2233 Part A WHS Management Plan—V2.0

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PART A

1. Purpose

[1] The purpose of this document is to establish and maintain an effective Workplace Health and Safety (WHS) Management Plan. Teachers Mutual Group (TMG) is committed to implementing a structured program in order to reflect that the physical and mental health, safety and wellbeing of everyone at TMG is of paramount importance. The WHS Management Plan will assist TMG in meeting its obligations in accordance with work health and safety legislation.

[2] For the purposes of this document:

(a) The WHS Management Plan is the totality of systems, structures, policies, processes and people that identify, measure, evaluate, monitor, report and control or mitigate all workplace health and safety risks.

(b) Workplace means a place where work is carried out for TMG and includes any place where a worker goes, or is likely to be, while at work.

(c) Workers include employees, contractors and sub-contractors and their employees, labour hire employees, freelancers, outworkers, apprentices, trainees, work experience students and volunteers,

[3] People can hold multiple roles within the WHS Management Plan concurrently, e.g. an officer can also be a worker and a leader.

2. Applicability

[4] This policy applies to everyone who works for Teachers Mutual Group (TMG), and the people who visit and use TMG facilities.

3. Authoritative Sources

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Approved Work Health and Safety Codes of Practice

[5] Additional information on these sources may be found at www.comcare.gov.au and www.safeworkaustralia.gov.au

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4. WHS Policy

4.1. Statement of Commitment

[6] At TMG, we see our people as our most valuable asset; therefore, your physical and mental health, safety and wellbeing are of paramount importance to us. Our objectives are to:

(a) Provide a safe work environment, free from accidents and injuries

(b) Comply with the requirements of the Work Health and Safety (WHS) Act, regulations and where applicable codes of practice or industry standards

(c) Make health, safety and wellbeing the responsibility of everyone at TMG (including fostering a workplace free from bullying and harassment)

(d) Ensure health, safety and wellbeing are considered in all planning and workplace activities

(e) Involve you in health, safety and wellbeing decisions through a continuous program of regular communication, consultation and training to ensure that you work in the safest possible manner

(f) Manage all potential dangers in the workplace through hazard identification, risk assessment and risk control

(g) Ensure all actual and potential accidents/incidents are reported and investigated and the causes controlled

(h) Provide effective injury management of work related injuries

(i) Ensure that all employees work toward achieving these objectives.

(j) Provide and maintain a safe workplace, safe plant and structures and safe systems of work

(k) Provide adequate facilities for the welfare of workers

(l) TMG will also undertake to give other members of the public, including volunteers, contractors and visitors the same consideration as we give to you with regards to health and safety.

4.2. Implementation of Commitment

[7] In order to implement the provisions of this policy, a program of activities and procedures has been set up and will be continually updated and effectively carried out. This includes:

(a) WHS training and education

(b) Ergonomic workplace and job design

(c) Emergency response procedures and activities

(d) Injury management and first aid provision

(e) Workplace inspection and hazard identification

(f) Comprehensive risk assessment

(g) Accident and incident reporting (including prompt insurer/regulator reporting)

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(h) Return to work coordination

(i) Visitor and contractor safety

(j) Accurate record keeping of all workplace health and safety matters

(k) Organised health and wellbeing initiatives and programs.

[8] TMG is committed to continual consultation with all workers to ensure that this policy and associated WHS program grows and changes accordingly with the demands of the organisation and its people.

5. Roles and Responsibilities

5.1. Persons Carrying Out a Business or Undertaking (PCBU)

[9] PCBU is a specific role within the WHS legislation, TMG is the PCBU.

[10] As the duty holder and PCBU, TMG must:

(a) ensure the physical and mental health, safety and wellbeing of its workers and others in the workplace

(b) ensure the physical and mental health, safety and wellbeing of other persons is not put at risk from work carried out as part of its operations

(c) provide and maintain a safe workplace, safe plant and structures and safe systems of work for identified hazards

(d) ensure the safe use, handling and storage of plant, structures and substances

(e) provide adequate facilities for the welfare of workers

(f) provide information, training, instruction and supervision

(g) monitor the health of workers and the conditions of our workplaces.

[11] Specific duties as a PCBU also include:

(a) contacting the relevant regulator of any notifiable incidents arising out of the conduct of the business or undertaking

(b) ensuring authorisations are in place for any high risk work or plant

(c) consulting so far as reasonably practicable with other PCBUs or persons who have a duty in regards to a work health and safety matter

(d) consulting so far as reasonably practicable with workers and their representatives on work health and safety matters.

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5.2. Officers of the PCBU

[12] The members of the Board and the Executive of TMG are officers of the PCBU and as such, are responsible for ensuring that TMG complies with any duty or obligation under the WHS Act. This is achieved by these officers exercising due diligence, which means they must:

(a) acquire and keep an up to date knowledge of work health and safety matters

(b) gain an understanding of TMG's operations and the hazards and risks involved

(c) ensure that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised

(d) ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way

(e) ensure that TMG has, and implements, processes for complying with its WHS duties and obligations.

