Organisations should have a policy that covers the following:

OH&S – organisational management and governance

Objective

The occupational health and safety (OH&S) of employees, contractors, volunteers, visitors, members of the public and all other persons employed within **Organisation X** is considered to be of the utmost importance.

Organisation X is therefore committed to providing and maintaining, so far as is reasonably practicable, a working environment that is safe and without risk to health. This includes:

    i.   the provision and maintenance of operations, premises, equipment, plant and substances that are safe and without risks to health

    ii.   the provision of adequate facilities for the welfare of staff

    iii.   the provision of information, training and supervision to employees and contractors that enables them to work in a safe and healthy manner.

Board responsibility

It is through effective and efficient risk management strategies that the **Board of Organisation X** is committed to protecting the safety of consumers and staff, as well as the assets and resources of the organisation.

The Board of Organisation X is responsible for ensuring that Organisation X has a risk management policy and strategy in place. This policy and strategy will clearly illustrate the manner in which Organisation X identifies, eliminates, assesses, monitors and manages risks.

The Board will ensure:

- sufficient resources are available so that Organisation X can effectively develop, implement, monitor and review its risk management policies and procedures

- the health and safety of board members, employees, consumers and volunteers of the organisation and that these individuals and members of the public are not exposed to risks of any kind as a result of their interaction with Organisation X

- that through compliance with all legislative and regulatory requirements, Organisation X is not subject to any preventable and/or avoidable legal risk

- Organisation X has a current workers compensation policy and systems in place to manage workers compensation

- management deals with any internal or external OH&S audit findings in an efficient and timely manner

- systems are in place to regularly measure the effectiveness of Organisation X's risk control processes

- expectations regarding employee conduct and behaviour are appropriately documented and effectively communicated within Organisation X.

Management responsibilities

Organisation X recognises and acknowledges its corporate responsibility under the OH&S Act 2000 (NSW) and associated legislation.

All staff are required to fully comply with all relevant OH&S legislation, regulations, standards, guidelines, and codes of practice in all aspects of their work.

To ensure a safe workplace the organisation has the following systems in place:

- Clearly documented safe work practices, procedures and responsibilities exist and are made available to all staff.

- OHS orientation is provided to all new staff and ongoing training in safe work practices is made available to existing staff.

- Accountability is of the utmost importance to effective OH&S management. Managers, supervisors and employees are therefore all held accountable and responsible for OH&S performance.

- At a minimum, organisations must have an employee with designated responsibility for OH&S. Larger organisations may appoint an OH&S officer and should ensure an OH&S committee remains active, with reporting and follow-up procedures in place. NB: A committee is only mandatory for organisations with over 20 FTE and if requested by staff.

- OH&S consultation is afforded at all times to ensure feedback and input from all stakeholders.

- A pro-active risk management approach to OH&S is in place which includes the identification of hazards, the assessment of risks and the elimination or control of hazards.

- Safe systems of work are in place through the implementation of strategies for managing occupational violence and aggression.

- Reporting policies and procedures are in place for emergencies and critical incidents.

- Appropriate support services are provided for all staff, including supervision, debriefing after incidents, and access to support and/or ongoing counselling as required.

- Effective and constructive return-to-work strategies are in place for injured workers.

- Adequate information and instruction are provided to contractors and visitors.

- Organisation X compiles with all safety and workers' compensation legislation and all relevant standards or codes of practice.