

	ADRA Australia Policies and Procedures – Employee Handbook		No. CS 180 110
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	Work Health and Safety		
	Department	Sections (inc. All sections where this document is located.)	
	Corporate Services	AACFV Work Health and Safety	
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This policy applies to both ADRA Australia and Open Heart International. Unless specifically mentioned in the policy, references to ADRA Australia extend to, and include, Open Heart International.

CS 180 110 Work Health and Safety

POLICY

ADRA Australia seeks to reflect God's concern for humanity's spiritual, emotional, social and physical wellbeing in all its activities and workplaces.

Our Commitment

All reasonable care shall be taken to ensure the health, safety and welfare of our workers and any other person who may be affected by our activities. We will pursue WHS best practice as we aim to meet our legal obligations with regards to WHS, and shall:

- develop safe systems of work and maintain company plant and equipment to a standard where hazards are identified, risks assessed and controlled;
- consult with, inform, instruct and supervise all workers and visitors on relevant WHS systems and procedures; and
- in consultation with workers set and implement WHS objectives and performance standards, measure progress towards these and communicate with workers regarding progress towards their attainment.

Expectations of ADCOM

ADCOM shall ensure:

- agreed consultative arrangements are established and maintained to facilitate effective communication with workers and other relevant parties on WHS;
- annual improvement goals and objectives are established for WHS improvement in consultation with workers and other relevant parties;
- the provision of resources, including funding for training and access to specialist support;
- management systems are implemented and maintained to support the systematic identification of hazards, risk assessment and control; and
- continuous improvement of the WHS management system.
- support and promotion of health and well-being.

Expectations of workers

All workers will take reasonable care for their own health and safety and the health and safety of others. This includes

- compliance with all workplace health and safety requirements,
- cooperation with those who have specific WHS responsibilities,
- participation in WHS training, and
- contributing to the improvement of safety standards by reporting unsafe conditions and incidents to supervisors and managers.

Signed:

Chief Executive Officer