



People and Culture Policy

PC202 – Work Health and Safety Policy

1. Purpose

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.

2. Scope

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

3. Definitions

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

4. Policy Statement

Oxfam Australia (OAU) is committed to:

- 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 relevant WHS legislation
- Identify, assess and manage workplace hazards
- Take reasonably practicable steps to eliminate and/or minimise all workplace hazards and risks as far as is reasonably practicable
- 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 and training to enable all workers to work safely
- 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
- Consult 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

5. Roles and Responsibilities

Workers will:

- Comply with all work health safety policies and procedures
- Report all hazards, incidents and near misses
- Take reasonable care for their own health and safety and that of others in the workplace
- Participate in safety training



6. Related Documents

This policy is to be read in conjunction with:

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

Related Forms:

- 1) Hazard/Incident Report
- 2) Travel Approval Form

Other related documents:

- 1) Travel Policy
- 2) Remote Travel Procedure
- 3) Trading people, policies and procedures guidelines
- 4) Work Health Safety Policies and Procedures on the OAU intranet
- 5) Domestic & Family Violence Policy
- 6) Mental Health & Wellbeing Policy
- 7) Workplace Discrimination & Harassment Policy
- 8) Relevant legislation within Australia and Countries where OAU is EA

7. Information about this policy

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Supersedes	HR202 Workplace Health and Safety Policy	Next Review	Jan 2021
Policy Owner	P&C Associate Director	Approved by Helen Szoke, Chief Executive	
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