



The Story Island Project Work Health and Safety Policy

Goals

The Story Island Project:

- is to provide a workplace that is free from risks to health and safety by implementing the highest possible standards to protect workers' and volunteers' health, safety, mental and social wellbeing.
- is to engage and consult with all workers, volunteers and others affected by our business or undertakings to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree.
- is to create a workplace environment where workers, volunteers and others affected by our business or undertakings are encouraged and supported to raise health and safety issues and help reduce and manage them.

Obligations

The Story Island Project is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, volunteers, contractors, authorised visitors, and anyone else who may be affected by our business or undertakings.

We are committed to ensuring we comply with the *Work Health and Safety Act 2012*, the *Work Health and Safety Regulations 2012*, relevant Codes of Practice and relevant Australian Standards.

Scope

This policy applies to:

- all workers (employees), volunteers and board members of the Story Island Project

Responsibilities

Board

The Board will ensure, as far as is reasonably practicable, the health and safety of:

- all workers and volunteers engaged, or caused to be engaged by us
- all workers and volunteers whose activities in carrying out work are influenced or directed by us
- other people, by ensuring they are not put at risk from work carried out as part of our business undertakings.

The Board will also:

- provide and maintain a work environment free from risks to health and safety
- provide and maintain safe plant (equipment), structures and safe systems of work

- ensure the safe use, handling and storage of plant (equipment), structures and substances
- provide adequate facilities for the welfare of workers and volunteers in carrying out work
- provide any information, training, instruction or supervision that is necessary to protect all people from risks to their health and safety arising from work activities
- ensure that the health of workers and volunteers, and the conditions at the workplace, are monitored for the purpose of preventing illness or injury of workers and volunteers arising from our business
- consult with workers and volunteers on all matters relating to health and safety.

Workers and volunteers

While at work, our workers and volunteers must:

- take reasonable care for their own health and safety
- take reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of other people
- comply (so far as they are reasonably able to) with any reasonable instruction given by management
- co-operate with any reasonable policy or procedure for work health or safety that has been communicated to them
- not misuse or interfere with anything provided for work health and safety
- report all incidents and near misses immediately, no matter how trivial
- engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls
- report all known or observed hazards to their supervisor or manager.

Applying this policy

The Story Island Project seeks the co-operation of all workers, volunteers, contractors, partners, schools, and others who may be affected by our business or undertakings.

We encourage and support suggestions to create a safe working environment as a result of all possible preventative measures being taken.

This policy applies to all business operations and functions, including the delivery of all programs in schools and at other events.

Monitoring and review

The Story Island Project will review this policy annually, in consultation with workers and volunteers:

- to assess the effectiveness of the policy
- by reviewing our overall health and safety performance
- by monitoring the effectiveness of policies and procedures.

Communicating this policy

This policy (and related procedures) shall be provided to all workers and volunteers, by their supervisor, and form part of the induction process.

Relevant legislation

- *Work Health and Safety Act 2012*
- *Work Health and Safety Regulations 2012*