

# OCCUPATIONAL HEALTH AND SAFETY POLICY

## 1. Purpose

We are committed to taking all reasonably practicable steps to provide and maintain a working environment that is safe and without risks to the health of our employees, contractors and other persons including visitors and members of the public. To achieve this, we will continue to develop our workplace culture to ensure safety and continuous improvement are embedded in our daily work practices as we believe that all injuries are preventable. As a conservation driven organisation, we believe that “safety is in our nature”.

The purpose of this policy is to:

- Outline the standards that Phillip Island Nature Parks (the Nature Parks) will maintain to keep this commitment.
- Outline the behaviours expected of people working within our team (employees, volunteers or contractors) to create a safe workplace.

## 2. Scope

Applies to:	Board Members CEO	Employees	Volunteers Interns Students	Contractors Consultants	Other Persons, Visitors or Members of the Public
	✓	✓	✓	✓	✓

## 3. Policy

### Nature Parks will:

1. Promote an organisational culture that adopts health and safety as an integral component of its management philosophy.
2. Ensure that health and safety is part of the business planning processes and that it is adequately resourced by all areas.
3. Ensure our responsibilities under the *Occupational Health and Safety Act 2004*; and *Occupational Health and Safety Regulations 2017* are met.
4. Take reasonable steps to provide and maintain a safe working environment, safe plant and equipment, safe systems of work, and facilities for the welfare of all workers.
5. Maintain an effective mechanism for consultation and communication of health and safety matters.
6. Maintain an effective process for resolving health and safety issues and managing health and safety risks.
7. Provide all workers with appropriate health and safety information, instruction, training and supervision (including all contractors engaged through procurement and contractor management systems).

8. Regularly review health and safety performance to monitor the effectiveness of health and safety actions and ensure health and safety targets and objectives are met.
9. Support injured employees, through its injury and illness management system, and also undertake that no employee shall be unlawfully discriminated against in their employment because of a work-related or non-work-related injury or illness.
10. Resource, support and maintain an employee health and wellbeing program that supports all areas of employee health and wellbeing including, but not limited, to mental health.
11. Ensure this policy, and all associated safe work procedures, are regularly reviewed and kept up to date.

**Our Employees, Contractors and Volunteers must:**

1. Take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace.
2. Follow reasonable instructions given to them to protect their health and safety.
3. Identify and report any workplace incidents or hazards to their supervisor, Health and Safety Representative or through incident/hazard reporting systems provided by the Nature Parks.
4. Immediately notify your supervisor of any workplace injury (no matter how minor) and follow up with a report through the incident/hazard reporting system.
5. Not wilfully interfere with or misuse items or facilities provided in the interest of health and safety.
6. Comply with all Nature Parks policies and procedures relating to work health and safety as implemented and amended from time to time.

## 4. Related documents

<b>Legislation &amp; Regulations</b>	<ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety Act 2004</li> <li>• Occupational Health &amp; Safety Regulations 2017</li> <li>• Dangerous Goods Act 1985</li> <li>• Equipment (Public Safety) Act 1994</li> <li>• Equipment (Public Safety) Regulations 2017</li> <li>• Workplace Injury, Rehabilitation &amp; Compensation (WIRC) Act 2013</li> <li>• AS/NZS ISO 45001 Occupational Health and Safety Management Systems 2018</li> <li>• Public Health Orders</li> </ul>
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• Refer to the Occupational Health and Safety Manual</li> </ul>
<b>Forms</b>	<ul style="list-style-type: none"> <li>• Refer to the Occupational Health and Safety Manual</li> </ul>

## 5. Review and Approval

**Document reviewed by:**

- People and Culture Manager
- Chief Executive Officer
- Projects and Planning Manager
- OHS Committee
- Chief Financial Officer
- Conservation Manager
- General Manager Tourism Operations
- Marketing and Communications Manager
- Risk and Compliance Officer

**Document Approved by:**

- Board Meeting Resolution Number May 2022 009-2022B 83-2022-B