

OCCUPATIONAL HEALTH AND SAFETY AND WELLBEING POLICY

Version: **3**
Date of Version: **August 2020**
Created by: **Natalie Bell**
Approved by: **John Gowdie**
Confidentiality Level: **Internal Use**

Policy Statement

Gowdie Management Group's (GMG) Workplace Health and Safety (WHS) and wellbeing policy reflects our commitment to a safety culture that extends beyond the once traditional views of physical injuries sustained from accidents in the workplace, to the physical and psychological health and wellbeing of staff.

Scope

This policy applies to all employees, volunteers, contractors and visitors and other personnel at locations under the management and control of GMG.

Governance

The governance is managed by the workplace health and safety representative and reports through to the office manager and company Principal.

Policy

GMG is committed to a safe and healthy work environment for all employees, volunteers, contractors and visitors through a commitment to action in line with relevant Workplace Health and Safety legislation, compliance Codes and appropriate standards, by:

1. Providing an environment that promotes the physical and psychological wellbeing of employees in the workplace, through;
 - a. Creating an accessible health and safety management system;
 - b. Engaging with staff, visitors and partner organisations in creating safe work environments and safe systems of work;
 - c. Developing and maintaining a culture that encourages all personnel to actively manage health and safety risks;
 - d. Provide a continually improving health and safety management system by establishing and monitoring progress towards measurable objectives aimed at eliminating work-related illness and injury;
 - e. Ensuring safety practices are maintained.
2. Ensuring staff are appropriately trained and educated in the area of WHS in line with position accountability and responsibilities including individual obligations to personal safety;
3. Reflecting WHS expectations within position descriptions, performance development and planning processes;
4. Reporting on WHS performance targets at the organisational level;
5. Providing facilities, equipment, resources and services to enable employees to perform their role safely;
6. Regularly communicating with staff in relation to WHS initiatives and programs that support a workplace health and safety culture;
7. Ensuring WHS is an integral part of all GMG management systems and core operations.

OCCUPATIONAL HEALTH AND SAFETY AND WELLBEING POLICY – Continued

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Procedural Principles

The Manager (Operations and Office) is responsible for establishing and maintaining a documented health and safety management system.

The health and safety management system includes processes aimed at health and safety, including;

- a) Planning;
- b) Implementation;
- c) Measurement and evaluation;
- d) Management and review.

The Operations manager is responsible for ensuring that appropriate health and safety training opportunities are provided, and all mandatory health and safety training is completed and up to date.

Health and safety responsibilities, authorities to act and reporting requirements are documented in this policy, the Quality Management System, Safety Plan and Risk Management Plan.

This policy applies to all activities undertaken by GMG.



JOHN GOWDIE
Managing Director

August 2020

N.B. A copy of this policy is displayed in head office, is available on the company website (www.gmggroup.com.au) and is communicated during an induction.