**HEALTH, SAFETY AND WELLBEING POLICY**

This template s intended to assist member businesses develop their own workplace policy. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced health, safety and wellbeing and workplace relations advisors can assist members with a range of health, safety, wellbeing, employment, human resources and industrial relations issues.

Our experienced health, safety and wellbeing and workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide health, safety and wellbeing consulting and training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Advice Line on **(03) 8662 5222.**

**Disclaimer**

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HEALTH, SAFETY AND WELLBEING POLICY

Obligations

**[INSERT COMPANY NAME]** is committed to providing a safe and healthy environment for its employees, contractors, clients and the public. [Company Name] is dedicated to continually improving its health and safety performance with an overall objective to eliminate or, where this is not reasonably practicable, to reduce risk so far as is reasonably practicable. Our goal is to provide, promote and maintain a high standard of workplace health and safety.

Commitment Statement –We Will:

* Endeavour to ensure compliance with all health and safety legislative requirements, compliance codes and relevant Australian Standards;
* Maintain and regularly review our safety action plan;
* Identify, assess and control hazards at workplaces under our control or which arise because of our undertaking;
* Provide and maintain a safe and healthy work environment;
* Maintain plant and facilities that are under our control;
* Provide appropriate and necessary information, training and supervision for employees to enable them to perform their tasks safely;
* Provide ongoing inspection and review of the workplace, safe work practices and procedures;
* Ensure appropriate responses are made in the event of an incident or injury, including taking action to prevent recurrence; and
* Facilitate rehabilitation and encourage the early return to work of employees who may be injured.

Responsibilities – What Employees Must Do

**[INSERT COMPANY NAME]** employees, whatever their role, have a primary responsibility to ensure that the work they undertake or supervise is carried out in a safe manner. No task is so important that a person’s safety is to be put at risk.

Employees must:

* Take reasonable care for themselves and others who may be affected by their acts or omissions;
* Contribute to, and be involved in, the organisation’s ongoing management of health and safety activities including consultation;
* Comply with all workplace health and safety policies and procedures implemented; and
* Report all situations that may adversely impact on workplace health and safety.

Consultation

**[INSERT COMPANY NAME]** acknowledges that the best health and safety outcomes will be achieved through the cooperation of management and employees. Employees will be consulted on the identification, assessment and control of hazards, changes in or to the workplace and/or systems of work that may impact on their health and safety. Employees will also be consulted on the amount and adequacy of training and the suitability of facilities for their welfare.

Signed: Date:

Printed: Position: