



# Work Health and Safety Policy

Policy Type	Risk Management
Version	3.0
Development Date	September 2012
Review Date	January 2024
Date for Review	January 2029
Person/Body Responsible	MHF Board
Approved By (Position)	MHF Board
Signature	Date

## Purpose

The Mental Health Foundation (ACT) Inc (MHF) recognises the importance of promoting and maintaining the highest degree of physical, mental and social well-being for all employees, volunteers, visitors, contractors, and participants who enter our premises. This policy aims to ensure that workplace safety is a prominent component of the organisational culture and considered in all workplace practices.

## Definitions

**Workplace** – all locations and motor vehicles within the organisation’s capacity to affect control, in which staff and volunteers engage in work practices on behalf of MHF.

**Hazard** - a condition or situation that has the potential to cause harm.

## Policy

MHF is committed to providing a safe and healthy working environment for all employees, volunteers, visitors, contractors, and participants who receive our service or any person who enters our premises. In doing so MHF will comply with all relevant federal and territory legislation, regulations, service standards and codes of practice to ensure safety in both the workplace and work practices.

To achieve our Work Health and Safety (WHS) objectives, MHF will maintain WHS procedures, which will focus on:

- Identifying relevant roles and responsibilities
- Ensuring safe motor vehicles, furniture, machinery and equipment are provided for all workers
- Accident and injury prevention measures
- Emergency response and evacuation measures

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- Hazard removal and control
  - Health and welfare preservation
  - The development of safe and healthy work practices
  - The promotion of health and safety awareness
  - The provision of training in safe and healthy work practices
  - The rehabilitation of injured employees
  - A consultative framework

Safety at work is a shared responsibility between the MHF Board, management, and all staff whether paid or unpaid. All personnel have a responsibility to ensure a safe environment by:

- Identifying and eliminating hazards immediately wherever possible
- Appropriate reporting of hazards that cannot be immediately addressed
- Assisting in the maintenance of a safe environment
- Implementing and practicing safe working procedures

MHF is committed to consulting with workers in a meaningful and effective manner on WHS issues, enabling all stakeholders to contribute to decisions that may affect health, safety and welfare at work.

The successful implementation of WHS procedures relies on the commitment of management at all levels, and the involvement and commitment of workers. The CEO and managers will actively:

- Increase awareness as to the provisions and requirements of the *Work Health and Safety Act 2011 (ACT)* and the *Work Health and Safety Regulations 2011 (ACT)*
- Encourage the development of safe working practices and attitudes
- Develop and maintain regular workplace assessment and reporting procedures
- Ensure all hazards and risks to health and safety are identified, assessed, and where they cannot be eliminated are effectively evaluated, monitored and controlled
- Continue the consultative process between all staff

## References

ACT Government	<i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulations 2011</i>
Recruitment Edge	<i>Work Health and Safety Handbook 2012</i>
BNG NGO	<i>Work Health and Safety Sample Template</i>



Distribution List		
Electronic	<input checked="" type="checkbox"/> Supportability	<input checked="" type="checkbox"/> SharePoint
Physical	<input checked="" type="checkbox"/> Executive Officer	<input checked="" type="checkbox"/> Marks Place
	<input checked="" type="checkbox"/> Chifley Office	<input checked="" type="checkbox"/> Warren l'Anson

Document History				
Author	Version	Amendment	Owner	Date of Effect
Policy Working Group	1.0	Document Created	MHF Board	14/1/2013
Corporate Services Manager	2.0	Reviewed for changes in WHS legislation – no changes needed. Made some minor changes to layout. 'Consumer' changed to 'participant'.	MHF Board	2/2/2018
CEO	3.0	Revised following consultation with staff on new WH&S process	Board	1/1/2024