

Policy Directive

Work Health and Safety Policy

Document Number: PD_002

Summary: Tropical Fruits Inc is committed to achieving and maintaining the best possible standard of health, safety and welfare at work for all its employees, volunteers and others working at or visiting The Tropical Fruits Inc workplaces.

Approved by: Committee May 20th 2020

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Replaces Existing Policy: NEW POLICY

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Contents:

1. Introduction
2. Aims/Expected Outcomes
3. Policy Statement
4. Principles
5. Definitions
6. References and Links

1. Introduction:

Tropical Fruits Inc is committed to achieving and maintaining the best possible standard of health, safety and welfare at work for all its workers or those visiting Tropical Fruits workplaces.

Tropical Fruits will achieve this by adopting a pro-active risk management approach in accordance with the NSW Work Health and Safety (WHS) legislation 2011.

The risk addressed by this policy:

Injury or illness to workers, volunteers, visitors or others that arise from the operation of facilities or services in the Association's name.
Damage or loss of property or plant.

2. The Aims / Expected Outcome of this policy:

Tropical Fruits is committed to achieving and maintaining the best possible standard of health, safety and welfare at work for all its employees and others working at or external to Tropical Fruits workplaces. This policy will improve work health and safety within the Tropical Fruits, assist with meeting compliance with the NSW Work Health and Safety (WHS) legislation 2011 and further the Tropical Fruits strategic goals related to workplace safety.

Related Policies

WHS Consultation

3. Policy Statement

Tropical Fruits Inc is committed to achieving and maintaining the best possible standard of health, safety and welfare at work for all its workers and others working at or external to Tropical Fruits through the implementation of the WHS policy.

Tropical Fruits will achieve this by adopting a proactive risk management approach in accordance with the NSW WHS legislation 2011. The overall strategy is to provide a systematic program to manage WHS beyond legislative compliance.

Under the NSW WHS legislation a duty holder (including a PCBU, worker, visitor) must ensure health and safety in the workplace by eliminating hazards/risks at best, and if not, then minimising them so far as is reasonably practicable.

Officers of the PCBU must show due diligence to ensure the PCBU complies with its duties and obligations and implements WHS programs in the workplace effectively.

4. Principles

4.1 WHS Responsibilities

4.1.1 Tropical Fruits Committee

Tropical Fruits (being the PCBU) will facilitate a safe work environment and exercise due diligence to ensure it fulfills its health and safety obligations as far as reasonably practicable under the NSW WHS Act 2011 by:

- Acquiring and keeping up to date knowledge of work health and safety matters and the risks and hazards associated with the operation.
- Promoting a safety culture through leadership and proactive risk management.
- Establishing, promoting, monitoring and reviewing a WHS system based on a risk management approach.
- Providing the appropriate resources and facilities for WHS.
- Providing and/or monitor the provision of training, instruction and information to all workers.
- Demonstrating commitment to monitoring performance and implementation of a continuous improvement system for WHS.
- Ensuring Tropical Fruits has, and implements, processes for complying with any legal duty or obligation including consultative mechanisms required as a Person in Control of a Business or Undertaking (PCBU)

4.1.2 Managers and Supervisors:

Managers and supervisors have a responsibility for the health and safety of those workers that work under their direction. They must:

- Undertake training as necessary to understand and implement their WHS responsibilities competently.
- Comply with Tropical Fruits policies and procedures.
- Manage risks by eliminating health and safety risks so far as is reasonably practicable. If unable to immediately eliminate a hazard then use a risk management approach to identify, assess (where required) and control work hazards.
- Ensure the workers under their control receive information, instruction and training as required for professional development and to ensure they are competent to perform their duties.
- Provide safe and reliable plant and equipment.
- Provide adequate facilities for workers including toilets, drinking water, washing facilities and eating facilities.
- Supervise workers under their direction to ensure they follow safe work practices
- Consult with workers regarding changes in their workplace or health and safety issues.
- Develop prioritised action plans to rectify and improve WHS deficiencies.
- Participate in regular hazard inspections and safety audits.
- Ensure effective hazard and incident management through the investigation of hazards and incidents and development of effective prevention strategies.
- Ensure the appropriate provision of first aid, and access to assessment, treatment, rehabilitation and compensation is provided as required.

4.1.3 Workers (including and not limited to employees, volunteers, students and contractors)

Workers must take reasonable care for the safety of themselves and others in the work place. They must:

- Understand their WHS responsibilities under the NSW WHS Act and Regulation 2011.
- Participate in induction and training as required for professional development and to ensure they are competent to perform their duties.
- Comply with Tropical Fruits policies and procedures.
- Follow safe work practice at all times.
- Use all prescribed personal protective equipment in accordance with directions and report any faults.
- Cooperate and participate in measures to assess and control workplace hazards.
- Report any hazards and incidences to a supervisor or manager in a timely manner.
- Participate in WHS consultation arrangements.

