



*everyone's family*

# Workplace Health & Safety

## *Policy*

2 December 2019

Level 9, 117 Clarence Street  
GPO Box 10500  
Sydney NSW 2001

Telephone 02 9085 7222  
Facsimile 02 9085 7299  
[thesmithfamily.com.au](http://thesmithfamily.com.au)

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## 1 Policy overview and principles

### 1.1 Policy statement

The purpose of this Policy is to document the governing principles that will guide Workplace Health & Safety (**WHS**) management at The Smith Family.

The Smith Family is committed to complying with the relevant state WHS legislation and other relevant safety recommendations including codes of practice and/or Australian Standards.

The Smith Family is committed to providing team members, clients and stakeholders with a healthy and safe environment, and will integrate health and safety into all aspects of its operations.

A further commitment and key objective of The Smith Family is to improve workplace health and safety performance across the organisation to reduce or eliminate workplace injury and illness and to promote a positive and proactive WHS Management System based on effective communication, engagement and consultation regarding all safety matters. The WHS Management System manages safety hazards through systematic hazard identification, assessment, control and resolution.

### 1.2 Scope

This Policy outlines the approach to Workplace Health & Safety (WHS) at The Smith Family including the governing principles that will apply to all related WHS Policies and Procedures.

This Policy applies to the **person conducting a business or undertaking** (the **PCBU**) and all Officers, Workers and Visitors as defined in Section 1.3 below and in the *Work Health and Safety Act 2011*.

### 1.3 Definitions

**Person conducting a business or undertaking (PCBU):** an individual, business or organisation that is conducting a business.

**Officer:** (in the context of this policy) an officer within the meaning of section 9 of the Corporations Act 2001.

**Worker:** any person who carries out work for The Smith Family including employees, trainees, work experience students, volunteers and affiliates, outworkers, contractors or sub-contractors, employees of a contractor or sub-contractor and employees of a labour hire company assigned to work for The Smith Family.

**Visitor:** any person who visits Smith Family premises and is not classified as a Worker. Visitors include, but are not limited to: students, conference and function attendees, families and friends of workers and community visitors.

### 1.4 Responsibilities and approvals

This Policy is approved by The Smith Family's Board.

The Policy Owner is The Smith Family's People & Culture Committee.

The Smith Family's Executive Group, comprising Officers of the organisation, is responsible for implementation of the Policy.

Refer to Appendix A – Document Information for Policy review requirements.

### 1.5 Legislative context

The Smith Family is bound by Workplace Health and Safety legislation in all States and Territories and aims to meet its legal obligations by complying with this legislation as well as by complying with relevant codes of practice and/or Australian Standards.

### 1.6 Key principles

The Smith Family is committed to providing team members, clients and stakeholders with a healthy and safe environment, and will integrate health and safety into all aspects of its operations.

The Smith Family will work to achieve this objective by using its best endeavours to establish a work environment that eliminates or reduces risks to health and safety in its workplaces by applying the following governing principles to its Workplace Health & Safety management.

The Smith Family aims to:

- maintain a health and safety management system which meets legal requirements and the requirements of this Policy
- establish annual, measurable WHS objectives and targets with assigned responsibilities for their achievement
- comply with all relevant legislation and industry standards
- train, support, assist and resource team members to work safely
- enhance the effectiveness of WHS procedures through consultation with team members and other relevant stakeholders
- implement a health and safety risk management process to ensure that all workplace hazards are identified, assessed and controlled, or otherwise managed where they are not able to be eliminated
- ensure that effective return to work processes are in place
- monitor and report WHS performance monthly to both the Executive Group and the Board
- conduct formal annual reviews and evaluations of its WHS systems.

All team members must comply with the above governing principles.

Those people who are in leadership and/or supervisory roles have a core responsibility to uphold and demonstrate leadership in relation to these governing principles.

## 2 Procedures and guidelines

### 2.1 Introduction

This Workplace Health & Safety Policy provides the governing principles in relation to WHS management at The Smith Family.

All associated WHS policies and procedures will support and be consistent with this Policy.

Detailed procedures and guidelines for WHS can be found in The Smith Family's *Work Health and Safety Management System Manual*. The manual provides detailed information and directions in the following areas:

- Management Responsibility
- Consultation and Communication
- Risk Management and Process Control
- Training, Learning and Skills Development
- Records and Records Management.

The following sections outline the key elements that form part of The Smith Family's unified system for ensuring organisational compliance with the *Work Health and Safety Act* and Regulations and for improving its WHS performance.

### 2.2 Objectives and Key Performance Indicators

The Smith Family is committed to reducing or eliminating workplace injury and illness. To meet this commitment, WHS Improvement Plans are required to be put in place each year as part of the annual planning process. These plans are based on the WHS objectives and key performance indicators in The Smith Family's annual corporate operating plan and have the following aims as their basis:

- reducing the frequency and severity of risks to team members, volunteers, clients, contractors and visitors' safety
- preventing occupational injury, illness and disease, or where prevention is not possible, reducing their impact
- training, supporting and motivating team members, volunteers, clients and contractors to identify, report and manage hazards effectively, consulting with workers on workplace health and safety matters through appropriate consultation mechanisms.

