

Workplace Health & Safety Policy

Purpose

In compliance with work health and safety legislative requirements, including Codes of Practice, Neighbourhood Watch NT (“NHWNT”) is committed to taking a constructive role in promoting improvements in work health and safety practices to achieve and maintain a healthier and safer working environment for its staff, volunteers, contractors, and other visitors to the workplace.

Scope

This policy applies to:

- (a) All NHWNT staff; and
- (b) NHWNT Volunteer members; and
- (c) NHWNT members; and
- (d) Contractors and visitors to NHWNT's workplace.

In this policy, 'workplace' means a place where activities are carried out for NHWNT and includes any place where a person (described in the scope above) goes, or is likely to be, while at work (i.e. work-related conferences, meetings, functions, retreats, or other events including work-related social events). It should be noted that 'place' includes, but is not limited to, an office, a vehicle, vessel, aircraft or other mobile structure utilised for the purposes of attending at the various workplaces.

The [Work Health and Safety Act \(WHS\) 2012](#) (NT) includes the following definition of 'a worker':

Meaning of worker

- (1) A person is a **worker** if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:
 - (a) an employee; or
 - (b) a contractor or subcontractor; or
 - (c) an employee of a contractor or subcontractor; or

- (d) *an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or*
- (e) *an outworker; or*
- (f) *an apprentice or trainee; or*
- (g) *a student gaining work experience; or*
- (h) *a volunteer; or*
- (i) *a person of a prescribed class.*

Policy Overview

NHWNT supports the principle that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from hazards and risks arising in their workplace.

NHWNT is committed to ensuring so far as is reasonably practicable:

1. the health and safety of workers;
 - (a) Workers engaged, or caused to be engaged by NHWNT; and
 - (b) Workers whose activities in carrying out work are influenced or directed by NHWNT; and
2. that the health and safety of other persons is not put at risk from work carried out as part of the conduct of NHWNT; and
3. that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person; and
4. fair and effective workplace representation, consultation, cooperation and issue resolution in relation to work health and safety.

NHWNT is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development of management systems and procedures designed to, so far as is reasonably practicable:

- identify, assess, and control workplace hazards; and
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Responsibilities

Management will:

- safeguard any health and safety risks by:
 - eliminating those risks so far as is reasonably practicable; and
 - if it is not reasonably practicable to eliminate those risks, to minimise those risks so far as is reasonably practicable; and
- consult and participate in the health and safety program; and
- use risk identification, assessment, and control principles to attain NHWNT health and safety objectives; and
- endorse the provision of training and instruction to workers about work health and safety, and their duty and obligations in relation to same; and
- participate in NHWNT inductions and the implementation of all safety procedures; and
- monitor the rehabilitation of injured workers; and
- act in accordance with their duties and obligations pursuant to work health and safety statutory requirements.

Employees, Volunteers and Members have a duty and obligation to:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the designated NHWNT representative; and
- cooperate with any reasonable policy or procedure of NHWNT relating to health or safety at the workplace that has been notified to workers and others; and
- participate in health and safety training, actions, and activities as and when required; and
- support NHWNT in its efforts to reach and maintain its health and safety objectives; and
- where relevant, support NHWNT in its efforts to reach and maintain its rehabilitation objectives; and
- report any incidents, accidents, injuries, or hazards in the workplace to designated representative/s; and
- the proper use of, and the maintenance of safety equipment; and
- assist visitors in following safety rules and procedures in the workplace; and
- participate in NHWNT induction programs as and when required; and
- exercise due diligence to ensure as much as practical that NHWNT is in compliance with their duties and obligations pursuant to work health and safety statutory requirements.

Contractors and visitors to NHWNT have a duty to:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the designated representative/s.

The role of the **NHWNT Board of Management** is to:

- assist in the development, monitoring and review of health and safety policies and procedures; and
- consider any proposal for, or changes to, the workplace; policies; work practices; or procedures which may affect the health and safety of all workers;
- promote the importance of health and safety amongst management, employees, volunteers and members; and
- monitor NHWNT's health and safety performance; and
- monitor the rehabilitation of injured workers; and
- assist in the resolution of health and safety disputes.

Occupational Health and Safety Representative

Where required by law, or where deemed necessary by or for work groups for specific projects, a Health and Safety Representative shall be elected.

Health and Safety Representatives are encouraged to work with management to discuss work health and safety issues, and to work with management to improve health and safety standards.

Dissemination of Policy and Procedure

The Workplace Health & Safety Policy and related procedures will be displayed in the workplace and all workers will be provided with a copy by their respective manager. New workers will be provided with a copy of the policy as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, as and when required, to ensure continued compliance with statutory requirements and Codes of Practice.

Breach of this Policy

Any breach of this policy may result in disciplinary action which, in the case of employees, may lead to dismissal or, in the case of volunteer members or members, may lead to the cessation of their engagement and membership.

Any breach of this policy by a contractor may result in cancellation by NHWNT of the services provided by that contractor.

Legislation and Acts

This policy is based on the following legislation and Acts:

- [WORK HEALTH AND SAFETY \(NATIONAL UNIFORM LEGISLATION\) ACT 2011](#)
- [WORK HEALTH AND SAFETY \(NATIONAL UNIFORM LEGISLATION\) REGULATIONS 2011](#)