

<b>Name of Policy</b>	<b>Workplace Health and Safety Policy</b>
<b>Description of Policy</b>	This policy describes 4GR Pty.Ltd commitment to providing a safe and healthy working and learning environment
<b>Policy Status</b>	New Policy <input checked="" type="checkbox"/> Revision of existing policy

<b>Policy written by</b>	Beth Evans
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<b>Policy Reviewed by</b>	Gillian Baldwin
<b>Approval date</b>	January 2020
<b>Approved by</b>	Gillian Baldwin
<b>Date of policy review*</b>	January 2021

\* Unless otherwise indicated, this policy will still apply beyond the review date.

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## **Policy Purpose**

This policy describes 4GR Pty.Ltd commitment to providing a safe and healthy working and learning environment

## **Scope of Policy**

This policy covers applies to the staff, students, contractors and visitors engaged in 4GR Pty.Ltd activities.

## **Policy Statement**

4GR Pty. Ltd. is committed to providing a safe and healthy environment for work and study in accordance with the Occupational Health and Safety Act (2004)

## **Relevant Legislation**

Occupational Health and Safety Act 2004 (Vic)  
Occupational Health and Safety Regulations 2017 (Vic)  
WHS Act 2011 (Cth)

## **WHS Policy**

### **1. Commitment**

1.1 4GR Pty.Ltd is committed to providing a safe and healthy working and learning environment for all staff, contractors, students and visitors.

1.2 4GR Pty.Ltd aspires to eliminate all risks to health, individuals safety and wellbeing, and where elimination is not reasonably practicable, to reduce risks to health and safety so far as is reasonably practicable.

## 2. Objectives

### 2.1 To fulfil these commitments 4GR Pty.Ltd will:

- establish and maintain a health and safety management system that is consistent with the nature and scale of 4GR Pty.Ltd operations
- identify and maintain compliance with health and safety legislative obligations and other requirements relevant to 4GR Pty.Ltd operations
- ensure the provision of health and safety induction and training for all staff
- ensure the dissemination of health and safety information and instruction to all staff in the workplace
- develop and maintain a culture that encourages all staff to actively manage health and safety risks
- develop and maintain effective consultative arrangements, to ensure all staff are included in the decision-making processes impacting on workplace health and safety
- define, document and communicate health and safety responsibilities, authority to act and reporting requirements for staff at all levels in the workplace
- actively identify and manage workplace health and safety risks, through the systematic identification of hazards, evaluation of their risks and implementation of effective risk controls
- ensure hazards and incidents are promptly reported, investigated where appropriate, and control measures are implemented to eliminate or minimise the risk of recurrence
- In order to ensure continuous improvement, establish, maintain and monitor progress towards measurable objectives and targets aimed at the elimination of work-related illness and injury.

## Related Documents

- WHS Hazard and Incident Reporting Procedure
- WHS First Aid Procedure
- WHS Roles, Responsibilities and Committees Procedure
- WHS Induction and Training Procedure
- WHS Risk Management Procedure and flow chart
- WHS Risk Management Process Flow Chart
- WHS Alcohol, Tobacco and Other Drugs Procedure
- WHS for Staff and Students during placements Procedure
- Code of Conduct
- WHS Emergency & Critical Incident Management Procedure
- NDIS Commission Quality & Safeguards Standards

## **Review**

From time to time 4GR may make changes to this Policy and any related policies and documents to improve the effectiveness of its operation.

## **Further Assistance**

Any staff member who requires assistance with this Policy and Guidelines should speak to one or both of the Directors of 4GR/Manager Victoria.