

Employee Health & Safety Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template is provided as a general guide only and should be customised to your specific workplace. We recommend having this policy reviewed by a WHS professional or legal advisor before implementation to ensure compliance with your state or territory legislation.

1. Purpose

This policy demonstrates [Company Name]'s commitment to providing a safe and healthy workplace for all employees. It outlines our approach to managing employee health and safety and sets out the responsibilities of everyone in the organisation.

2. Policy Statement

[Company Name] is committed to:

- Providing a safe and healthy workplace for all employees, contractors, and visitors
- Preventing workplace injuries, illnesses, and incidents
- Meeting all obligations under the Work Health and Safety Act and Regulations
- Continuously improving our health and safety performance
- Consulting with employees on health and safety matters
- Providing adequate resources to implement this policy

3. Scope

This policy applies to:

- All employees (full-time, part-time, casual, and temporary)
- All contractors and subcontractors
- All visitors to [Company Name] premises
- All work activities conducted on behalf of [Company Name]

4. Legal Requirements

[Company Name] will comply with all applicable work health and safety legislation, including:

- Work Health and Safety Act (relevant state/territory)
- Work Health and Safety Regulations

- Relevant Codes of Practice
- Australian Standards

5. Responsibilities

5.1 Senior Management

Senior management will:

- Demonstrate leadership commitment to health and safety
- Provide adequate resources for health and safety programs
- Establish health and safety objectives and targets
- Review health and safety performance regularly
- Ensure effective consultation mechanisms are in place
- Promote a positive safety culture

5.2 Managers and Supervisors

Managers and supervisors will:

- Implement health and safety procedures in their area
- Ensure employees are properly trained and supervised
- Conduct regular workplace inspections
- Investigate incidents and implement corrective actions
- Lead by example in following safety procedures
- Address safety concerns raised by employees

5.3 Employees

All employees will:

- Take reasonable care for their own health and safety
- Take reasonable care not to affect the health and safety of others
- Follow reasonable instructions given for health and safety
- Cooperate with health and safety policies and procedures
- Report hazards, incidents, and near misses
- Use personal protective equipment as required
- Not misuse or interfere with safety equipment

6. Hazard Management

6.1 Hazard Identification

[Company Name] will identify hazards through:

- Regular workplace inspections
- Job safety analysis

- Incident investigations
- Employee reports and consultation
- Review of new equipment, processes, or substances

6.2 Risk Assessment

Identified hazards will be assessed considering:

- Likelihood of harm occurring
- Severity of potential consequences
- Number of people potentially affected
- Frequency and duration of exposure

6.3 Risk Control

Risks will be controlled following the hierarchy of controls:

- Elimination – remove the hazard entirely
- Substitution – replace with something less hazardous
- Isolation – separate people from the hazard
- Engineering controls – modify equipment or environment
- Administrative controls – change work practices
- Personal protective equipment – use as a last resort

7. Consultation

[Company Name] will consult with employees on health and safety matters through:

- Health and Safety Representatives (if elected)
- Health and Safety Committee (if established)
- Regular toolbox talks and safety meetings
- Hazard and incident reporting systems
- Consultation during risk assessments and procedure development

8. Training

[Company Name] will provide:

- Health and safety induction for all new employees
- Job-specific safety training
- Training on safe work procedures
- Refresher training as required
- Specialised training for high-risk work

Training records will be maintained and reviewed regularly.

9. Incident Management

[Company Name] will:

- Investigate all incidents, injuries, and near misses
- Identify root causes and contributing factors
- Implement corrective and preventive actions
- Report notifiable incidents to the regulator as required
- Review incidents to identify trends and systemic issues

10. Emergency Preparedness

[Company Name] will:

- Develop and maintain emergency procedures
- Provide adequate emergency equipment
- Train emergency wardens and first aiders
- Conduct regular emergency drills
- Review emergency procedures after drills and actual emergencies

11. Health and Wellbeing

[Company Name] supports employee health through:

- Employee Assistance Program (EAP)
- Encouraging work-life balance
- Supporting return to work after injury or illness
- Promoting mental health awareness
- Providing a smoke-free workplace
- Offering health and wellbeing initiatives

12. Personal Protective Equipment

[Company Name] will:

- Provide appropriate PPE at no cost to employees
- Train employees in correct use and maintenance of PPE
- Ensure PPE is maintained, stored, and replaced as needed
- Monitor compliance with PPE requirements

13. Contractor Management

[Company Name] will ensure contractors:

- Have appropriate WHS systems and insurance
- Complete a site induction
- Follow [Company Name] safety procedures
- Report hazards and incidents
- Are supervised and monitored as appropriate

14. Performance Monitoring

[Company Name] will monitor health and safety performance through:

- Recording and analysing incident data
- Conducting workplace inspections and audits
- Reviewing progress against objectives
- Seeking employee feedback
- Benchmarking against industry standards

15. Review

This policy will be reviewed:

- At least annually
- Following significant incidents
- When changes occur that may affect health and safety
- When legislation changes

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Employee Health & Safety Policy. I understand my responsibilities and agree to comply with all health and safety requirements.

Employee Name: _____

Signature: _____

Date: _____