4.2 Work Health and Safety Consultation

Consultation between PCBU and workers (employees, contractors, subcontractors, volunteers, students, work experience students etc) is a requirement of the WHS legislation and an essential component of managing health and safety.

Tropical Fruits Inc is committed to facilitating effective consultation WHS mechanisms that will ensure everyone has an opportunity to express their views about any matters that effect their health and safety as specified in Work Health and Safety (WHS) Consultation.

5. Definitions

Due diligence - Officers must exercise due diligence, which at its simplest, requires an officer to concentrate on managing the work health and safety (WHS) risks of the business or undertaking. An officer is a broad term that applies to people who can make decisions that significantly affect a business or undertaking.

PCBU - The 'person conducting the business or undertaking' (PCBU) applies to individuals and organisations that are legal entities conducting a business or undertaking

Reasonably practicable means doing what is effective and possible to ensure the health and safety of workers and others. The PCBU, when determining what is reasonably practicable, should take into account: the likelihood of the hazard or risk occurring, the degree of harm from the hazard or risk, knowledge about ways of eliminating or minimising the hazard or risk, the availability and suitability of ways to eliminate or minimise the risk. The more likely the hazard or risk is, or the greater the harm that may result from the hazard, the less weight should be given to the cost of eliminating or minimising the risk.

Risk Management – is a proactive process that helps to change and facilitate continuous improvement. It should be planned, systematic and cover all foreseeable hazards and associated risks. The Risk Management code of practice sets out four steps in the risk management process which involve identifying hazards, assessment of risks (if necessary), control risks through implementation of the most effective measure that is reasonably practicable and review of these control measures.

Worker- The definition of a 'worker' includes any person who carries out work for a 'person conducting a business or undertaking' (PCBU). This term 'worker' includes any person who works as an: employee, trainee, volunteer, outworker, apprentice, work experience student, contractor or sub contractor, employees of a contractor or sub-contractor, employee of a labour hire company assigned to work for a PCBU.

6. References and links

NSW Work Health and Safety Act 2011

NSW Work Health and Safety Regulation 2011

Tropical Fruits Work Health and Safety Policy Summary		
<p>Tropical Fruits is committed to achieving and maintaining the best possible standard of health, safety and welfare at work for all its workers and those visiting Tropical Fruits workplaces.</p> <p>Tropical Fruits will achieve this by adopting a pro-active risk management approach in accordance with NSW WHS legislation.</p>		
WHS Responsibilities		
Workers – Includes employees, volunteers, contractor and subcontractors	Managers / Supervisors	Directors
<ul style="list-style-type: none"> Understand their WHS responsibilities under the NSW WHS regulation 2011 Participate in induction and training as required for professional development and to ensure they are competent to perform their duties Comply with Tropical Fruits policies and procedures Follow safe work practices at all times Use all prescribed personal protective equipment in accordance with directions and report any faults Cooperate and participate in measures to assess and control workplace hazards Report any hazards and incidents to a supervisor or manager in a timely manner Participate in WHS consultation arrangements 	<ul style="list-style-type: none"> Undertake training as necessary to understand and implement their WHS responsibilities competently Comply with Tropical Fruits policies and procedures Manage risks by eliminating health and safety risks so far as is reasonably practicable. If unable to immediately eliminate a hazard then use a risk management approach to identify, assess (where required) and control work hazards. Ensure the workers under their control receive information, instruction and training as required for professional development and to ensure they are competent to perform their duties. Provide safe and reliable plant and equipment Provide adequate facilities for workers including toilets, drinking water, washing facilities and eating facilities Supervise workers under their control to ensure they follow safe work practices Consult with workers regarding changes in their workplace or health and safety issues Develop prioritised action plans to rectify and improve WHS deficiencies Participate in regular hazard inspections and safety audits Ensure effective hazard and incident management through the investigation of hazards and incident, development of prevention strategies Ensure the appropriate provision of first aid and access to assessment, treatment, rehabilitation & compensation is provided as required 	<ul style="list-style-type: none"> Acquiring and keeping up to date knowledge of WHS matters and the risks and hazards associated with the operation of Tropical Fruits Promoting a safety culture through leadership and proactive risk management Establishing, promoting, monitoring and reviewing a WHS system based on a risk management approach Providing the appropriate resources and facilities for WHS Providing and/or monitor the provision of training, instruction and information to all workers Demonstrating commitment to monitoring performance and implementation of a continuous improvement system for WHS Ensuring Tropical Fruits has and implements processes for complying with any legal duty or obligation including consultative mechanisms required as a PCBU
Visitors, clients and patrons at Tropical Fruits		
<p>Visitors, clients and patrons have Work Health and Safety (WHS) responsibilities and must comply with any reasonable work health and safety instructions at Tropical Fruits and take reasonable care not to put themselves or others at risk.</p>		
<p>Tropical fruits is committed to facilitating effective consultation WHS mechanisms that will ensure everyone has an opportunity to express their views about any matters that effect their health and safety as specified in Tropical fruits Work Health and Safety Consultation</p>		