# Wellbeing, Health and Safety Policy

In accordance with Vision Australia’s values, this policy confirms our commitment to establishing and maintaining healthy and safe workplaces, for our workforce members (paid, unpaid and contract), clients, visitors to our sites/events or those who may be affected by our operations. We are committed to meeting our moral and legislative responsibilities in relation to health and safety.

**This will be achieved by:**

* Taking all practicable steps to identify, assess, eliminate or control hazards and risks to ensure safety; and reviewing those controls for their effect.
* Ensuring that all reasonable consultation occurs including Workplace Health and Safety (WHS) representatives, the general workforce and any other person to whom a duty of care is owed/shared.
* Providing safe systems of work and safe plant and equipment, including policies, procedures and standards.
* Providing suitable amenities and facilities, and having a focus on wellbeing.
* Providing adequate WHS information, instruction, training and supervision to our workforce members, clients and visitors (as appropriate) to ensure their safety.
* Encouraging early reporting of incidents, injuries, diseases or near misses related to our operations, and conducting appropriate investigation into their causation so that controls and prevention strategies can be implemented
* Supporting those paid workforce members who have a ‘work related’ injury to return, as far as is reasonably practicable to their pre-injury state – with a focus on early return to work.
* Having appropriate issue resolution processes pertaining to work health and safety.
* Setting and achieving targets, and ensuring a continuous improvement focus via the WHS Steering Committee, Leadership and WHS Team collaboration.

Vision Australia recognises that the Board, Leadership team and Management have the overall responsibility to provide a healthy and safe workplace.

The Board, Leadership team and Managers are responsible for ensuring that all reasonable action is taken to:

* Provide and maintain our workplaces in a healthy, safe and secure condition.
* Implement and actively promote all WHS policies and procedures.
* Integrate wellbeing, health and safety into all planning, business decisions and operations.
* Provide the resources to meet the WHS commitment, including providing support to and consulting with elected WHS Representative(s) and all relevant duty holders.
* Ensure timely reporting of hazards, incidents, injuries, diseases and near misses and being committed to Vision Australia’s [Workplace Rehabilitation and Injury Management Policy](https://visionaustralia.sharepoint.com/:w:/r/sites/AllVisionAustralia/Policies%20Procedures%20and%20Forms/Workplace%20Rehabilitation%20and%20Injury%20Management%20Policy.docx?d=w136cbee9faf145deb8483a98926958bc&csf=1&e=hi9akf)
* Ensure adequate induction, instruction, training and supervision is provided to enable individuals to do their work safely.

Our Workforce Members (paid, unpaid and contract) are responsible for:

* Taking reasonable care for their own, and others’, health and safety at work.
* Complying with any reasonable instruction given by Vision Australia management in their efforts to comply with the Legislation.
* Adhering to all Vision Australia WHS policies and procedures.
* Reporting hazards, injuries and near miss events immediately (where possible) or within 24-48 hours.
* Participating in incident investigations and the consultation process – when required.
* Actively implementing any WHS training received.
* Using Personal Protective Equipment where and when required.

We will review our wellbeing, health and safety performance through various mechanisms including audit tools, hazard/incident analysis and reports as part of our safety management practices. This policy will be reviewed annually or as required to ensure compliance and relevance.

**Our clients and visitors** are responsible for:

* Taking reasonable care for their own, and others’, health and safety whilst on our sites.
* Complying with any reasonable instruction given by Vision Australia workforce members in our efforts to comply with the Act, and ensure safety.
* Reporting hazards, injuries and near miss events to Vision Australia workforce members at the time of the occurrence.
* Participating in incident investigations and any consultation process – if required.

Authorised by Ron Hooton, CEO

**Document Control**

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Prepared by: Vision Australia People and Culture, WHS

Next review: May 2022