of the executive team, leaders, managers, board members, workers, students, volunteers and contractors.

Responsibilities:

- *Board:*
 - Demonstrate leadership and a commitment to work health, safety and wellbeing procedures, and compliance with relevant legislation, supporting guidelines, policies and procedures.
- *Executive Managers:*
 - Demonstrate leadership and a commitment to work health, safety and wellbeing procedures, and compliance with relevant legislation, supporting guidelines, policies and procedures.
 - Allocate necessary resources to implement and maintain a safe working environment and work health, safety and wellbeing.
 - Monitor and review work health, safety and wellbeing performance regularly.
 - Communicate and support staff in implementing work, health, safety and wellbeing policy and procedure.
- *Supervisors and Team Leaders:*
 - Demonstrate supervision and support to work health, safety and wellbeing procedures, and compliance with relevant legislation, supporting guidelines, policies and procedures.
 - Lead by example in promoting a safe work environment, both physically and emotionally.
 - Ensure that employees under their supervision are adequately trained in work health, safety and wellbeing procedures and processes.
 - Investigate and report incidents promptly.
- *Employees/volunteers/students:*
 - Comply with all work health, safety and wellbeing policies, procedures, legislation and codes of practice.
 - Report hazards, incidents and near misses promptly.
 - Take reasonable care for their own health, safety and wellbeing and the health, safety and wellbeing of others.

Safety Management System:

Able To Wellbeing will achieve requirements of the Work Health and Safety Act 2011 through the Safety Management System which consists of:

- *Risk management:*
 - Ensure risks are identified, assessed, controlled and evaluated.
 - Keep records of risks and how these have been identified, assessed, controlled and evaluated.
 - Implement a review system to ensure risks are re-evaluated and risk assessments are updated.

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- *Training:*
 - Provide training to all new and existing staff which is relevant to their role. This includes induction training and ongoing training.
 - Provide task specific training for tasks identified as high risk or requiring specific training.
- *Communication and consultation:*
 - Consult with workers during meetings or in other forms as suitable to the worker and management.
 - Share information with stakeholders through various forms including email, memos, text, meetings or newsletters to name some options.
 - Involve stakeholders in decisions making processes relating to work health and safety.
 - Encouragement is provided for people to give feedback on work, health, safety and wellbeing which can be used in continuous quality improvement.
- *Incident reporting and investigations:*
 - Promote and support a 'no blame' culture to support staffs safety and wellbeing.
 - Encourage that incidents, hazards and near misses are reported in a timely manner, documented and control measures put in place.
 - Ensure records of incidents, hazards and near misses are kept in the incident management system.
- *Continuous quality improvement:*
 - Encourage staff to continuously identify opportunities for enhancements and improvements.
 - Regularly analyse work health and safety data and performance to identify areas for improvement or areas which are being done well.
 - Promote best practice.
 - Review policy and procedure in line with review time lines.

Our commitment:

All board, staff, executive team, leaders, managers, students, volunteers, contractors and other stakeholders will be committed to:

- We are committed to doing the right thing, and are accountable for our actions. We understand how our actions may impact not just on ourselves, but others.
- Risk management is embedded into our everyday practice, and we will raise our feedback and consult with others to identify, review and control risks.
- We will aim to eliminate risks and where this is non possible, we will as reasonably practicable, reduce the risk level.
- All people performing work for Able To Wellbeing will perform tasks in a safe manner to ensure their safety and that of others.
- All people performing work for Able To wellbeing will have the required qualifications and training, experience and education to perform tasks, and will ensure this is kept up to date and current.
- We ensure that all incidents, hazards and near misses are reported in a timely manner and documented within the incident management system within 24 hours. All reported incidents are investigated with the view to eliminate the factor causing the incident or to reduce the likelihood of reoccurrence.
- We encourage our workers to be innovate and provide feedback which contributes to continuous quality improvement and best practice.
- Open, transparent and respectful communication and consultation occurs between all stakeholders to implement and manage health, safety and wellbeing to prevent, eliminate and reduce work health, safety and wellbeing incidents.
- We regularly undertake audits and evaluate incidents, data and our processes and practices.

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- We do not perform tasks or act in a manner which can place ourselves or others at risk of injury or illness.

Legislation:

The relevant legislations or guidelines that apply are listed below. This list is not exhaustive and is relevant as at the time of the development of this Policy. This list may change at any time and will be updated on the next schedule review or sooner where required.

- WorkSafe QLD – [Work Health and Safety Act 2011](#)
- WorkSafe QLD – [Work Health and Safety Regulation 2011](#)

Resources:

- WorkSafe QLD – [Codes of Practice](#)
- WorkSafe QLD – [Risk Management](#)

Review:

This policy will be reviewed in two (2) year's time from the last version date, or sooner should there be any changes to the legislation or an identified need.

Version History:

Version number	Date	Who	Summary of changes
1.0	20/12/2024	Chief Executive Officer	Creation of Work Health, Safety and Wellbeing Policy