

POLICY OF OXFAM AUSTRALIA & OXFAM TRADING

HR202 WORKPLACE HEALTH AND SAFETY POLICY



Purpose and Context

The purpose of this policy is to demonstrate Oxfam's commitment to ensuring a safe workplace, to promote a consistent approach to health and safety across the organisation and to guide decision making and action in relation to Workplace Health and Safety.

Scope

This policy applies to all Oxfam Australia and Oxfam Trading, representatives including workers, customers and visitors.

Definition

Workers - Any person who carries out work for Oxfam Australia which includes employees, interns, volunteers, contractors or subcontractors and employees of a labour hire company assigned work for Oxfam.

Policy Statement

It is the intention of Oxfam to ensure, as far as is reasonably practicable, that all workers, customers and visitors are safe from injury and risks to health while at the workplace. We are committed to developing a culture that promotes health and safety and to continually improving our health and safety systems with an overall objective to eliminate or reduce risk.

Commitments – Oxfam will:

- Provide and maintain a safe and healthy work environment
- Create an organisational culture, adopting health and safety as an integral part of our philosophy
- Comply with the relevant Health and Safety legislations where our workers are required to work
- Identify, assess and control hazards where our workers are required to work
- Take reasonably practicable steps to eliminate and/or manage hazards
- Implement, monitor and review a Health and Safety Management System
- Provide adequate time and resources, to ensure we meet our Health and Safety responsibilities
- Provide appropriate information, instruction, supervision and training to workers
- Maintain a Health and Safety risk register with details of high risk activities ensuring up to date risk management plans exist for these
- Undertake ongoing inspections and reviews of the workplace, work practices and procedures
- Ensure appropriate responses are made in the event of an incident or injury, including taking action to prevent recurrence
- Facilitate rehabilitation and encourage the early return to work of workers who may be injured
- Commitment to consult and co-operate with workers on all changes in the workplace and systems of work that may impact their health and safety, on issues regarding identification and control of hazards, the suitability of facilities and the adequacy of training

Responsibilities - Workers must:

- Comply with all workplace policies and procedures implemented in relation to health and safety
- Report all work health and safety hazards, incidents including near misses to their line manager
- Ensure their own personal health and safety and that of others in the workplace is maintained

Helen Szoke
Chief Executive

A handwritten signature in black ink, appearing to read "Helen Szoke".

12 December 2016

Related Documents

This policy is to be read in conjunction with:

- 1) Oxfam Australia Enterprise Agreement
- 2) Oxfam Work Health Safety Management System
- 3) Country Handbooks

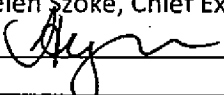
Related Forms:

- 1) Accident/Incident Report Form

Other related documents:

- 1) Safety and Security policy
- 2) Workplace Discrimination & Harassment policy Australia and Country Offices
- 3) Emergency Management Plan (currently under review)
- 4) WHS Committee TOR
- 5) Work Health and Safety Policies located on the OAU Intranet
- 6) Disease Born Policy
- 7) Travel Medical Policy

Information about this policy

Workplace Health & Safety Policy	Effective: Dec 2016
Supersedes: Health And Safety Policy version January 2015	Next Review: Dec 2018
Policy Owner: P&C Associate Director	Approved: Helen Szoke, Chief Executive 
Pages: 2	