

Reach4 Work Health and Safety Policy

1. Introduction

1.1 Purpose

Reach 4 recognises that work health and safety (**WHS**) is of fundamental importance.

The purpose of this Work Health and Safety Policy (**WHS Policy**) is to summarise some of the obligations imposed by the WHS legislation on Reach 4 and on Workers.

1.2 Who does this WHS Policy apply to?

All Workers must comply with this WHS Policy.

Maintaining a safe work environment requires everyone's continuous co-operation. It is a partnership between you and Reach 4. This means that, as a Worker you are individually responsible to protect your own health and safety, and the health and safety of your co-workers and other persons who are not employees or contractors by working in compliance with the law and with our safe work practices.

2. Reach 4's Responsibilities

Reach 4's responsibilities under the legislation regarding WHS may include doing everything reasonably practicable to:

- (a) ensure the health, safety and welfare of:
 - (i) workers engaged, or caused to be engaged by Reach 4, and
 - (ii) workers whose activities in carrying out work are influenced or directed by Reach 4,while the workers are at work in the business or undertaking;
- (b) ensure that the health and safety of others is not put at risk from work carried out as part of the business or undertaking;
- (c) identify any hazards in the workplace that may be a risk to health and safety and eliminating or minimising those hazards; and
- (d) consult with its workers about health and safety issues in the workplace.

3. Your responsibilities

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers or any other persons that you may come into contact with at work.

You must cooperate with Reach 4 in ensuring that your workplace is safe and without risk to health. This includes, but is not limited to:

- (a) complying with all policies and procedures in place to protect your health and safety at work, including the policies and procedures of a client for whom you are performing work;
- (b) complying with all reasonable instructions from managers/supervisors in relation to health and safety issues at work;
- (c) ensuring that you know how to use equipment safely and that you use all equipment in the correct manner;

- (d) using any personal protective equipment provided to you by Reach 4 to protect your safety and ensuring that you use this equipment correctly;
- (e) participating in WHS training, including training and inductions provided by the client;
- (f) participating in WHS consultation;
- (g) reporting all incidents and accidents at the workplace in accordance with the WHS Policy. This includes both actual accidents and 'near misses' (that is, where an incident has occurred which had the potential to cause personal injury or damage to Reach 4's property, even if no injury or damage occurred); and
- (h) generally cooperating with Reach 4 as required to enable compliance with the law.

4. Reporting Safety Issues

All accidents, injuries and potential safety hazards must be reported immediately to your direct manager or Reach 4's General Manager and an **Incident, Accident and Hazard Report Form** should be completed.

Reach 4 must keep a record of all work-related illnesses and/or injuries to comply with WHS legislation.

If you sustain an injury or illness at work you are required to record this in the **'Register of Injuries'** immediately on becoming aware of the injury or illness. This applies even if the injury or illness does not require medical attention, because Reach 4 aims to ensure that any existing safety hazards are corrected. **'Register of Injuries'** is kept by the General Manager.

5. Victimisation

It is unlawful to discriminate against or victimise any worker because the Worker makes a complaint about a workplace matter that he or she considers is not safe or is a risk to health.