



WORK HEALTH AND SAFETY POLICY



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1. INTRODUCTION

The Water Industry Operations Association of Australia (WIOA) is committed to providing a safe and healthy place of work for all employees, volunteers, contractors, and environment.

2. POLICY STATEMENT

WIOA strives to reinforce safe behaviors and eliminate unsafe acts and practices. The objectives of this policy are to, as far as reasonably practicable:

- a) Achieve a safe and incident free workplace;
- b) Consider workplace health and safety (WHS) in project planning and work activities;
- c) Involve employees in the decision-making process through regular communication and consultation;
- d) Ensure employees identify and control risks in the workplace;
- e) Monitor and review the elimination or control of potential risks; and
- f) Enhance employees' WHS knowledge through a program of education and training.

3. APPLICABILITY

All employees, contractors, volunteers, and others undertaking work and visitors to the various offices and workplaces or participating in authorised WIOA activities.

4. CONTEXT

WIOA through various procedures, guidelines and resources, is able to provide safe workplaces for employees and others undertaking work.

Everyone in WIOAs workplaces have a responsibility for health and safety under the Work Health and Safety Act.

Legislative provisions: Occupational Health and Safety Act

5. RESPONSIBILITIES OF EMPLOYEES, VOLUNTEERS, ETC

All employees have the responsibility to:

- a) Adhere to safe work practices, instructions, rules, safety guidelines & procedures;
- b) Immediately report any unsafe work condition or equipment;
- c) Not misuse, damage, refuse to use or interfere with anything provided in the interest of WHS;
- d) Perform all work duties in a manner which ensures individual health & safety and that of all other employees, clients & other stakeholders in any activities that they are undertaking;
- e) Participate in the training and consultation activities;
- f) Encourage fellow employees to create and maintain a safe and healthy work environment; and
- g) Cooperate with all other employees to enable the health and safety responsibilities of all employees to be achieved.

All volunteers, contractors and visitors while visiting or conducting business on WIOA workplaces or participating in authorised activities are to:

- a) Take reasonable care of their own health and safety and that their acts or omission do not adversely affect the health and safety of others;
- b) Report health and safety issues and participate in consultation in work health and safety matter affecting them; and
- c) Follow reasonable WHS instructions, policies, and procedures of the association.

6. RESPONSIBILITIES OF THE ASSOCIATION

WIOA will ensure, as far as reasonably practicable, the health and safety of employees, volunteers, contractors, and others undertaking work in the workplace/s, by ensuring:

- a) Appropriate systems are in place that complies with relevant legislation;
- b) Reinforcement of safe behaviors to eliminate unsafe acts and practices;
- c) WHS responsibilities for all employees, volunteers, contractors are defined;
- d) Employees receive the training and resources they need to carry out their WHS responsibilities;
- e) Implementation of an incident reporting and investigation process that is timely and relevant to enable appropriate corrective action to be taken to minimise recurrence; and



- f) Identification of opportunities for continuous improvement aimed at eliminating or minimising work-related injury or illness.

7. MONITORING, EVALUATION AND REPORTING

The Chief Executive Officer is responsible for monitoring and evaluating the implementation and effectiveness of this policy and for reviewing this policy as required.

8. LAST UPDATED

Approval and Review

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| Lead Author | CEO |
| Approver | WIOA Board |
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