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Health, Safety and Wellbeing Policy Roadmap reference: Smarter Work Design

**(Insert organisation name)**

# Objective

This policy articulates **(Insert organisation name)** commitment to providing a safe and healthy environment that promotes the wellbeing of all staff.

# Goals

We will:

* Work towards a culture that reflects our values and enables all staff to thrive
* Comply with all workplace health and safety obligations and the relevant transport, road safety and supply chain rules
* Ensure employees, contractors, customers and visitors understand their obligations with respect to health, safety and wellbeing
* Proactively manage risks to health, safety and wellbeing including risks to mental health
* Hold ourselves accountable to defined and meaningful health, safety and wellbeing metrics including through the formal performance review process
* Provide the necessary health and safety information, training, instruction and supervision to all who carry out work in our business
* Provide the required resources, facilities, plant, vehicles, tools and equipment for people to work safely
* Ensure role expectations are clear, contemporary, reasonable and measurable
* Provide role-specific training, instruction and development to all staff
* Acknowledge where staff make discretionary effort but ensure the norm is that work demands are reasonable and achievable
* Design roles and tasks to promote staff autonomy, task variety and skills- development, so far as reasonably practicable
* Establish meaningful and equitable modes of two-way communication and engagement with all staff regardless of location, work hours or the nature of their job
* Take reasonable care of our own health safety and wellbeing, including mental health.

# Scope

This policy applies to all staff of **(Insert organisation name and geographical location)**

# Communication

**(Insert organisation name)** will ensure that:

* All leaders and managers are made aware of this policy during the recruitment process and when they commence work
* This policy is easily accessible to all members of the organisation and regularly reinforced
* Compliance with this policy is considered when evaluating performance
* Events and activities that support and promote this policy are communicated to staff

# Monitoring and review

**(Insert organisation name)** will review this policy two years after implementation and annually thereafter.

|  |  |
| --- | --- |
| Date |  |
| Manager |  |
| Title | {e.g. CEO, General Manager} |
| Signature |  |
| Date |  |
| Date of next review |

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