**Our commitment to a healthy and safe workplace**

We are committed to providing a healthy and safe work environment and maintaining the health and safety of all our staff, contractors and visitors. Workplace health and safety are beyond just a legal obligation – they are about making sure our workers, contractors and community feel safe and supported when at work and when visiting us.

Health and safety is everybody’s responsibility, and practices can only be improved when we all work together. Everyone should feel confident to report matters and take steps to proactively minimise risks in our workplace.

In return we, the leadership team, commits to: [agencies can choose from this list or add additional actions]

* creating and maintaining a positive safety culture that encourages and supports us all to apply relevant procedures and processes to protect ourselves and others from harm
* operating in accordance with work health and safety legislation and guidance material such as codes of practice and standards
* using the resources available to the sector, and others, to undertake an organisation-wide risk assessment and apply organisation specific procedures
* continuously improving our safety management system through monitoring, auditing and reviewing measurable targets, objectives and initiatives so we perform above minimum legislative requirements
* championing healthy and safe workplaces at the senior leadership level
* participating in and contributing to the inter-agency community of practice for the public sector, where larger agencies with dedicated safety, health and injury management staff can help smaller agencies improve practices
* setting up a community of practice for safety, health and injury management in the agency or perhaps holding an annual workplace health and safety forum
* providing health and safety support to our portfolio agencies
* providing and promoting resources, support and manager training so we can carry out our functions safely and achieve our health and safety outcomes
* adopting a best practice approach to return-to-work programs, with a focus on staff retention
* communicating with workers about the benefits of mentally healthy and safe workplaces, and encouraging a culture of hazard reporting with appropriate education and training
* promoting SafeWork Month in October each year
* engaging in open, honest and effective consultation and communication between PCBUs, workers and health and safety representatives to achieve a common understanding of and resolution for all WHS matters.
* encouraging health and safety discussions at branch meetings (as a standing item)
* building an enduring reporting culture where risks, hazards and incidents are consistently reported so that:
  + risks to health, safety and wellness are identified and assessed
  + hazards are eliminated or risk to safety is reduced to as low as reasonably practicable
  + investigations identify root causes and appropriate action is taken to prevent recurrences
  + a ‘no blame’ approach is adopted during investigations
  + those who provide services to our organisation adhere to our safety procedures.
* providing high level support to the Health and Safety Committee and elected health and safety representatives such that:
* support and time are given to complete health and safety related tasks
* action is taken to resolve reported health and safety matters in a timely and practicable manner
* fostering the development of effective health and safety committees, and encouraging workers to nominate as health and safety representatives
* promoting innovation and learning in developing the most effective and efficient ways to meet our safety, health and wellness responsibilities.

SIGNED CEO