

# Policy

**ATSE**

## Policy

History

Version

Approval body

Review date

Review body

Administrator

## **Workplace Health and Safety Policy**

**Original Policy 25 February 2016, last reviewed November 2023**

**Approved Board 93: 16 November 2023**

**Governance – Legislative and Compliance: Board**

**Annually**

**Audit and Risk Committee**

**Chief Executive Officer**

### **Review History**

Original Policy 25 February 2016; advised to Board every second year; reviewed November 87 2022.  
Last reviewed and approved Board 93, 16 November 2023.

## 1. Introduction

The Australian Academy of Technological Sciences and Engineering (ATSE) is guided by its values, which are the foundation of how we behave and interact with each other – the Secretariat, the Board, our Fellows, program participants and all internal and external partners, collaborators, and stakeholders. Together our values reflect the priorities of the organisation and provide guidance and a framework in our decision making.

ATSE's policies have been developed to align with our values and ensure we observe the highest standards of conduct and ethical behaviour in all our business activities and to promote and support a culture of honesty, transparency and integrity, compliance, good governance, and fair dealing.

At the Academy, Workplace Health and Safety (WHS) is everyone's responsibility.

The Academy has both a legal and moral responsibility to provide healthy and safe workplaces. The CEO and Managers will lead the establishment of a workplace culture committed to health and safety and is committed to eliminating the possibility or risk of harm arising for all staff:

- In any workplace under its management and control;
- from the conduct of its business;
- in the environment in which employees work;
- from the systems of work used by staff; and
- from the facilities provided for the welfare of staff.

If there is something reasonably practicable that can be done to reduce or eliminate health and safety risks, it will be done. ATSE will provide adequate information, instruction, training and supervision to staff to enable them to perform their work safely.

## 2. Purpose and Scope

The purpose of this policy is to outline the Academy's WHS framework. The policy applies to all Academy staff, volunteers and all other persons while they are in a workplace under the Academy's management and control and are/or performing work in the conduct of the Academy's business (including at a site away from their usual workplace).

## 3. Structure

The Academy operates under a workplace health and safety management system that:

- identifies workplace hazards;
- assesses risks to health from those hazards; and
- implements appropriate measures to control those risks.

The system provides written procedures and instructions (WHS Information Sheets) to ensure safe systems of work. Academy staff will comply with legislative requirements and current industry standards. Health and safety is an integral function of the Academy's operating systems.

## 4. Responsibilities

The following individuals have responsibilities for implementing the Academy's WHS system:

**All Academy Director(s)** take responsible steps to ensure compliance with health and safety statutory requirements and this policy, and demonstrate commitment towards reducing the number and severity of work-related injuries.

**Chief Executive Officer and Senior Leaders** take all responsible steps to ensure compliance with health and safety requirements and this policy, and so far as is reasonably practicable, ensure the provision of a safe working environment and safe systems of work within the workplace and offsite under their management.

**Managers** take all reasonable steps to ensure compliance with health and safety requirements and this policy and as soon as practicable, rectify and identified hazards, investigate hazards reported and conduct regular, formal health and safety workplace audits.

**Employees** are responsible for ensuring their own work environment is conducive to good workplace health and safety, both onsite and working offsite by:

- complying with workplace health and safety policies, procedures and instructions;
- taking care of their own health and safety and the health and safety of others who may be affected by their actions;
- taking action to avoid, eliminate or minimise hazards;
- reporting all known or observed hazards to the appropriate person;
- reporting immediately any work-related injury to or near-miss incident to the appropriate person;
- actively participating in the management of health and safety risks;
- not wilfully placing at risk the health, safety or wellbeing of others in the workplace; and
- being familiar with emergency and evacuation procedures and cooperating with directions from emergency or evacuation wardens.

All staff have a responsibility to raise WHS matters and concerns with any other staff member or Director, as and when they observe them.

## **5. Training and Awareness**

The Academy will ensure sufficient training and supervision is provided to those managing WHS policy and verify these people are discharging these responsibilities through regular report to the Audit and Risk Committee (AARC) on WHS activities.

Regular reporting on WHS is provided by the CEO and Director Operations to the AARC, and, where recommended by the AAR, to the Board, including outcomes from:

- Regular health and safety inspections
- Status of First Aid and Mental Health First Aid Officers and equipment
- Reporting on cost-time injury frequency rates and workers' compensation costs.

## **6. Resolving Health and Safety Issues**

If a staff member wishes to raise for resolution a WHS issue this can be done through completing a WHS incident report and or raising the matter directly with their manager or the CEO.

Academy management is committed to promptly investigating the matter and implementing any mitigation actions required. All WHS incident reports are advised to the Audit and Risk Committee and the Board.

## **7. Consultation**

WHS is a standing item on staff meetings. The CEO will consult with all staff on matters directly affecting WHS, such as accommodation, changed procedures and work environments.

If a staff member wishes to raise for resolution a WHS issue this can be done through completing a WHS incident report and or raising the matter directly with their manager or the CEO.

## **8. Conflicts of Interest**

Where an actual, potential or perceived conflict arises in the context of WHS management, individuals must disclose this immediately. Once the conflict of interest has been appropriately disclosed, the CEO, or Board as appropriate, will decide on appropriate treatment or further action depending on the scope of the conflict, which may include the conflicted individual(s) recusing themselves from all discussions and decisions related to the issue.

## **9. Endorsement and Review**

This policy will be reviewed annually to ensure alignment with the requirements of the organisations and staff members. The policy will be reviewed as required, if workplace legislation changes require earlier revision.