

Document Information and Revision History			
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Document location		Governance	
Last Reviewed	Date to be Reviewed	Review Team	Nature of amendment
June 2016	June 2018	Peggy	New Policy
July 2017	July 2020	Management Team and Committee	Approved

1. REFERENCES

Workplace Health & Safety Act 2011 (Cth)

2. COMMUNITY CONNECTION INCORPORATED'S DUTIES AND COMMITMENT TO SAFETY

Community Connection Incorporated will ensure that the governance, management and operations of the Association are compliant with all aspects of safety as outlined in various Codes of Practices and the *Workplace Health and Safety Act 2011 Cth*

Community Connection Incorporated is committed to providing a safe and healthy workplace for all our employees.

Community Connection Incorporated further recognizes its responsibilities to provide a safe and healthy work environment for contractors, visitors and the families / individuals that receive a service from the organization.

Creating a safe work environment and care for the environment is the responsibility of all Community Connection Incorporated's personal and employees at every level of the organization.

Community Connection Incorporated provides, maintains and promotes a safe work environment and safety management system that is characterized by:

- A committed approach to controlling health and safety hazards and risks through the development and implementation of suitable policies and procedures;
- ensuring as far as is practicable all operations conducted by employees and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- effective management demonstrated by commitment and direct involvement at all levels of the organization;

- effective two-way communication as an integral part of every job; and
- the provision of appropriate personal protective equipment, information and supervision for staff to ensure health and safe working conditions and methods.

In its activities Community Connection Incorporated provides and maintains so far as practicable as working environment that is safe and without risks to health, eliminates or controls work-related hazards and risks by:

- ensuring as far as practicable all operations conducted by workers and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- the application of a systematic approach to identifying, assessing and controlling workplace hazards and risks, (team meetings & safety committee meetings); and
- facilitating continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continue effectiveness and relevance.

3. MANAGEMENT TEAM'S UNDERSTANDING OF HEALTH AND SAFETY

The management team of Community Connection, are responsible for the development, promotion and implementation of WHS policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management. They are also responsible for communicating and training workers in all aspects of WHS Management. Various seminars, briefings, conferences and training sessions are attended as and when are necessary and available.

4. WH&S EXPECTATIONS OF THE EMPLOYEES

To achieve this stated policy outcome, the commitment and contribution of each and every employee is required through:

- Taking responsibility for the health and safety of themselves and their fellow work colleagues.
- Not compromising personal health and safety in the mistaken belief that other requirements are more important;
- Considering health and safety as an integral part of our work.

5. MANAGEMENT SUPPORT EARLY RTW OF INJURED WORKER

Community Connection Incorporated supports the early return to work (RTW) of injured worker's provided this has been endorsed by a medical physician that the injured worker is capable for RTW. A RTW plan will be developed including suitable alternative duties, which will be identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties

When the Manager declares a conflict of interest, the Chairperson and/or the Board will make a determination as to what action the conflict requires.

When any other employee declares a conflict of interest, the Manager will make a determination as to what action the conflict requires.