

nhulunbuy corporation



OCCUPATIONAL HEALTH & SAFETY POLICY

POLICY – CO11

Title	Occupational Health and Safety Policy
Policy number	CO11
Type	Personnel
Owner	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Approval date	July 2021
Review date	July 2023

The Nhulunbuy Corporation is committed to providing a safe and healthy work environment for its employees, contractors, customers and visitors.

The Nhulunbuy Corporation's commitment extends to

- ensuring its activities do not increase the risk of injury, illness or damage to the local community.
- providing sufficient resources and funding to meet the Nhulunbuy Corporation's OH&S obligations and strategic and operational goals.

Our actions

The Chief Executive Officer will ensure that:

- They will fulfil the functions required under the relevant OH&S Acts and Regulations
- They provide leadership to the organisation in relation to OH&S and they ensure that accountability systems for employees and management are implemented.
- All employees are aware of their responsibilities as documented in this policy.
- They are ultimately responsible for the OH&S performance of all employees.

The Leadership Team will:

- Ensure that safety management systems are developed, implemented, communicated to all relevant parties and continuously reviewed for effectiveness.
- Ensure that resources including safe plant, equipment and training are provided to manage safety.
- Ensure that risks are identified and controlled at inception of every activity.
- Ensure that consultation is undertaken with management and employees on the development, implementation and refinement of our OH&S systems and programs.
- Ensure that adequate funding is available through budgeting and planning systems for training and resources to meet OH&S requirements.
- Measure and monitor OH&S performance and undertake appropriate initiatives for continuous improvement.
- Be accountable for incidents that occur within their team.

The HSR Team Will:

- Inspect workplaces at such times as agreed with the employer.
- Immediately, in the event of an accident, a dangerous occurrence or a risk of imminent and serious injury to, or imminent or serious harm to the health of, any person, participate in an appropriate investigation of the matter.
- Keep informed as to the health and safety information provided by the employer.
- Refer relevant matters to the Health and Safety Management Team for consideration.
- Consult and co-operate with their employer on all matters relating to the health and safety of persons in the work place.
- Actively fulfil their health and safety representative functions and responsibilities.
- Provide safety leadership and support within their work place.
- Keep updated with WHS developments through following up information provided by the NC email groups and arising from Safety Committee meetings.

- Participate in Safety related training as necessary.

People managers and supervisors will:

- Lead by example in their behaviour and actions.
- Provide and maintain a safe work environment for their employees, contractors, customers and visitors.
- Ensure that risks are identified and controlled at inception of every activity.
- Implement policies and procedures effectively.
- Implement training and resources funded through the budget.
- Consult with employees on all issues that will impact on their health, safety and wellbeing.
- Investigate and report on all incidents, including near misses and behaviour that could potentially place them or others at risk and ensure that remedial action is undertaken.
- Monitor their team's OH&S performance and strive for continuous improvement.
- Implement appropriate preventative measures to ensure that a safe work environment is provided.
- Be accountable for incidents that occur within their teams.
- Ensure that any contractors or suppliers are held accountable for breaches of OH&S requirements.

Our employees will:


- Work safely at all times to protect themselves and those working with them and others.
- Participate in OH&S training, consultation and initiatives to improve health and safety.
- Ensure that risks are identified and controlled at inception of every activity.
- Follow any policy and directive given in relation to OH&S.
- Report all hazards and incidents, including near misses to their supervisor within 24 hours and assist with actions to reduce and eliminate risks.

Contractors, agents, suppliers and volunteers will:

- Comply with all OH&S requirements set out in Nhulunbuy Corporation contracts.
- Work safely at all times to protect themselves and those working with them.
- Ensure that risks are identified and controlled at inception of every activity.
- Report all hazards and incidents, including near misses to the Nhulunbuy Corporation within 24 hours.
- Be held accountable for breaches of their OH&S requirements.

Review process

This policy will be reviewed three years from the date of adoption.

Date 09 August 2021	Director (Name) Sophie Szytkarski	Signature 
Chief Executive Officer (Name) Allison Mills		Signature 