

# Work Health and Safety Policy

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## Introduction

At Learning Links the safety of our staff, customers, clients, contractors, and visitors is our highest priority. We know we have been successful when we achieve “No Hurt, Harm or Alarm”.

The objective of our Work Health and Safety (WHS) policy is to:

- maintain a level of WHS performance that has the trust and respect of our staff
- improve our WHS performance, enhance our reputation, and deliver value for our clients.

Through the implementation of this policy we seek to create a mindset and an environment where people believe it is possible to work without hurt, harm or alarm, regardless of where they are or what role they undertake.

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## Policy

We will manage our WHS performance through actions, written procedures, and systems that effectively:

- Clarify personal accountabilities and responsibilities for integrating WHS into our service activities.
- Identify and manage the WHS risks associated with our service activities.
- Monitor, measure and continually improve our WHS performance.
- Communicate our WHS performance openly and transparently.

We will do this by:

- Providing ways of working, and a work environment, that are safe for staff, customers, clients, contractors, and visitors
  - Working to prevent the risk of instances of workplace accidents and illnesses.
  - Promoting a healthy and energised workforce by encouraging and helping staff to take personal responsibility for their health and well-being, and encouraging participation in programs offered.
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## Eligibility

This policy applies to all staff in all our operations. If you are required to work offsite this policy will apply. The term staff includes volunteers, students and contractors.

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## Responsible

Responsibilities for the policy are:

Person	Responsible for
All staff	<ul style="list-style-type: none"> <li>• Carrying out personal accountabilities and responsibilities for integrating work, health and safety into all of your work activities.</li> <li>• Using and following ways of working, written policies and procedures, and systems provided within the WHS program.</li> <li>• <b>Notifying your manager and raising WHS incident reports for all work related incidents (including injury, work-related illness, hazard, or any unsafe work practice) no matter how tiny when they occur.</b></li> </ul>

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## Consultation

Learning Links is committed to consultation with all its staff with regard to WHS. We have designated staff on the Learning Links WHS committee whom you can contact regarding any WHS issues you have.

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**Related documents**

Incident Report Form  
 Work Health & Safety (WHS) Consultation  
 Code of Conduct  
 Motor Vehicles Policy and Procedure  
 Workplace Discrimination, Bullying, and Harassment Policy  
 Workers Compensation and Return to Work Policy and Procedure  
 Home Visiting Policy and Procedure  
 Working from Home Policy and Procedure  
 Emergency Response and Evacuation Plans  
 WHS Risk Assessment Form  
 WHS Incident Investigation Form  
 WHS Risk Register

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**NSW Legislation**

Workplace Injury Management and Workers Compensation Act 1998  
 Workers Compensation Act 1987  
 Work Health and Safety Act 2011  
 Work Health and Safety Legislation Amendment Act 2011

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**Document control**

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