**The South Australian Mining and Quarrying Occupational Health and Safety Committee**

**Promoting Work Health and Safety in the Workplace**

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

**Disclaimer**

**IMPORTANT:** The information in this guide is of a general nature, and should not be relied upon as individual professional advice. If necessary, legal advice should be obtained from a legal practitioner with expertise in the field of Work Health and Safety law (SA).

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This policy recognises that ***(insert company name)*** is responsible for the health and safety of all workers in the workplace. In fulfilling this responsibility, ***(insert company name)*** has a duty to provide and maintain a working environment, so far as is reasonably practicable, that is safe and without risks to health and safety.

To meet the objectives of this policy, ***(insert company name)*** aims to ensure that it complies with its legislative obligations and is committed to continuously improving Work Health and Safety by:

* Providing a safe and healthy working environment and safe systems of work;
* Ensuring plant, equipment and substances are maintained in a safe condition;
* Implementing continual improvement strategies for risk management;
* Implementing improvement programs with objectives, targets and performance indicators;
* Providing processes for two-way communication and consultation between the Company and workers on Work Health and Safety matters; and
* Providing workers with the information, instruction, training and supervision to ensure their health and safety.

**Officer duties and responsibilities:**

* Gaining an understanding of the nature of ***(insert company name)*** operations and the hazards and risks associated with those operations;
* Ensuring a Work Health and Safety Management System is implemented and maintained;
* Acquiring and keeping up-to-date knowledge of Work Health and Safety matters;
* Ensuring that ***(insert company name)*** has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of ***(insert company name)*** operations;
* Ensuring that ***(insert company name)*** has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
* Ensuring ***(insert company name)*** complies with its legislative Work Health and Safety obligations and meets its Work Health and Safety objectives and targets.

**Managers and Supervisors are responsible and accountable for:**

* The effective implementation of this policy into work practices and communicate this policy to all workers, contractors and stakeholders and ensure all are aware of their Work Health and Safety responsibilities and obligations;
* Ensuring compliance with all ***(insert company name)*** policies and procedures;
* Monitoring workplace practices and conditions;
* Identifying, evaluating and controlling hazards within their area of control;
* Identifying the training needs of their workers, temporary staff and contractors, ensuring those needs are addressed, specifically in relation to the safe performance of their assigned duties and responsibilities; and
* Participating in injury management and return to work programs.

**Workers have a duty to:**

* Ensure the health and safety of themselves and others;
* Stop work if the work is not able to be conducted safely;
* Comply with the safe systems of work provided;
* Follow all reasonable instructions and directions;
* Not wilfully interfere with or misuse items or facilities provided in the interest of health and safety; and
* Immediately report all incidents, injuries, hazards, and near misses occurring at the workplace.

**Contractors and Visitors must:**

* Abide by ***(insert company name)*** safety policies and procedures;
* Not put themselves or any of our workers at risk; and
* Not enter restricted areas without permission.

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

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Chief Executive Officer / Managing Director

Date: / / Review Date: / /