

	ADRA Australia Policies and Procedures – Employee Handbook		No. CR 180 110
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	Work Health and Safety		
	Department	Sections (inc. All sections where this document is located.)	
	Corporate Services	ACFV 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

### 1. PURPOSE AND SCOPE

ADRA Australia seeks to reflect God’s concern for humanity’s spiritual, emotional, social and physical wellbeing in all its activities and workplaces. In relation to work health and safety this policy sets out expectations for the behaviour and standards of professional and personal conduct for ADRA Australia’s employees (including Conference ADRA Directors), volunteers, contractors and Company Directors hereinafter referred to as ADRA Australia Personnel in their engagement with ADRA Australia.

ADRA is under a legal obligation to ensure that all reasonable care is taken to ensure the health, safety and welfare of our workers and any other person who may be affected by our activities. We will aim to meet our legal obligations with regards to WHS, and intend to:

- develop safe systems of work and maintain company plant and equipment to a standard where associated 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.

### 2. POLICY STATEMENT

**A. Expectations of senior management:** It is expected that Senior management will:

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

**B. Expectations of workers and others:** All workers and others have a duty to take reasonable care for their own health and safety and the health and safety of others. This includes compliance with all workplace or activity 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.