

SANDAS WORKPLACE SAFETY MANAGEMENT POLICY



PURPOSE:

- SANDAS seeks to provide a safe workplace for its staff members, visitors to the office and participants at SANDAS events.
- This policy covers all SANDAS staff members, visitors to SANDAS, and all attendees at training and events held at external venues.
- This policy articulates SANDAS' commitment to:
 - health and safety of SANDAS staff
 - removing or reducing risks to the health and safety of all workers and visitors to the SANDAS workplace and anyone else who may be affected by our operations
 - identifying and resolving health and safety issues in collaboration with staff
 - continuously improve work health and safety by addressing hazards and reviewing outcomes

POLICY STATEMENT:

- As the [Person Conducting a Business or Undertaking \(PCBU\)](#), SANDAS Management and Directors will:
 - ensure that SANDAS responsibilities under the [Work Health and Safety Act 2012 \(SA\)](#) and [Work Health and Safety Regulations 2012 \(SA\)](#), are met by:
 - Regular workplace inspections, as described in the [SANDAS Workplace Inspection Procedure](#)
 - Analysing any reported accidents or incidents and taking action to reduce the risk of future similar occurrences, as per the [SANDAS Accident and Incident Procedure](#).
 - Providing resources to treat identified hazards, as per the [SANDAS Hazard Management Procedure](#).
 - Conducting regular safety drills, as described in the [SANDAS Emergency Evacuation Procedure](#)
 - Proactively identifying, managing and regularly reviewing risks in accordance with the [SANDAS Risk Management Procedure](#)
 - Developing and maintaining an Asbestos Management Plan as required by the [How to Manage and Control Asbestos in the Workplace Code of Practice](#).
 - provide ways for workers to be informed about and involved in health and safety issues at work through regular staff meetings and ensuring WHS is a [standing agenda item](#) at such meetings.
 - provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety through the [SANDAS Induction Procedure](#), [SANDAS Supervision Procedure](#), regular staff meetings, and training opportunities where appropriate
 - ensure that this policy and all safe work procedures are reviewed on a regular basis in accordance with the [SANDAS Document Control Procedure](#)
 - be responsive to public health issues. During the period of an epidemic or pandemic the hierarchy of decision making on health and safety matters in relation to staff is altered from resting with the EO and WHS Officer to the directions and guidance provided by the Federal and State Departments of Health
- SANDAS staff members will:

SANDAS WORKPLACE SAFETY MANAGEMENT POLICY



- take reasonable care for their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace
- follow reasonable instructions given by the PCBU to protect their health and safety
- identify and report any workplace accidents, incidents or hazards in accordance with the [SANDAS Hazard Management Procedure](#) and the [SANDAS Accident and Incident Procedure](#)
- not wilfully interfere with or misuse items or facilities provided.

LEGISLATION & STANDARDS:

- [Work Health and Safety Act 2012 \(SA\)](#)
- [Work Health and Safety Regulations 2012 \(SA\)](#)
- [Work Health and Safety Act 2011 \(Commonwealth\)](#)
- [Work Health and Safety Regulations 2011 \(Commonwealth\)](#)
- [How to Manage and Control Asbestos in the Workplace Code of Practice](#)

DEFINITIONS/REFERENCES:

- [Person Conducting a Business or Undertaking \(PCBU\)](#) - A key term in South Australia's work health and safety laws. As an employer, SANDAS is a PCBU.
- [SANDAS Accident and Incident Procedure](#)
- [SANDAS Asbestos Management Plan](#)
- [SANDAS Document Control Procedure](#)
- [SANDAS Emergency Evacuation Procedure](#)
- [SANDAS Hazard Management Procedure](#)
- [SANDAS Induction Procedure](#)
- [SANDAS Risk Management Procedure](#)
- [SANDAS Staff Meeting Agenda Template](#)
- [SANDAS Supervision Procedure](#)
- [SANDAS Workplace Inspection Procedure](#)

DOCUMENT CONTROL:

- Version: 5
- Date of issue: 15.12.15
- Date of last review: 10.3.21
- Date of next review: 30.4.22

AUTHORISATION

Name: Chris Chalubek

Signature:

A handwritten signature in black ink, appearing to read 'Chris Chalubek', written over a light blue horizontal line.

Position: Board Chair

Date: 29/03/21