

WHS01

Work Health, Safety and Environment Policy

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Introduction

Purpose

The purpose of this policy is to ensure, as far as is reasonably practicable, that all people in contact with Recycal and its operations are safe from injury and risk to health and that Recycal's practices do not compromise the environment it is operating in. This will be achieved by striving to continually improve health, safety and environment systems and practices, and by comparing those against industry standards and best practice.

Scope

This policy is relevant to all workers and visitors of Recycal. Workers is defined as any person working for, or on behalf of Recycal; including but not limited to employees, contractors and subcontractors.

Responsibilities

Recycal defines the health and safety roles and responsibilities for all workers and management.

Health and Safety roles and responsibilities are clearly defined for all levels of management and supervision, so that they are implemented and monitored.

All Recycal workers will be provided with a health, safety and environment induction.

Recycal

Recycal's responsibilities include:

- Ensure, as far as reasonably practicable, that the health and safety of workers and visitors is not put at risk from work carried out as part of the conduct of the business or undertaking.
- Provide the highest level of protection that is reasonably practicable in the circumstances, considering the gravity of the harm, its likelihood, the possible risk controls and, as a final resort, considering the costs of the various control options.

- Monitoring the health of their workers and the conditions of the workplace under their management and control to prevent injury or illness.
- Recycal must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace do not affect the health and safety of any person.

Joint Responsibilities

- Recycal has a duty to its contractors and subcontractor's workers to ensure their health and safety, so far as is reasonably practicable, while they are working in connection with the company.
- In order to comply WHS/OHS Acts, contracts should include a clause that requires Recycal and the contractor's company consult and establish that both organisations have health and safety policies, processes and practices in-place suitable for the work being carried out and compliant with the WHS/OHS Act through the life of that contract.

Managers

Managers have the following responsibilities:

- Familiarise yourself with the Work Health and Safety Policy and Work, Health and Safety Procedures to ensure you are aware of your personal responsibility for workplace health and safety within your area of delegated authority.
- Ensure that the work for which you are responsible is carried out in accordance with Recycal Risk Management Procedure to safeguard the health, safety and wellbeing of those involved and others who may be affected.
- Demonstrate active and visible leadership in risk management. Identify hazards or risks associated with different jobs, tasks and projects and assess the risks to the health and safety of those involved. Conduct this risk identification and assessment in consultation with those involved or affected.
- Implement suitable risk controls within agreed timeframes. These may include competency-based training, adequate supervision and adoption of safe operating procedures. Choose these risk controls in consultation with those involved or affected.



Introduction

- Inform employees of health and safety requirements and expectations, directing them to relevant information and risk control resources available.
- Promptly address health and safety issues that are brought to your attention in consultation with those involved or affected.
- Refer health and safety issues that are beyond your control to the Administration Manager for their attention but ensure that interim action is taken to reduce the risks in a practical way.
- Investigate incidents, seeking to identify the causes and take steps to prevent recurrence.

General Manager

The General Manager has a duty to exercise 'due diligence' to ensure that Recycal complies with any duty or obligation. The Administration Manager must have high, yet attainable, standards of due diligence.

The General Manager is responsible for the following:

- Be proactive and continuously ensure that the business undertakes or complies with relevant duties and obligations.
- Ensure engagement and leadership by management.
- Continuously examine and ensure that the resources and systems implemented are adequate to comply with the duty of care required by the company.
- Take reasonable steps to acquire and keep up-to-date knowledge of work health and safety matters.
- Gain an understanding of the hazards and risks associated with the nature of the operations.
- Ensure that the business or undertaking has appropriate resources and processes to enable hazards to be identified and risks to be eliminated or minimised.
- Ensure that the business or undertaking has appropriate processes for receiving and considering information about incidents, hazards and risks and for responding to these in a timely manner.
- Ensure that the business undertakes or implements processes for complying with its duties and obligations.

All workers

All workers must take reasonable care for their own health and safety and take reasonable care that their actions or omissions do not adversely affect the health and safety of others or themselves.

All workers are required to follow procedures put in place for their health and safety. This may include following safety manuals and procedures, participating in safety training, wearing PPE and exercising a level of care and responsibility in your work.

Every worker at all levels of a business should:

- Take ownership of their own health and safety for matters that are within their control or ability to influence.
- Work with colleagues to promote health and safety and ensure that it becomes a part of everyday business.
- Contribute to providing quality information that enables the establishment of baseline compliance levels and measuring changes in compliance over time.
- Be accountable as an individual to enhance a culture of health and safety within Recycal.
- Ensure that they meet duty of care obligations as required under work health and safety laws.

Visitors

Visitors at Recycal work sites have a duty to take reasonable care for their own health and safety. They also have a duty to take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must also comply with any reasonable instruction given by Recycal to maintain Recycal's compliance with the Work Health and Safety Act 2011 (Commonwealth) and Occupational Health and Safety Act 2004 (Victoria).



