

## WORK HEALTH SAFETY AND RETURN TO WORK POLICY

Date and Reference of FRAC Authority Resolution	16 December 2016 FRACA000046
Review Frequency	Biennial Review
Review Date	
Next Review Due	16 December 2018
Policy/File Number	CO.197.1
Related Documents	Work Health Safety & Return To Work Management System (to be developed)
Applicable Legislation	South Australia Work Health and Safety Act 2012 South Australia Work Health and Safety Regulations 2012 South Australia Return to Work Act 2014 Return to Work Regulations 2015 Code for the Conduct of Self Insured Employers under the Return to Work Scheme which includes the Performance Standards. AS/NZS 4801:2001: Occupational Health and Safety Management Systems

### OVERVIEW

The Fleurieu Regional Aquatic Centre Authority ('Authority') as a Person Conducting a Business or Undertaking (PCBU) and its Board Members, are committed to providing a safe working environment for workers and others as defined in the Work Health and Safety Act SA 2012; so far as is reasonably practicable. The Authority will also ensure that our Workers are provided with safe systems of work, through a management systems approach to Work Health Safety & Return to Work ("WHS & RTW").

This will be achieved through:

- Providing a WHS & RTW Management System in accordance with legislative requirements;
- Supervisory commitment to WHS & RTW in accordance with legislative requirements;
- Reviewing our management systems to identify scope for continuous improvement.

### PURPOSE

To ensure, so far as is reasonably practicable, the health and safety of Workers and others via a Management Systems approach to Work Health Safety (WHS) and Return to Work (RTW). This will be established by:

- Development of a WHS and RTW Management System which supports identified policy objectives and procedural requirements;
- Implementation of individual elements as outlined in the WHS and RTW Management System;
- Reviewing the WHS and RTW Management System and any Actions developed to identify scope for continuous improvement.

### POLICY PRINCIPLES

The Authority is committed to implementing and maintaining a clear, Work Health Safety Management System that has the support of everyone associated with the Authority.

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So far as is reasonably practical the Authority will:

- Provide a safe and healthy workplace for all Workers;
- Provide safe plant and systems of work;
- Provide written procedures and instructions that ensure safe systems of work;
- Ensure compliance with WHS legislation and current industry standards;
- Provide relevant training, information, instruction, and supervision to employees, contractors, visitors and customers to ensure their health and safety;
- Provide assistance and ongoing support to Workers regarding WHS issues

### DEFINITIONS

Work Health Safety Management System (WHSMS)	Part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the WHS risks associated with the Authority.
Worker <i>(for the purposes of the South Australia Work Health and Safety Act 2012 - Section 7)</i>	A person is a <i>worker</i> if the person carries out work in any capacity for a person conducting a business or undertaking, including work as— (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class.
Worker <i>(for the purposes of the South Australia Return to Work Act 2014 - Section 4)</i>	A <i>worker</i> means— (a) a person by whom work is done under a contract of service (whether or not as an employee); (b) a person who is a worker by virtue of Schedule 1; (c) a self-employed worker, and includes a former worker and the legal personal representative of a deceased worker.
Return to Work (RTW)	For the purposes of this policy RTW includes both Claims Management activities and Return to Work activities.

### RESPONSIBILITIES

- The Authority, as the PCBU, is accountable for conducting planning; monitoring and reviewing activities and confirming that organisational and policy objectives are being met.
- The Authority's Executive Officer is accountable for checking that the organisation has available for use, and uses, appropriate resources and processes to enact this policy and supporting policies and procedures effectively.

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- The Authority's Executive Officer is accountable for bringing this policy and supporting policies and procedures to the attention of relevant Workers and confirming, through supervisory activities, that this policy and supporting policies and procedures are adhered to.
- The Authority's Executive Officer is accountable for checking that Workers have had appropriate training to undertake the activities identified within this policy and supporting policy and procedures.
- Workers are accountable for complying and co-operating with the requirements of this policy and supporting policies and procedures, and for reporting any inability to do so to the Authority's Executive Officer at the earliest opportunity.

### POLICY OBJECTIVES

The Authority is committed to and able to demonstrate application of the following objectives:

1. Providing and undertaking measures to eliminate risks to health and safety, so far as is reasonably practicable. If it is not reasonably practicable to eliminate risks to health and safety, then to minimise those risks so far as is reasonably practicable and to demonstrate a systematic approach to the planning and implementation of Work Health Safety processes that is compliant with the WHS Act 2012 and Regulations;
2. Implementation of effective and early Return to Work procedures in accordance with the Return to Work Act 2014, and associated Regulations, to assist work injured employees to return to work and achieve the best practicable levels of physical and mental recovery;
3. Implementation of equitable Claims Management, in accordance with the Return to Work Act 2014 and associated Regulations, for employees who suffer an injury in the course of their employment;
4. Maintaining effective processes and procedures for consultation, coordination and cooperation in WHS and RTW matters;
5. Monitoring and reviewing WHS and RTW System Performance and Action Plans, objectives and measures, annually;
6. Further, as well as the above Objectives, the Authority recognises and is able to demonstrate (at the appropriate level), application of the following within the WHS and RTW Management System:
  - (a) The requirement to meet legislative compliance;
  - (b) The importance of ongoing review and continuous improvement;
  - (c) The requirement for ongoing review of this WHS and RTW Policy and supporting Policies;
  - (d) The commitment that adequate resources and appropriate internal / external expertise will be used so far as is reasonably practicable, when required;
  - (e) Other relevant supporting policies and procedures that support the WHS and RTW systems;
  - (f) A commitment to communicating relevant information to relevant Workers in an appropriate manner;
  - (g) Its obligations to Workers and others while Workers are at work and whilst other persons may be at risk from work carried out, so far as is reasonably practicable;
  - (h) The requirement for an effective hazard management approach to WHS, which encompasses the identification, assessment and elimination or control of hazards;
7. This policy will be reviewed regularly and updated as required for continued suitability and effectiveness.

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### DELEGATIONS

The Authority Executive Officer has the authority to implement this policy.

### AVAILABILITY OF POLICY

This Policy will be available on the [Fleurieu Aquatic Centre Website](#).

### REVIEW

This Work Health Safety & Return to Work Policy shall be reviewed by the Authority at a minimum within two (2) years of issued date, (or on significant change to legislation or aspects included in this policy that could affect health and safety and/or return to work practices).

**SIGNED:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Non-English translations of this policy can be made available if required.

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### Document History

VERSION	DOCUMENT	ACTION	DATE
1.0	Approved version	FRAC Authority endorsement	16 December 2016