

POLICY: WORK HEALTH AND SAFETY POLICY

Current From:	November 2024	For Review:	November 2025
Version:	3.0	Replaces (last version):	August 2019
Custodian:	Level 3 - Board	File/Lifesaving Unit	Corporate Services

1.0 Overview of Business Objectives

The primary duty of care of the Work Health and Safety Act 2020 (WHS Act), means that Royal Life Saving Society WA (RLSSWA) will take steps to ensure the provision of a healthy and safe work environment, so far as is reasonably practicable.

This duty is to eliminate risks to the physical and psychosocial health and safety of its directors, managers, workers, contractors, customers, suppliers and visitors, while they are at work, and others who may be affected by the carrying out of work. If it is not reasonably practicable to eliminate risks to health and safety, steps must be taken to minimise those risks so far as is reasonably practicable.

2.0 The Goals of the Work Health and Safety Policy

The goals of RLSSWA's Work Health and Safety policy are to meet and exceed the requirements of the WHS Act and its supporting laws. The four key objectives of the policy are to:

- Maintain high standards and continuously improve work health and safety (WHS) performance and wellbeing strategies through effective safety management and regular planning.
- Improve consultative and reporting mechanisms for WHS and injury prevention matters.
- Reduce the frequency and severity of WHS risks through effective hazard management.
- Provide information, training, instruction or supervision to all personnel, to minimise the risk to their health and safety.

3.0 Commitment to Health and Safety

RLSSWA is committed to providing and maintaining a safe and healthy work environment for all directors, managers, workers, contractors, customers, suppliers and visitors, in accordance with health and safety legislation, regulations, codes of practices and best practice guidance.

RLSSWA will provide the systems, processes, equipment, information, training and supervision needed to provide and maintain a safe, healthy working environment.

RLSSWA recognise that the health and safety risks associated with its operations will evolve over time and thus will remain committed to working in partnership with all personnel to ensure continuous improvement of health and safety capability in the workplace is achieved.

4.0 Health and Safety Culture & Values

RLSSWA is committed to fostering a positive, proactive culture towards health and safety. All personnel are expected to reflect the following values in the way they behave on a daily basis:

- Responsibility** – all personnel will play an active role in health and safety, take responsibility for their own actions relative to their role and not make assumptions that 'someone else' has it covered.
- Stop, think & act** – all personnel will apply these three steps on a daily basis when undertaking operations with regard to anticipating 'what could go wrong' and ensure that steps are taken to minimise risks.

- c. **Communication** – all personnel will actively communicate any concerns regarding health and safety in a timely, open and honest manner so any concerns can be addressed to maintain a healthy, safe working environment.
- d. **Partnership** – Health and safety is everyone’s responsibility. All personnel will engage with each other on the basis that everyone has a role to play in identifying, assessing and treating health and safety risks at work.

5.0 Overarching Responsibilities of Directors, Managers & Supervisors

In accordance with regulatory requirements, all directors, managers and supervisors at RLSSWA will each take reasonable steps to:

- a. Acquire, and keep up to date, knowledge of work health and safety matters; and
- b. Gain an understanding of the nature of the operations of the business and generally of the hazards and risks associated with those operations; and
- c. Ensure that the business has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out; and
- d. Ensure that the business has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and
- e. Ensure that the business has, and implements, processes for complying with any duty or obligation under legislation; and
- f. Verify the provision and use of the resources and processes to manage health and safety are being delivered in practice; and
- g. Provide any information, training, instruction or supervision that is necessary to protect all personnel from risks to their health and safety.

6.0 Overarching Responsibilities of Workers

‘Workers’ includes all employees, contractors, subcontractors, labour-hire workers, apprentices, trainees, and volunteer workers. In accordance with regulatory requirements, all workers have a duty of care to:

- a. Take reasonable care for their own health and safety and that of others; and
- b. Report incidents, hazards, and risks in the workplace (via Form on SharePoint); and
- c. Comply with reasonable instructions from their manager or supervisor; and
- d. Ask if they’re not sure how to safely perform the work; and
- e. Cooperate with policies and procedures that have been communicated to them.

7.0 Health and Safety Risk Registers

RLSSWA will undertake health and safety risk assessments in accordance with the process outlined in the Risk Management Framework (Refer Governance Framework – Level 2)

RLSSWA requires a formal review of the Strategic Risk Register to occur at least annually by the Board of Directors. CEO will advise Senior Management Group of any changes made by the Board to the Strategic Risk Register. Emerging risks may be added to the Strategic Risk Register at any time (do not wait until the next formal review).

The Senior Management Group will develop a Health & Safety Risk Register that is aligned to business operations and the Strategic Risk Register. Reviews will be led by the Chief Executive Officer and include at least one other person to review at least annually the Health & Safety Risk Register, including the risk scores, consider if any emerging risks need to be added and to seek feedback from employees regarding any emerging risks that the workforce may have detected. Emerging risks may be added to the Health and Safety Risk Register at any time (do not wait until the next formal review).

8.0 Risk Monitoring

RLSSWA requires ongoing monitoring of health and safety risks to ensure controls are being implemented in practice, are effective and any changes in risk levels are detected. The Board of Directors and Senior Management Group will include health and safety as a standing agenda item for review and discussion at monthly meetings. The responsible managers, supervisors or workers will conduct regular checks. This includes but is not limited to:

- Building and work sites.
- Vehicles.
- Hazards and Incidents.
- Employee conditions.

Any area of non-compliance or concern are addressed as soon as practically possible.

9.0 Communication & Consultation on Health and Safety Risks

RLSSWA is committed to engaging all personnel and any applicable third parties to ensure health and safety risks continue to be identified, assessed, controlled and reviewed.

In respect of consultation and communication of health and safety matters, the Senior Management Group will:

- Regularly survey workers to establish workers' understanding and knowledge of RLSSWA's health and safety requirements.
- Regularly ask workers if they have become aware of any emerging health and safety hazards or risks.
- Ensure any concerns raised by all personnel are acknowledged by the responsible manager within one week and responded to and addressed promptly.
- Provide regular updates on any new hazards/risks or expectations and requirements in respect to managing those risks.
- Ensure all personnel receive a thorough health and safety induction, relative to their role.
- Provide information, training, instruction, or supervision that is reasonably necessary to protect all personnel from risks to their health and safety.
- Ensure all personnel can contribute to continuous improvement in health and safety through participation in meetings, workshops, surveys and reporting processes.

10.0 Monitoring and Enforcement

RLSSWA reserves the right to monitor the health and safety systems to ensure compliance with this policy. Violations of this policy by personnel may be regarded as serious misconduct, leading to disciplinary action, which may include termination of employment.

In some circumstances, breaches of the duties set out in the WHS Act will amount to criminal offences. Criminal offences under the Act carry significant penalties including large fines and, in some cases, imprisonment. Proceedings for an offence against the WHS Act can only be brought by the regulator or public service officer working in the Department. Industrial manslaughter offences may only be brought by the Director of Public Prosecutions.