# AFDO Logo inc text - Colour

# Occupational Health and Safety

## Introduction

AFDO is committed to ensuring the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors. As a consequence of this, AFDO encourages all of its staff members to regard accident prevention and working safely as a collective and individual responsibility.

## Purpose

The purpose of this policy is to ensure staff members and volunteers are aware of their responsibilities as employees or volunteers of AFDO and under associated legislation, and are committed to ensuring the health and well-being of staff, volunteers, contractors and visitors. In fulfilling this responsibility, Board members of AFDO have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.

## Policy

AFDO recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers, and visitors. AFDO further endeavours to ensure that their operations do not place the wider community at risk of injury or illness.

AFDO is committed to:

* undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices;
* compliance with all relevant legislation standards, and other requirements to which the organisation subscribes;
* ensuring that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;
* maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response;
* providing adequate facilities to protect the welfare of all employees;
* providing information and supervision for all staff and students enabling them to work and study in a safe and healthy manner; and
* providing adequate resources to facilitate the fulfilment of the organisation’s OH&S responsibilities.

## Responsibilities

The CEO as the responsible officer will be accountable for providing a healthy and safe workplace for employees and will ensure adequate resources are provided to meet OH&S objectives and implement supporting strategies.

The CEO is responsible for ensuring that:

* appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety;
* mechanisms are provided which enable the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures;
* mechanisms are provided to enable employees and their representatives to be consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the occupational health, safety and welfare of employees;
* the *Occupational Health and Safety Policy* is reviewed annually to ensure it remains accurate and in line with legislative requirements; and
* employees and volunteers understand their legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Employees and volunteers have a responsibility to:

* report any incident or hazards at work to the CEO;
* carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
* obey any reasonable instruction aimed at protecting their health and safety while at work;
* use any equipment provided to protect their health and safety while at work;
* assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
* consider and provide feedback on any matters which may affect their health and safety; and
* ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.

Contractors and visitors to AFDO are required to:

* comply with the occupational health and safety policies, procedures and programs established by AFDO; and
* observe directions on occupational health and safety from designated officers of AFDO.

## Dissemination of Policy

The Occupational Health and Safety Policy and related procedures shall be displayed in the workplace and all employees and volunteers will be provided with a copy.

New employees will be provided with a copy of the policy as part of their induction.

The Policy will be reviewed on an annual basis to ensure it remains compliant with relevant legislation.