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**Purpose and Scope**

The purpose of this is to briefly describe the organisation.

**Associated Documents**

Health and Safety Manual

**Procedure**

Background

The organisations is a leading .....

Our experienced team prides themselves in .....

**Addresses**

Created by: Nathan Cottom on Wednesday, 27/05/2015  
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The management of the Organisation is committed to a safe and healthy working environment for everyone using the premises as a place of work or visiting on business.

**Management will:**

- Set health and safety objectives and performance criteria for all managers and work areas
- Annually review health and safety objectives and managers' performance
- Encourage accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action
- Actively encourage the early reporting of any pain or discomfort
- Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any significant hazards
- Ensure that all employees are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties in a safe manner
- Encourage employee consultation and participation in all health and safety matters
- Enable employees to elect health and safety representatives
- Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their employees
- Promote a system of continuous improvement, including annual reviews of policies and procedures
- Meet our legal obligations as specified in the legislation, codes of practice and any relevant standards or guidelines.

**Every employee is expected to share in the commitment to health and safety.**

- Every manager, supervisor or staff member is accountable to the employer for the health and safety of employees working under their direction.
- Each employee is expected to help maintain a safe and healthy workplace through:
  - Following all safe work procedures, rules and instructions
  - Properly using all safety equipment and clothing provided
  - Reporting early any pain or discomfort
  - Taking an active role in the company's treatment and rehabilitation plan, for their 'early and durable return to work'
  - Reporting all incidents, injuries and hazards to the appropriate person.

The Health and Safety Committee includes representatives from senior management and union and elected health and safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices.

Signed by

Director

Date:

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The Organisation recognises that there are substantial benefits for employees and employers resulting from an employee's early return to work after an injury/illness.

Workplace rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties programs when practicable, to ensure the employee's earliest possible return to work, or if return to work is precluded, to maximise the employee's independent functioning.

The Organisation is firmly committed to providing an effective rehabilitation program with the following objectives:

- Rehabilitation is normal practice and an expectation within this workplace.
- Rehabilitation commences as soon as practicable after the injury/illness, with approval of the employee's treating doctor.
- The goal, through a rehabilitation plan, is to return the injured/ill person to his/her normal duties.
- A team approach to rehabilitation is used, with cooperation, consultation and confidentiality being key requirements for all persons involved.
- At all times the rights, welfare and confidentiality of the employee are respected.

The objective of this policy is to ensure the organisation has adequate rehabilitation resources and procedures in place to support an early safe return of any worker who has an injury or illness and to:

1. To minimise the social and economic cost of injury and illness.
2. To improve management practices in areas of workplace health and safety.
3. To ensure that there is early, accurate medical assessment and involvement of rehabilitation specialists, when needed, to support the role of the treating doctor & specialist(s).

### **Commitment**

The organisation is committed to providing a timely and effective injury and illness management program for staff who experience work related injuries or illnesses.

The organisation will:

- support the injured/ill employee by active intervention;
- ensure rehabilitation in the workplace begins as soon as practicable so that the employee's maximum physical, psychological and social potential can be restored;
- return the employee to pre-injury/illness position if possible by encouraging an early return to work, using established rehabilitation procedures;
- accept rehabilitation practices as part of management functions within the organisation,
- involve the injured or ill employee actively in the process of the rehabilitation program, support
- restricted hours of work for employees who are unable to perform a full day's duties;

Alternative duties are:

- tasks which are designed specifically for an individual ill/injured employee as part of a process to ease him/her back into the workplace;
- utilised only under the treatment regime of the treating doctor or specialist(s);
- reviewed regularly by the organisation, in conjunction with the treating doctor or
- specialist(s); a means of offering a graded return to normal duties where possible;
- meaningful and productive, supported with adequate training where necessary, and which have regard to the objective of the employee's rehabilitation;

### **Review of Rehabilitation Progress**

Rehabilitation progress will be monitored on a regular basis by the organisation in conjunction with other parties involved, as applicable.

The progress of each case will be considered on medical and/or psychological grounds. If continued rehabilitation is necessary, and the employee's progress is satisfactory to all concerned, then extensions to the rehabilitation program may be approved.

Reassessment may involve consultation with, and advice from, any of the following parties:

- The injured/ill employee
- Treating medical practitioners
- Senior Management and/or Supervisor
- Union representative
- ACC Case Manager

This policy establishes a clear commitment by the organisation to ensure the availability of an effective occupational rehabilitation program for its employees.

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**Purpose and Scope**

The purpose of this document shall define the reporting structure of employees who, by their position, have an influence on the goods and services provided by the organisation.

**Associated Documents**

Position Descriptions

**Procedure**

Insert structure diagram here:

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**Purpose and Scope**

The purpose of this procedure describes the responsibilities and authorities for the organisation’s systems.

**Associated Documents**

Position descriptions  
 Access Rights sub-module

**Procedure**

Management Team has the authority to:

Health and Safety	<ul style="list-style-type: none"> <li>• The overall implementation of the health and safety management system.</li> <li>• Support the day-to-day management and administration of the health and safety management system</li> <li>• Provide adequate resources to ensure conformance to the management system.</li> <li>• Ensure all employees are aware of their responsibilities and are held accountable to their performance within the framework of the health and safety management system.</li> <li>• Ensures the company complies with all relevant health &amp; safety legislation, regulation and other legislation that apply to the business</li> <li>• Ensures health and safety consideration when purchasing equipment and work practices</li> <li>• Leads the investigation of accidents</li> <li>• Ensures that health and safety objectives are reported, reviewed and completed as stated</li> <li>• Undertakes a performance review of management positions against designated health and safety roles</li> </ul>
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Health and Safety Representative has authority and responsibility for:

Health and Safety	<ul style="list-style-type: none"> <li>• Providing the necessary guidance to the Top Management Team.</li> <li>• Maintaining an awareness of national, regional, local and other applicable health and safety laws and regulations to determine whether they affect the organisation.</li> <li>• Establishing, implementing and maintaining the manual.</li> <li>• Ensure the management systems are reviewed/audited so that the systems remain consistent, adequate and effective.</li> <li>• Ensure the hazard management programme is well managed.</li> <li>• Ensures the company complies with all relevant health &amp; safety legislation, regulation and other legislation that apply to the business</li> <li>• Ensures health and safety consideration when purchasing equipment and work practices</li> <li>• Ensures that health and safety objectives are being monitored and met.</li> </ul>
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Managers are responsible for: