

## Example: Health and Safety Policy

At our workplace everyone must look after their own safety and the safety of other people.

This is what we will do to keep everyone safe and healthy at work.

**To keep healthy and safe, everyone at our workplace will:**

- follow all instructions, rules, procedures and safe ways of working. For example, wearing personal protective equipment (PPE) if required
- report any pain or discomfort
- report accidents and near misses
- if injured, work with a manager to get better and come back to work.

**To keep people healthy and safe at work, our managers (on behalf of the PCBU\*) will:**

- engage with all workers (including contractors) to improve health and safety:
  - engage with workers and their representatives on health and safety matters that may directly affect them
  - have worker participation practices that give workers reasonable opportunities to participate effectively in improving health and safety on an ongoing basis
- find out what caused incidents and injuries and prevent them from happening again
- make sure all accidents and near misses are written down in the Accident Register
- keep improving the health and safety system in our workplace
- help people who are injured to get better and come back to work
- make sure contractors and sub-contractors have safe ways of working.

**To keep people healthy and safe, our managers (on behalf of the PCBU) will:**

- know about and follow all health and safety laws
- identify what could harm the health or endanger the safety of workers or others (eg visitors, bystanders)
- assess work risks and identify control measures together with workers and their representatives
- develop and review health and safety goals
- review our workplace's health and safety system every year
- help us to get health and safety representatives elected, if requested.

Our **Health and Safety Committee includes** workers, unions and managers. Everyone on the committee works together to improve health and safety in our workplace.

Approved by CEO/General Manager: \_\_\_\_\_

Dated: \_\_\_\_\_

\* PCBU stands for 'person conducting a business or undertaking'. XYZ is the PCBU.