



LEGACY BRISBANE POLICY

Work Health, Safety and Wellbeing

Policy number: PC POL-001

Effective date: 16/06/2023

Approving authority: Chief Executive Officer

Sponsor: People and Culture Manager

Web address: www.legacy.com.au/brisbane/XXXXX

Date for review: 16/06/2026

Version History

Date	Description of Change	Version
May 2017	Initial release	1
31/05/2023	Substantial re-write of policy, to include codes of practice and psycho-social	2

- 1. Purpose**
- The purpose of Legacy's Work Health Safety and Wellbeing Policy is to establish and maintain an effective safety management system.
- It will ensure that all work practices, the work environment and culture will value, enhance and protect the health and wellbeing of the extended Legacy Family.
- It will help Legacy to meet its obligations in accordance with the Work Health and Safety Act (Cth) 2011 (WHS Act).
- 2. Scope**
- The policy applies to board members, sub-committees, legatees, employees, volunteers, student placements, contractors and sub-contractors (**defined as a Worker under WHS Act**).
- 3. Statement of Commitment**
- Legacy is committed to providing an environment that enables all activities to be carried out safely.
- We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers and anyone else who may be affected by our operations.
- We are committed to complying with the Work Health and Safety Act 2011 (the Act). We will also comply with any other relevant legislation and applicable Codes of Practice as far as possible.
- 3.1 Implementation of Policy Commitment**
- Legacy will achieve this, by:
- creating a healthy culture;
 - establishing and supporting a work health and wellbeing working group or committee;
 - supporting workers to adopt and maintain healthy behaviours;
 - providing relevant, up-to-date WHS information to workers on matters such as workplace safety and their responsibilities;
 - providing expert assistance in WHS matters where necessary;
 - providing induction training;
 - developing and implementing strategies which include assessment, hazard identification, and appropriate remedial action to eliminate or control hazards;

- implementing and maintaining appropriate information and reporting methods;
- managing risks to workers physical and mental health; and
- supporting workers participation in work health and wellbeing interventions.

4 Role and Responsibilities

Position	Responsibility
President, CEO, Board Members (defined as PCBU by WHS Act)	• Ensure the health and safety of its workers and others in our workplace • Ensure the health and safety of other persons is not put at risk from work carried out as part of its operations. • Provide and maintain a work environment that is without risks to health and safety. • Provide and maintain safe plant and structures. • Provide and maintain safe systems of work. • Ensure the safe use, handling and storage of plant, structures and substances. • Provide adequate facilities for the welfare of workers. • Provide information, training, instruction and supervision. • Monitor the health of workers and the conditions of our workplaces.
Management Team and Group Chairs, Supervisors	• Modelling health and safety leadership. • Demonstrating a commitment to good health and safety performance which may include; talking about safety at regular meetings; ensuring safe work procedures are followed. • Encouraging workers to report all incidents, hazards and safety concerns promptly and assessing task risk and not allowing an activity to continue until it can be controlled adequately. • Fostering a strong work health and safety culture where worker input is valued, • Promoting and implementing the Legacy Work, Health, Safety and Wellbeing Policy and Procedure. • Actively supporting the identification and management of hazards and risks • Proactively managing other duty holders (i.e. contractors), when required.

Legatees, employees and volunteers (defined as Worker by the WHS Act)	• Taking reasonable care to work in a safe manner to the extent of their control over working conditions and methods. • Following safe working practices and rules. • Reporting all known hazards, accidents and incidents as soon as possible.
Contractors and sub-contractors	• Comply with the requirements of the WHS legislation. • Have in place any work health and safety policies and programs required under State or Territory safety legislation. • Consult with Legacy about safety matters and comply with Legacy policies. • If any Legacy employee believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their manager.
Visitors	• Taking reasonable care for their own health and safety and for the health and safety of other persons. • Complying with, so far as they are reasonably able, all reasonable safety directions provided by Legacy workers. • Reporting all safety related incidents to Legacy employees • Ensuring the adequate supervision of any accompanying children. • Not entering any restricted area without authorisation or escort. • Not bringing or consuming alcohol or illegal drugs at Legacy workplaces. • Not wilfully or recklessly interfering with Legacy property.

5. Definitions

Term	Definition
PCBU	PCBU has the primary duty of care to ensure the health and safety of its workers while they are at work and the health and safety of other persons is not put at risk from work carried out as part of the conduct of Legacy.
Worker	The term worker includes Board members, sub-committee members, Legatees, employees, volunteers, contractors and subcontractors and their employees, labour hire employees, apprentices and trainees, students, work experience placements.

5.1 Monitoring and Measuring Results

Risk Register
M:\LeadershipGroup\GOVERNANCE

5.2 Related Documents

Controlled documents related to this policy are accessed in from the master-controlled documents system currently held in [Q:\People and Culture].

Doc Number	Title
Form WHS-003	Working from Home Risk Assessment
Form WHS-004	Working from Home Arrangement
Form WHS-005	Incident Report (Minor)
Form WHS-006	Incident Report (Major/Notifiable)
PRO WHS-001	Work Health, Safety and Wellbeing Procedure

5.3 Legislation and Other Relevant Information

Key legislation and information to be aware for further information and guidance.

Work Health and Safety Act (Cth) 2011
Work Health and Safety Regulations (Cth) 2011
Manual Tasks Code of Practice 2001
Psychosocial Codes of Practice 2022
First Aid in the Workplace Code of Practice 2021
Hazardous Manual Tasks Code of Practice 2021
Managing work environment and facilities Code of Practice 2021
Manage work health safety risks Code of Practice 2021
Electrical risks in the workplace Code of Practice 2021
Manage and control asbestos in the workplace Code of Practice 2021