General Statement of Policy

General Statement

The Workplace Health and Safety Policy and system are endorsed by Recycal's Chief Executive Officer. Health and Safety is of critical importance in the planning, organisation and undertaking of Recycal's operations. It is the policy of Recycal to conduct its activities in such a way that the health, safety and well-being of workers and visitors is not in any way impaired or prejudiced as a result of working within or for the organisation.

Recycal will ensure, as far as is reasonably practicable, that all employees are safe from injury and risk to health while at work. This will be achieved by striving to continually improve health and safety systems and practices, and by comparing those against industry standards and best practice.

Recycal will provide the following:

- a safe workplace and a safe and healthy working environment
- safe systems of work information, instruction, training and supervision necessary to ensure that each worker is equipped to perform their job safely without risk of injury or risks to health
- effective consultation with workers on all issues which may affect health and safety at work
- effective injury and illness reporting and investigation and effective rehabilitation measures for workers who suffer work-related injuries and illnesses.

Recycal acknowledges the need to manage workplace health and safety through effective policy development, management systems and continuous improvement programs which will be developed and implemented within the organisation.

Recycal's Work Health and Safety Policy details our commitment, intentions and principles in relation to health and safety performance.

The key objectives of the Work Health and Safety Policy are to achieve legal compliance and reduce illness and injury within our workplace.

The policy is reviewed annually to ensure that it remains compliant and meets our health and safety objectives.

Compliance

State Health and Safety Acts and Regulations set out specific safety requirements that Recycal shall enforce in order to meet their legal responsibility of providing a safe working environment.

Access to current health and safety legislation, codes of practice and Australian Standards disseminated to all workers. Work Health and Safety information is also maintained in hardcopy and kept current.

Communication and Consultation

Recycal shall consult workers, so far as reasonably practicable, on matters that directly affect or are likely to directly affect the health and safety of all workers and others.

If needed, Recycal will establish workgroups for health and safety consultation purposes.

1. Communication and consultation are required:
 - when identifying hazards and risks and deciding how to control risks
 - when making decisions regarding facilities related to welfare
 - during development of health and safety procedures and supporting systems
 - changes to workplace (e.g. new buildings, alterations to existing buildings, renovations, maintenance, repairs and minor modifications)
 - machinery and equipment, substances, processes and other things used in the workplace
2. Recycal management shall provide adequate facilities and resources and assistance to assist with Health and Safety work groups and any communication and consultations between staff, contractors and health and safety representatives.



General Statement of Policy

Training and Education

1. All persons working at Recycal shall complete a health and safety induction.
2. Contractors and visitors shall be inducted to the workplace. The level of induction will be relevant to the level of risk and supervision.
3. Training and induction records shall be maintained by the General Manager.

Document Control

1. Recycal's health and safety documentation is available to employees and contractors either electronically or hardcopy.
2. New health and safety documentation and changes to existing documentation is developed in accordance with new laws and regulations. Health and Safety documentation is regularly reviewed to ensure currency and compliance.
3. Documentation includes the Work Health and Safety Policy, procedures, guidelines, information sheets, forms and other records.
4. The General Manager is responsible for the maintaining of Recycal's health and safety documentation.

Risk and Hazard Management

1. The standard for Recycal is to ensure that all health and safety risks are eliminated, or where this is not reasonably practicable, minimised by the application of controls.
2. All risks associated with our workplace activities shall be documented on the Risk Register.
3. Work Health and Safety risk management training shall be provided to staff as required.

Incident and Hazard Reporting

1. All incidents and hazards at Recycal must be recorded and investigated.
2. Records of incidents and injuries are maintained and are used for analysis and updating the risk register.

Monitoring and Review

Recycal will undertake routine monitoring of its operations to verify our health and safety performance and compliance against regulatory and other requirements.

Workplace Inspections

Recycal will undertake workplaces inspections on a regular basis. The completion and review of the workplace inspection records is managed by the General Manager.

Emergency Response

1. Potential emergency situations are identified, and emergency procedures put in place.
2. Emergency procedures are distributed to all workers.
3. Emergency response exercises are performed annually to test the effectiveness of the established procedures.



Implementation

Breach of this Policy

Breach of this policy could harm Recycal's ability to achieve our Workplace health and safety obligations. Failure to comply with the principles of this policy, or of the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal) or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of Company access, privileges, civil, and/or criminal prosecution.

Refer to **Breach of Workplace Health and Safety Requirements Procedure**.

Policy Review

This policy will be reviewed annually or as required to reflect changes in business practice or legislation.

Dissemination of Policy

A copy of this policy will be made available to each worker upon commencement of work and additional copies made available upon request.

Authority and Responsibility

This policy is issued under the authority of the Chief Executive Officer of Recycal.

Legislation

- d) Work Health and Safety Act 2011 (Commonwealth)
- e) Work Health and Safety Regulations 2011 (Commonwealth)
- f) Health and Safety Codes of Practice 2011
- g) Occupational Health and Safety Act 2004 (Victoria)
- h) Occupational Health and Safety Regulations 2017 (Victoria)

Related Documents

- a) Breach of Workplace Health and Safety Requirements

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Date: 21st July 2023



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