[13] Exercising due diligence may include:

(a) reporting of work health, safety and wellbeing at Board meetings on a regular basis

(b) integrating WHS laws into everyday business through consultation with leaders and all workers

(c) developing a work health and safety management system, which will be reviewed on a regular basis by the Chairperson and Board members

(d) ensuring that WHS risk management is incorporated into all business activities and that hazard identification, risk assessment and control is an on-going process, including:

(e) development and maintenance of a WHS Hazard & Risk Register

(f) development and maintenance of WHS policies and procedures

(g) ensuring an effective injury/incident reporting procedure

(h) ensuring appropriate processes are in place for WHS issues relating to contractor management

(i) ensuring that the procurement of any equipment takes into account WHS matters

(j) ensuring that regular hazard inspections of TMG workplaces occur

(k) ensuring that WHS is discussed at staff meetings

(l) incorporating WHS updates and information into regular reporting provided to the Board

(m) ensuring that WHS issues are part of all training provided for workers, including induction

(n) ensuring that contractors and visitors to TMG are provided with appropriate and reasonable WHS information at site entry, and

(o) ensuring that the workplace is a safe environment.

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5.3. Leaders

[14] Leaders such as Executives, Senior Managers, Managers, Supervisors and Team Leaders are responsible for providing a workplace that is, as far as reasonably practicable, safe and healthy for workers, in particular in the areas of their control. This includes:

(a) modelling health and safety leadership

(b) demonstrating a commitment to good health and safety performance, by:

(i) talking about safety at regular meetings

(ii) ensuring safe work procedures are followed

(iii) reporting incidents, hazards and safety concerns promptly

(iv) assessing the risk of particular tasks in their work area and not allowing an activity to continue until it can be controlled adequately

(v) fostering a strong work health and safety culture where worker input is valued

(vi) promoting and implementing the TMG Safety Management Plan

(vii) actively supporting the identification and management of hazards and risks

(viii) understanding and monitoring safety performance objectives

(ix) proactively managing other duty holders (e.g. contractors), when required.

5.4. Workers

[15] Workers (including employees and contractors) must take reasonable care for their own physical and mental health, safety and wellbeing while they are at work and ensure that their acts or omissions do not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and co-operate with TMG WHS policy or procedure. On a day to day basis, this includes:

(a) taking reasonable care to work safely

(b) making sure the work area is safe

(c) making proper use of all appropriate safeguards, safety devices and personal protective equipment

(d) following agreed safe working practices and rules

(e) reporting all known hazards, accidents and incidents as soon as possible.

[16] It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose them to a serious risk to their health or safety. The Act requires workers who cease work to notify the relevant leader that they have ceased unsafe work as soon as possible after doing so. It also requires workers to remain available to carry out ‘suitable alternative work’. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

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5.5. Contractors

[17] Contractors, sub-contractors and self-employed persons are defined as “workers” under the WHS Act if they carry out work in any capacity for TMG. In addition to the requirements of workers, they are also required to:

(a) comply with the requirements of the WHS legislation

(b) have in place any work health and safety policies and programs required under State or Territory safety legislation

(c) consult with TMG about safety matters and comply with TMG policies

(d) work safely and include the safety of TMG workers and visitors in their safety plans.

[18] If anyone believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their TMG leader.

5.6. Visitors

[19] Visitors and other persons to TMG also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include:

(a) taking reasonable care for their own health and safety and for the health and safety of other persons

(b) complying with, so far as they are reasonably able, all reasonable safety directions provided by TMG

(c) reporting all safety related incidents to TMG

(d) ensuring the adequate supervision of any accompanying children

(e) not entering any restricted area without authorisation or escort

(f) not bringing or consuming excess alcohol or illegal drugs at TMG workplaces

(g) not wilfully or recklessly interfering with TMG property.

5.7. Workplace Health and Safety Committee

[20] The WHS Committee provides the forum for the constructive discussion of measures to assure workplace health and safety. At TMG the WHS Committee is governed by a Charter (refer *WHS Committee Charter (4012)*). As part of their duties, WHS Committee Members will:

(a) have a clear understanding about the role and functions of the WHS Committee and its purpose

(b) assist with the development, implementation and review of the WHS Management Plan

(c) ensure that they are appropriately trained to understand and deal with WHS needs and hazards in their area

(d) work cooperatively with management to agree on procedures that enable communication and consultation with workers and leaders from their area

(e) consult with workers in their area to ascertain their WHS concerns and suggestions

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(f) enable workers to have input into the development, implementation and evaluation of WHS policies and issues

(g) be prepared for the WHS issues that will be raised at the WHS Committee meeting, including any research necessary

(h) participate constructively in meetings and WHS activities

(i) represent the workers in their workgroup and put their concerns and viewpoint to the WHS Committee

(j) be willing and able to resolve WHS issues as they arise

(k) keep workers in their workgroup informed about matters raised at WHS Committee meetings, the decisions that were made, progress on outstanding items and seek their feedback

(l) investigate any situation that may be harmful to health, safety or welfare if it has been brought to the attention of the WHS Committee

(m) help develop a safer workplace and safer work practices by regularly inspecting the work environment and reviewing work practices to identify potential hazards and risk management

(n) make recommendations for improvements and notification of WHS issues to management

(o) be consulted by management before decisions are made that could affect the health, safety or welfare of the people who work for TMG, and the people who visit and use TMG facilities.

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