### 2.3 Management responsibility

Officers, including the organisation's directors, have a duty to exercise "due diligence" to ensure that the organisation fulfils its health and safety obligations under the *Work Health and Safety Act 2011*.

The Smith Family also recognises that effective, diligent leadership in WHS requires senior managers to participate actively in the review and implementation of WHS strategies and activities across the organisation.

To promote consistency and clarity across the organisation The Smith Family has adopted the *Code of Practice - How to Manage Work Health and Safety Risks* (under section 274 of the *Work Health and Safety Act 2011*) in the *Work Health and Safety Management System Manual*. This is a practical guide to achieving standards set out under the Act and its application is an important element of the organisation's compliance and risk management activities.

Specific responsibilities are:

- The Executive Group has responsibility for, and is committed to, the effective implementation of the Workplace Health and Safety Policy.
- The Executive Group, National Managers and General Managers will support other managers and team leaders to fulfil their health and safety responsibilities and accountabilities within their areas of responsibility.
- The People & Culture Committee (along with the Finance, Audit and Risk Committee) assists the Board in its governance role of ensuring that the organisation operates effectively, efficiently, ethically and legally by monitoring and/or assessing the degree of compliance with statutory and regulatory requirements and reasonable community expectations, with particular emphasis on Work Health & Safety requirements and the review of actions proposed by management in relation to health and safety, prior to its making recommendations to the Board.
- All workers and visitors have a responsibility to take reasonable care for their own safety and the safety of others and to comply with any reasonable instruction, policy or procedures of The Smith Family in relation to health and safety.
- The People and Culture team is available to provide advice regarding specific health and safety matters, update management on legislative changes and assist with the development, implementation and monitoring of this Policy and the Workplace Health and Safety Management System.

### 2.4 Consultative forums

The Smith Family will adopt appropriate consultative mechanisms, in accordance with relevant legislative requirements, to suit its nationally-dispersed workforce. These mechanisms will include use of WHS committees and representatives, working groups, working parties, focus groups, periodic team member meetings and other forums or approaches to maximise relevant contributions from affected team members.

Where necessary, The Smith Family will also consult, coordinate and cooperate with contractors and other persons present in its workplace as to handling of relevant WHS matters.

### 2.5 WHS policies, systems, procedures and guidelines

Specific WHS policies, procedures and guidelines addressing WHS issues in the organisation's WHS Management System are and will continue to be produced in consultation with relevant team members and/or team member representatives. Priority areas are established based on formal risk assessment procedures contained in the Work Health and Safety Management System Manual and/or feedback via reporting mechanisms and ongoing consultation.

All WHS documents are located centrally on SmithNet, The Smith Family's intranet, for easy access.

Policies and procedures instituted for complying with legal obligations are regularly monitored through internal management reporting arrangements and reviewed for amendment as required.

Mandatory on-line WHS training for new team members is completed upon commencement and refresher WHS training for all team members is conducted every two years.

### 2.6 WHS reporting

A system of reporting is in place in The Smith Family for monitoring the objectives and targets for health and safety aimed at the elimination of work-related physical and psychological illness and injury. Reporting is channelled through relevant managers/supervisors to ensure appropriate investigation and corrective action of identified issues.

## Procedures and guidelines

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Information is also compiled and reported to senior managers of the organisation in order to maintain a high profile for WHS matters throughout the organisation. The Smith Family acknowledges the importance of acquiring and maintaining up-to-date knowledge of health and safety matters to inform senior managers and promote best practice in its workplaces.

In addition to internal reporting, and where required, reports are made to appropriate external authorities within stipulated timelines.

### 3 Supporting documents

Associated WHS policies and procedures can be accessed via the links below, on the People and Culture page of SmithNet, or by contacting a member of the People and Culture team.

The principal WHS policies of The Smith Family cover the following:

- Work Health and Safety Management System Manual
- Work Health and Safety Consultation
- Work Health and Safety Risk Management Guidelines
- Work Health and Safety Procedures Guide
- Work Environment Policy
- Return to Work and Injury Management procedures
- Emergency Management Plans
- Manual Handling Policy
- Managing Stress Policy
- Long Distance Driving and Remote Travel Policy
- Contractors Policy



A. Document information

Document details	
<b>Name of document</b>	Workplace Health & Safety Policy
<b>Function</b>	To document governing principles that will guide Workplace Health & Safety management at The Smith Family
<b>Author</b>	Annette Young, Head of People and Culture
<b>Policy Owner</b>	People and Culture Committee
<b>Approved By</b>	The Smith Family Board
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<b>Date of Approval</b>	28 November 2019
<b>Assigned Review Period</b>	12 months after Date of Approval; and annually thereafter. Policy review will also be initiated in the event of relevant legislative, strategic or circumstantial change
<b>Date of Next Review</b>	2 December 2020
<b>File Path</b>	

Version control				
Version No.	Version Date	Amendment Details	Amended By	Approved By
V 2.0	29/11/2017	Section 2.5 – added reference to WHS training Section 2.6 – included words “physical and psychological” to recognise that illness and injury covers both types.	A.Young	People & Culture Committee and Board
V 3.0	02/12/2019	Section 2.3 added reference to the FAR Committee	A.Young	People & Culture Committee and Board

Related documents		
Version	Name	Date