

GSL Work, Health and Safety Policy

Context

WHS Act 2011, Compilation 16: 1 July 2024

Purpose

Protect people against harm to health, safety and welfare through
elimination and minimisation of risk
provision of information, advice and education

Scope

People: includes employees, contractors and their employees, students, trainees, volunteers and the wider community

Locations: includes work environment/culture, place of work, travel methods, storage of goods including potentially harmful chemicals and equipment

Information: includes safety data sheets (SDS), training, procedures, instructions, resources and records

Requirements (musts)

All participants are instructed, trained or supervised appropriately in the tasks to be performed

All users of equipment and chemicals have the correct certification, information and experience

All equipment and chemicals are stored according to requirements, such as SDS

All participants have the appropriate personal protective equipment and wear it correctly

All participants cease work if an unsafe condition exists

All participants have a duty to intervene appropriately if they see an unsafe action

All staff have access to this policy and all procedures

All staff are requested to bring up any WHS matters at GSL meetings

Review this policy and all procedures every 2 years

All accidents, incidents and near misses are investigated and reported for cause and mitigation

All accidents, incidents and near misses are recorded and retained

Report serious injury, death and dangerous incidents immediately to SafeworkNSW 131050

Responsibilities

See appendix for specific Duty Holder Responsibilities

Everyone: take care of own and others' safety

Chair, Committee/Board and managers: provide a safe work environment and conduct audits for assessment and confirmation

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Authorised by Bev Debrincat – Chair 23.09.2024

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Next review by 23.09.2025

DUTY HOLDER RESPONSIBILITIES: APPENDIX TO GSL WHS POLICY

Under the Work Health and Safety Act 2012, Duty Holders are those individuals who legally have a duty to manage risks to health and safety in the workplace. This duty is not transferable.

In managing risks to health and safety, a Duty Holder must identify reasonably foreseeable hazards that could give rise to risks to health and safety. In managing these risks, the Duty Holder must eliminate risks to health and safety so far as is reasonably practicable. If not reasonably practicable to eliminate these risks, the Duty Holder must minimise these risks so far as is reasonably practicable.

The below table identifies the array of Duty Holders in each Landcare Network and delineates their responsibilities under the Work Health and Safety Act.

Position	Accountability Obligations for Work Health and Safety
Person Conducting Business Undertaking Chair, board/committee members	<ul style="list-style-type: none"> ▪ Ensure safe systems of work and a safe work environment with appropriate review processes in place. ▪ Provide adequate workplace facilities and suitable accommodation. ▪ Ensure there are systems for the safe use of plant and equipment. ▪ Ensure there are processes for the prompt notification, recording of workplace incidents and management of injuries. ▪ Ensure all Duty Holders involved in the Landcare Network have adequate information, training, instruction and supervision for all tasks. ▪ The provision of effective systems for monitoring the health of workers and workplace conditions.
Officers Chair, Board/Committee members, Executive Committee members and Managers assisting	<ul style="list-style-type: none"> ▪ Demonstrate effective health and safety leadership. ▪ Provide all necessary resources to enable effective management of Work Health and Safety. ▪ Establish a mechanism for health and safety issues to be tabled and discussed and reviewed at an executive level on a regular basis. ▪ Establish and review your organisation's health and safety risk registers. ▪ Investigate health and safety matters brought to the attention of the committee. ▪ Develop, promote and maintain the organisation's work health and safety management system and associated documents. ▪ Undertake audits, workplace inspections and risk assessments as requested. ▪ Review reported incidents and collate and prepare health and safety reports for distribution. ▪ Provide advice on how to reduce workplace illness, injury and disease. ▪ Manage injured workers and optimise return to work outcomes.
Workers Executive Committee members, Managers	<ul style="list-style-type: none"> ▪ Demonstrate effective health and safety leadership. ▪ Ensure health and safety system compliance for all tasks undertaken. ▪ Review incidents and provide the necessary resources, to control the identified hazards. ▪ Provide staff with the necessary safe equipment to perform tasks in a safe manner. ▪ Monitor achievement against determined health and safety targets. ▪ Manage poor safety behaviour that places workers at risk. ▪ Communicate health and safety concerns to the committee. ▪ Accompany a WorkCover inspector as an observer.

Workers Staff	<ul style="list-style-type: none"> ▪ Demonstrate effective health and safety leadership. ▪ Ensure that employees, contractors, volunteers, students and visitors have relevant information, instruction and training in risk management. ▪ Ensure all tasks undertaken have the appropriate works permits and/or risk assessments performed. ▪ Coordinate site safety inspections and assessment of risks in the workplace. ▪ Report any incidents including near misses and injuries and notify the committee / manager as soon as practicable – see forms attached. ▪ Ensure scheduled inspections and checks occur on plant, equipment and premises. ▪ Attend health and safety training as required. ▪ Know where to find necessary health and safety information. ▪ Use correct tools for the job and follow safe work procedures and inspect tools and equipment prior to use to ensure they are safe.
Workers Contractors, volunteers, visitors & students	<ul style="list-style-type: none"> ▪ Take all care for the health and safety of themselves and others while on Landcare sites. ▪ Cooperate with Landcare organisations and staff with regard to work health and safety matters and requests. ▪ Adhere to relevant health and safety policies, procedures and protocols. ▪ Report hazards and incidents to the relevant Landcare staff member. ▪ Participate in health and safety consultation as requested.
First aid officers	<ul style="list-style-type: none"> ▪ Provide first aid assistance to workers. ▪ Maintain current first aid qualifications. ▪ Check and maintain first aid kits as replenish stocks as required. ▪ Maintain records of treatment provided and audits of first aid kits. ▪ Where applicable complete the “Defibrillator annual audit”.
Fire wardens Canopies staff or GSL staff and Exec Com members	<ul style="list-style-type: none"> ▪ Provide guidance during an emergency evacuation. ▪ Record and maintain documentation of fire alarm checks. ▪ Facilitate and record debriefing meetings following an evacuation. ▪ Maintain signage and floor plans identifying floor wardens, evacuation routes and evacuation assembly points.