



9.1 Work Health and Safety Policy

Name of Policy:	Work Health and Safety Policy
Section:	WH&S
Responsibility:	All Managers
Department:	All Departments
Location:	All Offices

New work health and safety (WHS) laws replaced the occupational health and safety (OHS) laws in NSW, QLD, TAS, SA, NT and ACT on 1 January 2012.

As a result of this new legislation, any references in advice or content to VISA health and safety requirements are noted as:

- 'occupational health and safety' is replaced by 'work health and safety'
- 'OHS' is replaced by 'WHS'
- *Occupational Health and Safety Act 2000* is replaced by *Work Health and Safety Act 2011* (as amended)
- *Occupational Health and Safety Regulations 2001* is replaced by *Work Health and Safety Regulation 2011* (as amended).

Work Health and Safety Statement

VISA recognises that the holistic needs of employees and visitors in its business environment can only be fully met when the occupational health, safety and welfare needs of those employees and visitors are not compromised.

It is therefore the policy of this company to make every reasonable effort to prevent accidents, protect employees from injury, and promote the health, safety and welfare of all employees.

VISA commits itself to the objectives of the Work Health and Safety Act 2011 and associated regulation and legislature, and takes responsibility to ensure all employees, and visitors are maintained, as far as is practicable, in a safe and healthy environment. This responsibility includes establishing and documenting safe and healthy systems of work, including policies and procedures for all aspects of WHS, including, but not limited to:

- Consultation, grievance and discipline procedures
- Emergency procedures
- Manual handling
- Injury management

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- Monitoring and review of WHS issues
- WHS Training

VISA Work Health and Safety Policy

Under the Work Health and Safety Act 2011, VISA has a statutory obligation to ensure the health and safety and welfare of all employees and visitors while at the workplace.

The aim of this policy is to document the company's commitment to providing and maintaining a safe and healthy working environment for its employees and members of the public, through the effective implementation of the Work Health and Safety Policy and System.

Objectives

It is a fundamental requirement of VISA that all activities be carried out in a *healthy and safe manner*.

VISA will provide, as far as practicable and based on current knowledge, healthy and safe working conditions for all employees define and implement safe working practices and provide information on control measures for hazards in the workplace.

An important objective is to eliminate all incidents, which could result in personal injury, occupational health problems or adverse effect on the environment.

Consistent with these objectives, VISA is also committed to an integrated approach to employee well being whether physical, social or psychological. To this end work health and safety can also be regarded as part of the overall concept of health promotion.

Staff with responsibility for the management or supervision of employees working under their direction are also responsible for their overall health and safety in the workplace.

VISA will ensure that an *effective implementation and communication* of the Work Health and Safety Policy and System through VISA's Work Health and Safety Committee, Induction, Staff Information Handbook, Performance and Review Development and Training/Educational programs.

VISA will ensure that the Work Health and Safety Policy and System is regularly monitored and reviewed to take into account changing legislation, best practice and organisational change.

All relevant documentation relating to Work Health and Safety issues are maintained and made available to employees and their representatives.

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All necessary registration, certification and licensing requirements are complied with and all necessary inspections, maintenance, repairs, cleaning, modifications and housekeeping are undertaken in a timely manner.

All employees are appropriately trained, supervised/monitored and provided with adequate information and appropriate equipment to undertake their duties safely and without risks to health. Those tasks requiring specific qualifications, skills or experience are only undertaken by persons competent to do so.

All contractors and visitors to the workplace are provided with any necessary personal protective equipment, as well as being adequately supervised to ensure they and other unauthorised people are prevented from entering restricted areas or parts of the workplace where they may be at risk, or endanger the safety, health and welfare of others.

All work systems, plant and substances are the subject of testing and comprehensive Risk Management processes prior to their introduction in the workplace. Any personal protective equipment needed to secure health and safety is provided free of charge to all employees, and they are adequately instructed in its proper use, maintenance and storage. Other relevant people such as contractors are to supply their own safety equipment and have been instructed in their proper use, maintenance and storage.

All accidents, incidents and near misses are reported to the Work Health and Safety Coordinator and the circumstances of the accident, incident or near misses are then investigated and recorded with the appropriate measures taken to prevent a recurrence.

The Work Health and Safety Committee

The Work Health and Safety Committee ('the Committee') has been set up as a means by which management at VISA can consult with employees on work health and safety issues. The committee is responsible for ensuring:

- Management and employees work as a team so as to establish a safe and healthy working environment within the framework of the Work Health and Safety Act 2011.
- A forum is provided that will allow frank and open discussion on all issues relating to the protection of all persons at the place of work, e.g. employees, contractors or visitors, members of the public.
- Other persons employed by VISA and who come under the provisions of the Legislation to be able to refer matters to the Committee for advice and/or assistance.

The Committee is comprised of elected employee representatives, and a representative from management who will have the necessary power to authorise actions recommended by the Committee to be carried out.

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Responsibilities of Senior Management, Management and Supervisors

Managers and Supervisors have a particular responsibility for ensuring that work for which they are responsible is carried out in ways, which safeguard the health and safety of staff.

Responsibilities of Senior Managers

The Directors accept overall responsibility for the effective management of workplace health, safety and welfare across VISA. Occupational Health and Safety matters are discussed and reviewed on a quarterly basis and the system reviewed by Senior Management on a six monthly basis.

Responsibilities of Managers

Management has the responsibility to:

- identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;
- ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced;
- encourage consultation in addressing safety issues;
- design, purchase, install and maintain a safe site and machinery;
- develop and implement safe systems of work;
- provide adequate safety information, training and supervision.

Responsibilities of Supervisors

Supervisors have the responsibility to:

- ensure that the workplace under their control is safe and without risks to health - the supervisor will always be held accountable for identifying any unsafe or unhealthy conditions or behaviour;
- Safe access to, and exit from, the workplace is maintained at all times.
- Employees are consulted on workplace health and safety matters which may affect them and that communication of such Work Health and Safety issues is promoted as a normal component of work.
- ensure that the behaviour of all persons in the workplace is safe and without risks to health;
- All accident and near misses are accurately recorded and reported, and an investigation is carried out to determine causal factors.
- Attempt to remedy all problems relating to work health and safety - if the supervisor does not have the authority to fix the problem, they will be held accountable for reporting the matter promptly - together with any recommendations for remedial action - to a supervisor or manager who does have the necessary authority.

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Responsibilities of Employees

While responsibility for health and safety in VISA is a prime function of all levels of line management, each employee has an overriding responsibility to:

- adhere to safe work practices, instructions and rules;
- immediately report any unsafe work condition or equipment to management;
- not misuse, damage, refuse to use, or interfere with anything provided in the interest of work health and safety;
- perform all work duties in a manner which ensures individual health and safety and that of all other employees;
- encourage fellow employees to create and maintain a safe and healthy work environment;
- cooperate with all other employees to enable the health and safety responsibilities of all employees be achieved.

AUTHORISED BY

Directors and Work Health and Safety Committee.

References

Work Health and Safety Act 2011

For further information please contact Human Resources.

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