



Work Health & Safety Policy

Group Policy

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1 Introduction

1.1 Overview

The CBHS Group (CBHS) has a general duty of care to provide a safe working environment and to take every reasonable step to protect workers and others from injury or harm in accordance with the Work Health and Safety Act 2011 (Cth) and related Regulations and Codes of Practice.

The Group Work Health and Safety Policy (“Policy”) establishes principles which assist CBHS to fulfil its duty of care in supporting the health, safety and welfare of all workers.

1.2 Objectives

CBHS is committed to providing a safe and healthy workplace. The health, safety and welfare of all people that interact with CBHS, including workers, contractors and customers, is of paramount importance.

The aims of the Policy are to:

- Demonstrate CBHS’ commitment to ensuring the health and safety of all workers, visitors and anyone else who may be affected by our business operations;
- Remove or reduce the risks to their health, safety and welfare; and
- Ensure all workers and others are aware of their safety obligations.

1.3 Application

This Policy applies to all workers of the CBHS Group (CBHS), including Contractors. The CBHS Group consists of CBHS Health Fund Limited, CBHS Corporate Health Pty Ltd and their related bodies corporate or entities.

The Policy also applies to visitors that may attend CBHS business premises.

2 Definitions

The following terms and definitions apply in this Policy.

Term	Definition
Board	Means the Board of Directors of CBHS or the Board of Directors of CBHS Corporate.
CEO	Means the CBHS Group Chief Executive Officer or the Chief Executive Officer & Managing Director of CBHS Corporate.
Executive	Means a member of the Executive Team of a CBHS Group entity.
Hazard	Anything in the workplace that has the potential to cause injury or illness
Incident	An unplanned or undesired event that results in or has the potential to result in injury, illness or damage.

Term	Definition
Manager	Means any person to whom a worker reports.

Term	Definition
Notifiable incident	An incident that results in serious injury, illness or death or involves a dangerous incident. Notifiable incidents must be reported to the regulator (e.g. Safe Work NSW) immediately.
Officer	Any person within the business that makes or participates in making decisions that affect the whole or a significant part of the organisation. Within the CBHS Group, Directors, the CEO and some members of the Executive Management team are considered Officers.
Safety Management System	Means a combination of people, tasks, documents, systems and processes which ensure that (a) the health and safety of workers and visitors is protected while on CBHS premises or while a worker is undertaking business activities; and (b) and that CBHS complies with WH&S Legislation at all times.
Visitor	Anyone who is not a worker that presents to a CBHS premises lawfully during business hours.
Worker	Means any person who performs work, under the direction and control of CBHS on an ongoing basis (whether they are permanent, temporary, casual or contractor). Workers include employees; contractors (or sub-contractors); apprentices or trainees; students (ego work experience or interns); volunteers.
WH&S Risk	The chance of someone becoming injured or ill as a result of a workplace hazard. The significance of the risk is determined by the likelihood of it occurring and the consequences if it does happen.
Workplace	Means a place where work is carried out and includes any place where a worker goes, or is likely to be, while at work. This includes vehicles.

3 Principles

CBHS will undertake the following activities in fulfilling its commitment to providing a healthy and safe workplace:

- (a) Develop, implement and maintain a **Safety Management System** which includes the requirements of this Policy and other documented work health and safety related policies, procedures and or processes to ensure safe systems of work (as listed in section 8 below).
- (b) Comply with applicable obligations in WH&S Legislation and Codes by identifying, assessing and documenting the obligations and implementing and monitoring of policies, procedures or other systems of processes to meet their requirements.
- (c) Implement a health and safety risk assessment process to ensure workplace hazards are identified, assessed, controlled and reviewed where they are not able to be eliminated.
- (d) Identify and allocate sufficient financial, human and technological resources to enable the effective delivery and maintenance of the Safety Management System.

- (e) Provide and disseminate work health and safety training and information to workers and visitors.
- (f) Implement arrangements for the consultation on health and safety matters with workers and protect them from being victimised for participation or intending to participate in such arrangements.
- (g) Establish measurable objectives and targets for health and safety aimed at the elimination of work-related illness and injury.
- (h) Report on measurements and targets in (g) above to the Boards of CBHS or relevant committees established by the Boards to have oversight of work health and safety matters.
- (i) Take and maintain a complying workers compensation insurance policy.
- (j) Maintain a “return to work” program for the rehabilitation of injured workers which is consistent with the injury management program of the workers compensation insurer.
- (k) Co-operate with work health and safety enforcement bodies, regulators and others who have authority under WH&S Legislation and Codes to act in relation to work health and safety matters.

4 WH&S Responsibilities

In line with our legal obligations to provide a safe work environment for workers, contractors and visitors to CBHS premises, we expect all workers to ensure that safe work practices are used in our work environment that comply with WH&S legislation, company policies and guidelines.

