



CW006

Work Health & Safety Policy

Purpose

CuriousWorks ('the Association') is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its employees, service users and visitors. CuriousWorks encourages all members of CuriousWorks' community to regard accident prevention and working safely as a collective and individual responsibility.

This policy applies to:

- any CuriousWorks employee whether permanent, temporary, full-time, part-time or casual, and:
- any contractor, consultant, volunteer, intern and visitors to CuriousWorks' premises, to the extent it is relevant to them.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

Section 1 – Principles

All managers and employees of CuriousWorks have a responsibility for ensuring that the workplace is safe and without risks to health. CuriousWorks recognises its corporate responsibility under the *NSW Work Health and Safety Act (2011)* and associated legislation and are committed to providing the necessary resources to meet its responsibilities and compliance.

Management at CuriousWorks has a key responsibility with regard to ensuring the health, safety and welfare of employees, contractors and visitors. In fulfilling this responsibility, managers have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.



Section 2 – Objectives

- To provide safe systems of work
- To provide a safe and healthy work environment
- To provide a system of employee consultation in all WHS matters
- To ensure plant and substances in the workplace are safe and without risk to health
- To promote health and safety within the work force
- To reduce and minimise the number and severity of injuries in the workplace.
- To provide relevant information, instruction, training and supervision

Section 3 – Strategies

Risk Management

The Association has established and will maintain a Work Health and Safety Management Plan which identifies, assesses and controls health and safety risks in the work environment, in consultation with employees.

Work Health & Safety Management Plan

In order to implement the general provisions of this policy, a WHS Management Plan has been developed and implemented. It contains all aspects of WHS including:

- WHS training and education;
- Workplace design;
- Measurable objectives and targets to ensure continued improvement to work methods and practice;
- Emergency procedures and drills;
- Workplace inspections and evaluations to ensure that plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;
- Systems for the safe use, handling, storage and transportation of plant, equipment and substances;
- Reporting, recording and investigating work related incidents, accidents, injuries and illnesses;
- Provision of information to employees; *and*
- Employee consultation.



Section 4 – Responsibility & Accountability

The Committee of Management has ultimate responsibility for the implementation and review of CuriousWorks WHS policy, and delegation of WHS management responsibilities. In fulfilling the objectives of this policy, management is committed to regular consultation with staff to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

Section 5 – Management & Employees

Management and employees of CuriousWorks are responsible and accountable for day-to-day WHS within their areas of responsibility, and have the authority to fulfil those responsibilities. It is their responsibility to:

- observe, implement and fulfil responsibilities under the Acts and Regulations which apply to WHS within CuriousWorks environment, and will endeavour to comply with Australian Standards and approved NSW Codes of Practice;
- ensure that the agreed procedures for regular consultation between management and those with designated and elected WHS responsibilities are followed;
- ensure that CuriousWorks' WHS management system is implemented, effective and consistent with CuriousWorks' objectives;
- ensure that all significant risks associated with hazards in their operations are identified, controlled, registered and reviewed;
- ensure that all employees and service users carry out their work according to safe systems of work; use protective equipment provided and use all equipment, tools and materials as per training provided & in the manner for which they are intended; *and*
- ensure all incidents within their area of control are reported using the Accident & Injury Report (CW014), investigated and basic causes and control strategies are identified.

Section 6 –Service Users & Stakeholders

It is expected that CuriousWorks Service Users & Stakeholders are aware of and agree to comply to the Work Health and Safety responsibilities as outlined in this Policy, including:

- at all times work in a safe manner and contribute towards a safe working environment;
- observe directions on health & safety from designated officers of CuriousWorks;
- not tolerate physically or emotionally threatening behaviour by any person working with and for



the Association, including employees, volunteers and project participants;

- not bypass or misuse systems or equipment provided for WHS purposes;
- ensure the Association is aware of any activities which may cause damage to property (for example, the use of fire) or may be a safety hazard;
- report to the Association immediately following any incidents, accidents or injuries affecting the safety of employees, participants or members of the public; and will complete an Incident & Injury Report (CW014) and present it to the CEO within 2 working days of all accidents and injuries.

Section 7 – Emergency Control Organisation

Wardens

- Key Duties: Assess the situation and if necessary, co-ordinate the evacuation of the building in line with the buildings Evacuation Plan. Close all doors. Direct staff to nominated assembly area and mark attendance. Assist with prevention of re-entry to building. Contact Emergency Services '000'.

First Aid Officers

- Key Duties: Assist any injured parties in immediate area if appropriate. If dispatched to manage an incident first assess the situation. Call Emergency Services (Ambulance) if necessary. Complete an Incident & Injury Report (CW014).

Section 8 – Review

This policy will be regularly reviewed as required by legislation and organisational changes or, as a minimum, every 2 years.