



# WORKPLACE HEALTH AND SAFETY POLICY

## Preamble

Australian Bowhunters Association is committed and has a fundamental objective to provide a safe work environment and protect the health and safety of all employees, managers, contractors, temporary employees, work experience personnel, volunteers, Executive Committee members and visitors.

In addition, Australian Bowhunters Association endeavours to ensure their operations do not place members or the wider community at risk of injury or illness.

## Purpose

To establish a policy and ensure all employees, managers, contractors, temporary employees, work experience personnel, volunteers, Executive Committee members, visitors and other persons are aware of their responsibilities and duty of care under relevant Workplace Health and Safety legislation including individual responsibility in regard to their own health and safety at work and to consider the health and safety of other people who may be affected by their actions.

## Scope

This policy applies to all Australian Bowhunters Association employees, managers, contractors, temporary employees, work experience personnel, volunteers, Executive Committee members and visitors.

## Commitment and Responsibility

Australian Bowhunters Association will take all reasonable and practical steps to eliminate work related illness and injury and are committed to improve work safety conditions and will strive to achieve its goal of zero harm.

The Executive Committee is primarily responsible for maintaining an environment that is safe and without risks to the health and wellbeing of all employees, managers, contractors, temporary employees, work experience personnel, volunteers and visitors.

The Association (Company) is committed to:

- Compliance with all applicable health and safety legislation and standards and other applicable legislative requirements;
- Providing and maintaining safe systems of work, equipment, work premises and environment to adequately manage emergency response;
- Providing and maintaining adequate facilities to protect the welfare of all employees, managers, contractors, temporary employees, work experience personnel, volunteers and Executive Committee members;
- Providing appropriate training and resources to employees, managers, contractors, temporary employees, work experience personnel, volunteers and Executive Committee members
- to enable work performance to be conducted in a safe manner and without risk to health;

- Ensuring all managers and persons of authority remain directly responsible and accountable for the health, safety and welfare of their staff and volunteers and provide adequate resources to assist managers in doing so;
- Ensuring all managers and persons of authority are aware of and adhere to any customer onsite WH & S policies and procedures as well as Australian Bowhunters Association WH & S policies and procedures;
- Effectively consulting with employees, managers, contractors, temporary employees, work experience personnel, volunteers and Executive Committee members regarding matters which may affect their health, safety and welfare;
- Effectively consulting with employees, managers, contractors, temporary employees, work experience personnel, volunteers and Executive Committee members with the aim of enhancing the effectiveness of WH & S systems within the Association;
- Actively responding to and investigating all incidents, and ensuring injured individuals are returned to suitable work at the earliest possible opportunity through effective claims management and rehabilitation practices;
- Utilising appropriate internal and/or external expertise when required in all related activities;
- Establishing measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness;
- Regularly review and evaluation of Health and Safety Management systems

**Managers (or persons with supervisory responsibilities)** will be held accountable for working conditions under their control and to ensure:

- Relevant health and safety policies and procedures are effectively implemented;
- All risks to health and safety are identified, assessed and effectively controlled;
- The effectiveness of risk control measures are regularly monitored and deviations from standards rectified;
- They have adequate knowledge and skills to carry out their health and safety responsibilities;
- All Employees, Contractors, Volunteers, Temporary employees and work experience personnel are consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the health and safety of Employees, Contractors, Volunteers, Temporary employees and work experience personnel;
- All incidents within their area of control are reported and investigated, and basic cause and control strategies are identified.
- Relevant health and safety policies and procedures are implemented in their areas of control;
- All risk control measures in their areas of responsibility are implemented, regularly monitored and maintained;
- Employees, Contractors, Volunteers, Temporary employees and work experience personnel under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs;
- Employees, Contractors, Volunteers, Temporary employees and work experience personnel adhere to customer onsite WH & S policies and procedures as well as Australian Bowhunters Association WH & S policies and procedures.

**Employees, Contractors, Volunteers, Temporary employees and work experience personnel** have a 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, Contractors, Volunteers, Temporary employees and work experience personnel have a responsibility to:

- Immediately report any incident or hazards at work to their manager (or person with supervisory responsibilities);
- Carry out their roles and responsibilities as detailed in their position description;

- 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;
- Ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.
- Adhere to customer onsite WH & S policies and procedures as well as Australian Bowhunters Association WH & S policies and procedures.

**Visitors to Australian Bowhunters Association are required to:**

- Comply with Australian Bowhunters Association and customer onsite Workplace Health and Safety policies, procedures and programs;
- Observe directions on Workplace Health and Safety from employees, managers, contractors, temporary employees, work experience personnel, volunteers and Executive Committee members.

**Working from home**

Both the Association and staff have obligations to ensure that the work environment complies with the provisions of relevant Workplace Health and Safety Legislation. These obligations extend to staff and volunteers working from home.

Staff and volunteers are required to maintain the designated work space at the home office to ensure that it complies with Workplace Health and Safety laws and that it is free from risks to health and safety of the staff / volunteer and any other person who regularly has access to that space.

Any approval and ongoing approval of working from home arrangements is subject to change. The staff / volunteer must also provide access to their home in the event of an incident investigation.

**Staff / Volunteers based away - interstate and overseas**

Whilst engaged on a work assignment which is based at a location away from the staff's / volunteer's base location, individuals are expected to adhere to their legal obligations and responsibilities as outlined in this policy.

Whilst based interstate or overseas staff and volunteers are expected to comply with relevant organisational Workplace, Health and Safety Policies and Procedures and jurisdictional legislative requirements.

***Australian Bowhunters Association may amend and vary this policy from time to time***

**Related Documents**

Drug and Alcohol Policy

**Date Effective**

March 2018 or in the event of Legislative change

**Next Review Date**

March 2019 or in the event of Legislative change