The following responsibilities have been established in relation to work health and safety at CBHS.

4.1 Officer Responsibilities

The responsibilities of Officers under this Policy include taking all reasonable steps to:

- (a) Gain an updated knowledge of WH&S obligations;
- (b) Understand the general hazards and safety risks involved in business operations;
- (c) Ensure CBHS has and uses appropriate resources for maintaining the Safety Management System;
- (d) Ensure CBHS implements processes for complying with duties with respect to consultation, training and instruction and reporting notifiable incidents;
- (e) Ensure CBHS has processes for receiving, reviewing and responding to information about safety incidents, hazards and risks.

Officers may be liable for WH&S legislative contraventions if it can be demonstrated that CBHS failed to do what was ‘reasonably practicable’ to ensure the health and safety of workers and others.

4.2 Manager Responsibilities

The responsibilities of Managers under this Policy include taking all reasonable steps to:

- (a) Communicate the requirements of this Policy and the Safety Management System to their workers;
- (b) Ensure all work health and safety risks and hazards in their business areas and operations are identified, assessed and controlled;
- (c) Provide information, instruction, training and supervision to enable their workers to carry out their responsibilities and tasks safely;
- (d) Protect members of the public with whom they deal against health or safety risks when on CBHS premises;
- (e) Consult with their workers about health and safety issues on a regular basis;
- (f) Ensure their workers and visitors report any work injury they suffer within required timeframes;
- (g) Ensure any worker or visitor that suffers a work injury during business hours receives appropriate first aid and or medical treatment as soon as possible; and
- (h) Conduct investigations to prevent safety incidents recurring.

4.3 Worker Responsibilities

Workers, while at work, have a responsibility to take reasonable care for their own safety and that of others. The responsibilities of workers under this Policy include taking all reasonable steps to:

- (a) Consider all of their actions while at work with safety in mind, and the health and safety of others who may be affected by their actions or omissions;
- (b) Cooperate with CBHS by complying with all the requirements of this Policy;
- (c) Ensure they use all equipment provided to them by CBHS safely and in the correct manner intended;
- (d) Report all unsafe work practices &/or hazards to a WH&S Representative, their Manager or People & Culture in a timely manner for rectification;
- (e) Use any personal protective equipment provided by CBHS, correctly as directed and maintain it in good condition for the purpose it was intended for;
- (f) Not interfere with or misuse any plant, equipment or tools, that are provided to ensure health, safety or welfare etc., or otherwise put any other person at risk of injury or damage to company property;
- (g) Participate in all WH&S training and in WH&S consultation arrangements as required;
- (h) Communicate all accidents, incidents and injuries immediately to their Manager and completing an Accident Incident Report Form;
- (i) Assist in any investigation by carried out by the organisation; and
- (j) Generally, cooperate as required to enable compliance with the relevant WH&S Legislation and Code.

5 WH&S Consultation

Consultation with workers and key stakeholders largely occurs through the WH&S Committee (“Committee”). The Committee provides a forum to raise WH&S concerns to be resolved and actioned in a timely manner. In addition, the Committee develops recommendations and monitors work practices and systems of work. The Committee is made up of WH&S Representatives from different business units. A WH&S Committee Charter specifies the roles and responsibilities of the Committee in more detail.

6 Safety Risk & Hazard Management

Different hazards occur in the work environment and may vary in severity from minor to significant. As indicated above, workers must report any unsafe practice or hazard they identify as soon as possible to a WH&S Representative, their manager or People & Culture. Hazards will be recorded by People & Culture, who will consult with the relevant parties/duty holders to determine the most effective resolution method. This includes assessing the risks associated with the hazard and taking steps to eliminate or control it and monitoring to prevent re-occurrence.

7 Remote or Lone Working

The same safety duty of care that CBHS has for workers’ on CBHS premises extends to workers that may be working remotely e.g. working from home (for further information refer to the Short Term Working From Home Policy) and mobile workers such as Corporate Partnerships Managers. Mobile workers are required to take **all reasonable precautions** for their personal safety and adhere to the relevant policies/procedures pertaining to that institution when visiting or entering other work sites or any premises to conduct work e.g. CBA, meeting people in a café, home visits. The same duties extend to workers that may perform work alone (e.g. after hours). Risks can be mitigated by taking steps such as ensuring managers and staff consult re plans to work alone or ensuring first aid or emergency assistance is available.

Increasingly, workers are engaging in working from home arrangements. The same safety duty of care extends to home based work, including how and where work is performed.

8 Related Health, Safety and Wellbeing Policies

The following documents (available on INSITE) compliment the Work Health and Safety Policy:

- First Aid Policy
- Injury Management Procedures (includes workers compensation & rehabilitation)
- Emergency Evacuation Procedures
- Working From Home Policy
- Manual Handling
- WH&S Committee Charter

9 Policy Review

This Policy will be reviewed annually by the Manager, People & Culture.