

Harmony Alliance Guides:
Workplace Health and Safety (WHS)

Workplace Health & Safety Policy

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A Workplace Health and Safety (WHS) policy reflects the Board and management's commitment to improving workplace health and safety performance and outlines the vision for meeting the organisation's safety objectives. This policy should align with your business culture and values and be specific to your organisation, considering the nature and scale of your risks.

A policy alone does not satisfy legal compliance. Safety processes must be in place, communicated, and operational to ensure legal obligations are met and upheld.

This policy is a sample only. The organisation should seek advice to tailor this policy to its needs.

1. Purpose

We believe that the well-being of people employed at work, or those affected by our work, is a priority and must be considered during all tasks performed on our behalf.

People are our most important asset, and workplace health and safety is everyone's responsibility. The safety of our clients and the public is given equal priority to that of our workers.

The objectives of this policy are, as far as reasonably practicable, to:

- achieve a safe and incident-free workplace,
- consider WHS in project planning and work activities,
- involve employees and subcontractors in decision-making through regular communication and consultation,
- ensure employees and subcontractors identify and control risks in the workplace,
- monitor and review the elimination or control of potential risks, and
- enhance employees' WHS knowledge through a program of education and training.

2. Application

This policy applies to:

- all employees including casuals;
- contractors;
- employees from other organisations working at *[insert organisation name]*; and
- people working under the same roof but for different employers.

The general term used to describe the people making up the final three groups mentioned above is 'workplace participants.'

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3. Employee and Workplace Participant Responsibilities

To assist *[insert organisation name]* in complying with its responsibilities, all employees and workplace participants are individually responsible for helping to establish and maintain a safe and healthy work environment and are required to comply with this policy.

4. The Organisation's Responsibilities

[Insert organisation name] acknowledges its duty of care towards the workforce, with the intention to comply with the law and any other requirements placed on the business, while focusing on continual improvements to safeguard against workplace injury.

5. Successful WHS Management

In conjunction with *[insert organisation name]*'s core values, the success of our WHS management depends on:

- the commitment of all persons to achieving the policy objectives,
- planning work activities with due consideration given to WHS,
- undertaking the risk management process effectively, and
- communication and consultation between workers and subcontractors.

6. Declaration

[Insert organisation name]'s Board and management declare their intent to maintain a systematic and disciplined approach to managing the health and safety of workers during all day-to-day operations. We are committed to fulfilling the objectives of this policy and expect the same of all workers and subcontractors working on our behalf.

Authorised by the Chairperson

Signature:

Date:

Name:
