

Policy 1:	Workplace Health and Safety
Issue No. 3	13 December 2016

This policy outlines the **ACT Public Cemeteries Authority (Authority)** commitment to the provision of a safe and healthy workplace for all of its workers.

The *Work Health and Safety Act 2011* requires employers to provide and maintain a safe workplace and safe systems of work and Section 8(d) of the *Public Sector Management Act 1994* provides that ACT Public Service Agencies (the ACTPS) shall be administered with an objective of providing safe and healthy working conditions for all workers.

This policy reflects the requirements and aspirations of the ACT Public Service Workplace Health and Safety Policy Statement.

The Authority recognises that the health, safety and welfare of its employees, contractors and its visitors is the responsibility of the Authority and its Management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as is practicable, an environment that is safe and without risks to health and safety. This includes:

- i) providing and maintaining a working environment (including plant and systems of work) that is safe for the employees, and without risk to their health and has adequate facilities for their welfare;
- ii) making and monitoring arrangements for the safe use, handling, storage and transport of plant and substances;
- iii) maintaining the workplace in a safe and healthy condition including safe access and egress;
- iv) developing and maintaining policies which enables effective cooperation between the employer and the employees to promote, develop, communicate and review measures to ensure the employees' health, safety and welfare at work;
- v) providing information, training and supervision for all employees enabling them to work in a manner that is safe and without risk to their health;
- vi) provide appropriate information and records (including medical and first aid services) relating to the employees' health and safety.

The Manager is responsible for the implementation and monitoring of this policy. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

DUTIES:

Recognising the hazards occurring in the Cemetery industry, the Authority will take every practicable step to provide and maintain a safe and healthy work environment for all employees.

To this end:

Management & Contractors:

- are responsible for the effective implementation of the Authority's workplace health and safety policy;

- must observe, implement and fulfil its responsibilities under the Acts and Regulations and Codes of Practice which apply to the Cemetery industry;
- must ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed;
- must make regular assessments of health and safety performance and resources in cooperation with its employees using the available checklists;
- must ensure that all specific policies operating within the organisation - as listed in this Policy Manual - are periodically revised and consistent with the Authority's health and safety objectives;
- must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the organisation; and
- must be informed of incidents and accidents occurring on property controlled by the Authority or to their employees so that health and safety performance can accurately be gauged. Established reporting procedures are to be followed in all instances.

Employees & Contractors:

- to the extent that they are capable, have a responsibility for their own health and safety and of others affected by their actions at work;
- are required to comply with all agreed safety procedures and directions;
- must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of the Authority's employees;
- must, in accordance with the agreed procedures for accident and incident reporting, report potential and actual hazards to the Manager/Groundsman; and
- must observe, implement and fulfil their responsibilities under the Acts, Regulations and Codes of Practice which apply under ACT legislation.

This policy will be regularly reviewed in the light of any legislation and operational changes.

Management seeks cooperation from all employees in realising our health and safety objectives and creating a safe work environment.

All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

SIGNED:



Hamish Horne CEO

on behalf of the ACT Public Cemeteries Authority

DATE: 12/12/2016