

Health, Safety and Wellbeing Policy

Roadmap reference: Smarter Work Design

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 every two years.

Date

Manager

Title {e.g. CEO, General Manager}

Signature

Date

Date of next review

**Insert link to HHTS ambassador structure / program