2.30 Work, Health & Safety (WHS) Policy

What you need to know – key take outs
The policy sets out IRT's commitment and approach to providing a safe and healthy work environment for its Workers and Other Persons. **Always read this policy in conjunction with the related procedures identified below.**

Policy principles	IRT is committed to ensuring, so far as is reasonably practicable, the health and safety of workers, officers, and other persons at IRT premises. IRT will achieve this through an effective safety management system that aims to prevent work related injury or illness occurrence.
Purpose	IRT provides a physically and mentally healthy workplace for Workers and Other Persons whilst at IRT premises.
Risk statement	IRT has zero risk appetite for failing to meet its legislative obligations.
Scope	All Employees, Directors, Officers, Volunteers, Students, Contractors and, Visitors are required to comply with this Policy. IRT's WHS obligations apply to Workers and Other Persons.
Related procedure	
Related documents	5.04 Risk Management Policy 2.46 WHS Risk Management
Compliance requirements	• AS-NZS ISO 45001-2018 • ISO 31000 - Risk Management • Work Health Safety Act 2011 - NSW, ACT & QLD (collectively referred to as WHS Act in this Policy) • Work Health Safety Regulations 2017 - NSW, ACT & QLD
Policy owner	EGM - Quality & Risk
Effective date	August 2021
Review date	August 2024
Content Manager Reference Number	EDOC2021/0058477

1 Aged Care Quality Standards and relevant legislation

This policy has been written to align with the Aged Care Quality Standards and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
WHS Act 2011	Provides the legislative framework setting out the requirements for employers to provide a safe workplace for Workers and Other Persons.
WHS Regulations 2017	Sets out specific requirements for particular hazards and risks.

2 Policy details

IRT recognises its legal duty to provide adequate resources, facilities, plant, equipment, and safe systems of work in order to meet its primary duty of care.

We adopt and maintain a current WHS management system that provides guidance for managing WHS risks and opportunities at IRT. The system aims to assist IRT with achieving a safe and healthy workplace, in which work related injuries or illnesses are prevented.

The concept of Plan-Do-Check-Act (PDCA) is considered and applied to IRT's WHS management system to ensure continuous safety improvement.

IRT's WHS management system is designed and implemented consistent with IRT's Risk Management Policy.

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3   Our Commitment to Work Health & Safety

The philosophy at IRT is to do everything as reasonably practicable to prevent injuries and related illnesses, and WHS is integral in all aspects of our business operations.

IRT demonstrates its commitment to achieving a safe and healthy workplace by maintaining a WHS management system that includes:

- IRT's Board, CEO, and Executive General Management (EGM) leadership and commitment with respect to providing safe and healthy working conditions and environment

- Putting in place processes for physical and psychosocial hazards. We focus on removing risk, but it that is not reasonably practicable, we seek to minimize the risk through isolation, engineering or substitution controls

- Development and implementation of health and wellbeing programs

- A commitment to continuous improvement of WHS

- Instilling a positive safety culture that supports our intended safety outcomes

- Consultation and participation of workers and other duty holders in health and safety matters

- Consultation, coordination and cooperation with industry partners and other stakeholders to achieve common health and safety goals

- A system of reviewing and evaluating our performance against set WHS objectives and criteria

- A commitment to the investigation of workplace injuries and establishment of appropriate corrective actions that prevent reoccurrence

- Complying with all relevant WHS legislative and regulatory requirements

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In practice example:

Two years ago, IRT implemented a number of written health and safety procedures used to train workers on how to carry out particular tasks safely. The WHS Team implemented a new approach to not only review these procedures but also promote health and safety more widely across the organisation by encouraging staff involvement and cooperation.

The WHS Team established and facilitated safety workshops where a team would review a particular task and its procedures to identify hazards, assess risks, and consider options to control these. The team included management, care workers, site safety representatives, and maintenance workers.

The WHS Team's approach was to facilitate the workshops but then hand this role over to the relevant team supervisor, who would then facilitate future meetings to review other tasks by the workers. The written health and safety procedures were not used in the workshops as the WHS Team wanted to learn more about the hazards, risks, and controls from the workers without prompting. However, any changes discussed and agreed during the meeting would be included in the revised written safety procedures.

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4   Roles and responsibilities

Role	Responsibility
IRT Board, CEO and Executive General Management (EGM's)	- Demonstrate due diligence in accordance with Duties of Officers under section 27 of the WHS Act 2011 - Responsible for, and is committed to, the implementation of IRT's WHS policy and objectives
Managers	- Ensure that policies and procedures are adequately implemented within their areas of controls - Ensure that employees are provided with information, training and supervision to protect them from risk
Group Head of Work Health & Safety	- Lead IRT's overall approach to WHS - Provide reports to operational committees, Board Committees and the Board. - Develop, implement, monitor, and improve IRT's WHS management system.
Manager - Risk	Provide advice on the alignment of the WHS management system to IRT's enterprise risk management framework.
Workers and Other Persons	Take reasonable care of their own safety and that of others and comply with any reasonably instruction, procedure, policy or guidelines provided by IRT in respect to health and safety
WHS Team	Provide advice, support and assistance on health and safety matters, and partnering with IRT business streams to implement IRT's WHS management system

5   Definitions

In this Policy, words have the following meaning:

Term	Definition
Consultation	Seeking views before making a decision
Other Persons	Anyone at an IRT workplace including, but not limited to, students, visitors, customers, consumers and residents who may be put at risk from work carried out as part of the conduct of IRT's business.
Plan-Do-Check-Act (PDCA)	A method of ensuring that safety risks are considered and addressed before work is undertaken. There are four steps to follow: 1. Plan - Determine and assess WHS risks, opportunities, establish WHS objectives and processes necessary to deliver results 2. Do - Implement the processes as planned 3. Check - Monitor and measure activities and processes with regard to the WHS policy and objectives 4. Act - Take actions to continually improve WHS performance and achieve planned outcomes
Reasonably practicable	This concept means considering what is reasonably able to be done to ensure health and safety, taking into account all relevant matters such as the following: • The likelihood of the hazard or the risk occurring • The level of harm that might result from the hazard or the risk • What the person concerned knows about the risk • The availability and suitability of ways to eliminate or minimise the risk • After assessing the risk and available controls, the cost associated with available ways to eliminate or minimise the risk, including whether the cost is grossly disproportionate to the risk.
Worker	A person performing work in any capacity for IRT. A worker is considered: • an employee • a trainee, apprentice or work experience student • a volunteer • an outworker • a contractor or sub-contractor • an employee of a contractor or sub-contractor • an employee of a labour hire company.
WHS	Work, Health and Safety
WHS management system	The collective policies, procedures and processes that set out how IRT manages work health and safety to reduce risk.