

<i>Reference:</i>	The Workplace Health and Safety Regulations 2011
<i>Legislation:</i>	Workplace Health and Safety Act 2011
<i>Forms:</i>	N/A

## **WORKPLACE HEALTH AND SAFETY POLICY**

### **1. PURPOSE**

TriCare is committed to providing a safe and healthy workplace for all, including employees, contractors, volunteers, residents and visitors.

The purpose of this policy is to:

- Outline the processes and strategies for sustaining a healthy workplace
- Specify work health and safety responsibilities and accountabilities
- Set the framework for the management of work health and safety

### **2. OUR COMMITMENT**

We are committed to maintaining a workplace for employees, contractors, volunteers, residents and visitors that meets the legislative obligations and intent of the relevant workplace health and safety legislation in the jurisdiction in which TriCare operates. We aim to achieve this by:

- Following risk management programs consistent with the nature of our workplace activities and the scale of workplace health and safety risks
- Establishing and measuring ourselves against work health and safety objectives and targets to ensure continued success in eliminating or minimizing workplace injuries and illness
- Assessing all injuries and illnesses and implementing appropriate strategies to minimise reoccurrence
- Providing access to Employee Assist Programs for wellbeing support

### **3. APPLICATION OF POLICY**

3.1 This policy applies to all TriCare employees, contractors, volunteers, visitors and residents

3.2 What is workplace health and safety?

- (a) Workplace health and safety at TriCare means providing a workplace, tools and equipment, resources and processes that supports our people to complete their respective roles and duties without causing harm or ill health

3.3 Who is responsible for workplace health and safety?

- (a) We all play a key role in ensuring the health and safety of our people
- (b) Having consideration for your health and safety and that of your colleagues is fundamental to sustaining a safe and healthy work environment
- (c) Each employee, contractor, volunteer, resident and visitor at TriCare, is responsible for implementing and working within policies and procedures within the workplace

#### **4. RESPONSIBILITIES AND OBLIGATIONS**

Our people, including contractors, volunteers, visitors and residents are required to take responsibility for their own and others' health, safety and wellbeing whilst at the workplace by adhering to safe work practices and TriCare's policies and procedures.

##### **4.1 TEAM MEMBER OBLIGATIONS**

- (a) Participate in work health and safety activities within your workplace when required.
- (b) Follow work instructions, health and safety policies and procedures.
- (c) Report workplace hazards, hazardous situations and injuries.
- (d) Complete health and safety training.
- (e) Ensure that any information and records you generate are consistent with the TriCare policies and guidelines and are maintained.

##### **4.2 MANAGER AND LEADER OBLIGATIONS**

Managers and Leaders throughout the organisation play a role in the management of workplace health and safety through a commitment to integrating workplace health and safety practices into the core business.

- (a) Promote safe work practices.
- (b) Ensure adherence to all policies and procedures.
- (c) Provide information, training and guidance to ensure employees and contractors carry out their work safely.
- (d) Participate in incident and injury investigations.
- (e) Ensure that any information and records you generate are consistent with the TriCare policies and guidelines and are maintained.

##### **4.3 TRICARE WORKERS OBLIGATIONS WHO MANAGE CONTRACTORS**

- (a) Informing the Contractor of TriCare Health and Safety requirements, all statutory requirements, and their own Health and Safety requirements.
- (b) Informing the Contractor of any hazards likely to be encountered when carrying out work.
- (c) Ensuring the Contractor and its workers are suitably inducted prior to commencement of work.
- (d) Monitoring the Contractor to ensure work is conducted in a safe manner.

##### **4.4 SENIOR MANAGEMENT OBLIGATIONS**

Senior Management are responsible and accountable for providing and ensuring overall direction and performance of TriCare in workplace health and safety.

- (a) Ensure there are adequate resources to execute workplace health and safety within TriCare.
- (b) Monitor results and adherence to responsibilities to ensure our continued success in eliminating or minimising workplace injuries or illness.
- (c) Maintain an up-to-date knowledge of significant work health and safety matters in your business area.

#### 4.5 **DIRECTORS OBLIGATIONS**

Directors have a duty to exercise due diligence to ensure TriCare meets legislated workplace health and safety standards.

- (a) Promote safe work practices
- (b) Ensure adherence to all policies and procedures
- (c) Provide information, training and guidance to ensure employees and contractors carry out their work safely

### 5. **INCIDENT AND INJURY INVESTIGATION**

#### 5.1 **PARTICIPATION REQUIREMENTS for persons conducting investigation process. (Manager or person appointed to conduct the investigation)**

**For all persons undertaking the investigative process, the following guidelines should be considered:**

- (a) Ensure that any information and records you generate are consistent with the TriCare policies and guidelines and are maintained.
- (b) Maintain WH&S knowledge and be abreast of legislative requirements to ensure TriCare has implemented processes to fulfil relevant WHS legislative obligations.
- (c) Maintain up-to-date knowledge of TriCare's significant work health and safety matters.
- (d) Ensure all relevant information, such as documentation, witness statements, position descriptions etc are collected and provided for the investigative phase.

### 6. **POLICY REVIEW**

- (a) This Policy is reviewed every two (2) years to ensure its relevance and effectiveness or as required in line with legislation changes. Any substantive changes to the policy are noted by the Head Office Safety Committee.
- (b) The owner of this document is Peter O'Shea (Director).



Peter O'Shea  
**Director**

Date: 15/07/2022  
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