

Work, Health and Safety Policy

Purpose

The Construction Training Fund (CTF) is committed to providing and maintaining a safe and healthy work environment and promoting a culture of safety and health within the workplace.

Scope

This Policy applies to all employees within CTF, volunteers, contractors, sub-contractors, and visitors.

Definitions

Term	Definition
Workplace	A workplace is a location where someone works for an employer, a place of employment. Such a place can range from a home office to a large office building or factory.
Contractors	Those people employed under a 'contract for service' such as labour hire agency workers/consultants.
Worksafe Plan	This is an example of a systematic approach to assessing and measuring the effectiveness of WH&S management in organisations.

Policy Objectives

The CTF's senior management team are committed to establishing a healthy and safe workplace and for the integration of health and safety into all workplace activities.

This policy seeks to:

- Communicate the CTF's commitment to ensuring a safe and healthy workplace.
- Incorporate safety and health in all stages of planning, design and construction.
- Incorporate systems to identify, assess and control hazards.
- Commit sufficient resources for the effective implementation of safety management systems in all areas of operation.
- Ensure all personnel are competent and sustainably skilled to undertake the duties for which they are employed in a safe and productive manner.
- Maintain a program of education and training to enhance skills and to increase safety awareness.
- Investigate all accidents, incidents and hazardous conditions and apply corrective action.
- Provide an effective system of rehabilitation of injured workers.
- Ensure only competent contractors that can demonstrate safety management practices are engaged by CTF.
- Establish CTF's WH&S management system in accordance with legislative

requirements and the Public Sector WH&S codes of practice.

- Provide employees with sources of further information and guidance.
- Ensure that staff acknowledge that WH&S is everyone's responsibility.

Policy Statement

The CTF will demonstrate its commitment to having a safe environment through the following strategies:

- Complying with statutory requirements, codes, standards and guidelines;
- Setting up objectives and targets with the aim of eliminating work related incidents in relation to its activities, products and services; and
- Defining roles and responsibilities for occupational, safety and health.

Strategies will include:

- Ensuring WH&S management principles are included in all organisational planning activities.
- Providing ongoing education and training to all employees.
- Ensuring new employees are provided with relevant information and training.
- Consulting with employees and other parties to ensure that the environment is safe.
- Ensuring accidents are investigated and lessons are learnt within the organisation.
- Distributing WH&S information to all employees.
- Ensuring effective injury management and rehabilitation is provided to all employees when applicable.

Responsibilities

The Chief Executive Officer and the Executive are responsible for providing, maintaining, and promoting a safe working environment to ensure employees are not exposed to hazards. The WH&S representative, managers and all employees are the delegated authority to ensure that the CTF's WH&S programs, policies and procedures are followed.

The WH&S representative is responsible for dealing with workplace WH&S matters and for representing staff to facilitate WH&S in the Fund. This role is outlined in the *Work, Health and Safety Act 2020*.


Directors, managers, and supervisors have the responsibility to ensure that the CTF's programs, policies and procedures are followed. Managers and supervisors should keep themselves and employees aware of relevant policies and procedures and discuss WH&S matters with employees where and when relevant.

Every employee is responsible for co-operating with the CTF's WH&S policy and procedures by taking reasonable care for their own safety and health, as well as other employees and must report accidents, potential hazards and near misses to the CTF's WH&S representative. Any employee with a concern relating to WH&S matters must report their concerns to the WH&S representative within a timely manner.

Other related documents

- Work Health and Safety Management Policy and Management Plan 2021-2022
- Work Health and Safety Act 2020
- Workcover WA
- Workers' compensation and Injury Management Act 1981
- Employee assistance program
- Workplace Family Violence Policy and Procedure
- Contractors Induction Procedure and Checklist

Document Control

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Signature	
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Amendments

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1.0	18 May 2021	Elaine McGrath	First version
2.0	12 November 2021	Kerrie Prior	Updated with new template.
3.0	6 January 2023	Elaine McGrath	Updated the term OH&S to WH&S and other minor changes.