# Wellbeing, Health and Safety Policy

## Introduction

The Wellbeing, Health and Safety Policy outlines Vision Australia’s commitment to support, promote and protect the health, safety and wellbeing of all workforce members, clients and visitors.

This commitment aims is to use an integrated approach to build a stronger safety culture, reduce harm and promote positive wellbeing to create a thriving workforce.

## About this policy

The purpose of this policy is to outline Vision Australia’s accountability and responsibility in relation to wellbeing, health and safety.

## To whom does this policy apply

## This policy applies to all workers as defined by the relevant legislation including board members, the leadership team, employees, volunteers, clients, contractors and anyone that comes into contact with our operations.

## Policy

The wellbeing, health and safety of our workforce, both physical and psychological, is a priority and fundamental to delivering quality services for our clients. It is an important part of our organisational culture and identity.

To achieve this, we will;

* Value our people and recognise a legal and moral commitment to building a positive workplace culture, ensuring healthy and safe working environments.
* Consult, collaborate and communicate with our workforce, to achieve positive health, safety and wellbeing outcomes.
* Adopt a risk management approach to reduce the risk of injury, by addressing physical and mental health hazards.
* Drive continuous health, safety and wellbeing improvement.
* Fulfil relevant health, safety and wellbeing legislative and compliance obligations; and
* Provide timely and effective support to prevent ill health and assist our workforce remain well and at work.

**The Board, Leadership team and Managers** are responsible for:

* Leading by example, demonstrating a visible commitment to health, safety and wellbeing.
* Integrating wellbeing, health and safety into everyday business decisions and operations.
* Providing the resources to fulfil the Wellbeing, Health and Safety Strategy, and any legislative and compliance obligations; and
* Supporting and promoting a culture of early intervention, to assist our workforce to remain well.

**Our Employees, Volunteers, Clients and Contractors** are responsible for:

* Taking care of their own, and others’, health and safety at work;
* Taking responsibility for doing what they can to manage their own stress and build their own sense of positive wellbeing;
* Working together to create an environment of feeling supported and respected; and
* Actively participating in wellbeing, health and safety matters; training and consultation when required.

## Definitions

**Client** - A person who accesses Vision Australia’s services.

**Visitor** - A person who is not a workforce member who is attending a Vision Australia site for any purpose.

**Contractor** - A person who is attending site a Vision Australia site to conduct scheduled work.

**Workforce Member** -includes all employees (paid and unpaid), management, contractors and sub-contractors.

## Related Policies and Resources

* [WHS Consultation Procedure](https://visionaustralia.sharepoint.com/%3Aw%3A/r/sites/AllVisionAustralia/Policies%20Procedures%20and%20Forms/WHS%20Consultation%20Procedure.docx?d=w0cef6f2d1a7c41519d38dbe95e964bfc&csf=1&web=1&e=kqQTDV)
* [Workplace Rehabilitation and Injury Management Policy](https://visionaustralia.sharepoint.com/%3Aw%3A/r/sites/AllVisionAustralia/Policies%20Procedures%20and%20Forms/Workplace%20Rehabilitation%20and%20Injury%20Management%20Policy.docx?d=w136cbee9faf145deb8483a98926958bc&csf=1&e=hi9akf)
* [WHS Risk Management Procedure](https://visionaustralia.sharepoint.com/%3Aw%3A/r/sites/AllVisionAustralia/Policies%20Procedures%20and%20Forms/WHS%20Risk%20Management%20Procedure.docx?d=wcc09f9d8c7d94a37be97fcdff70a574d&csf=1&web=1&e=70Ip9W)
* [Vision Australia Emergency Response Plan](https://visionaustralia.sharepoint.com/%3Aw%3A/r/sites/AllVisionAustralia/Policies%20Procedures%20and%20Forms/Vision%20Australia%20Emergency%20Response%20Plan%20.docx?d=wb3d9877a2f784d91861ccc1825bb021e&csf=1&web=1&e=OypG9z)

## Legislation, Rules and Regulations

* Occupational Health and Safety Act 2004 (VIC)
* Work Health and Safety Act 2011 (ACT)
* Work Health and Safety Act 2011 (NSW)
* Work Health and Safety Act 2011(QLD)
* Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
* Work Health and Safety Act 2012 (SA)
* Work Health and Safety Act 2012 (TAS)
* Work Health and Safety Act 2020 (WA)

## Document Control

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Prepared by: Vision Australia People and Culture, WHS

Approved by: Acting Chief Executive Officer

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## Version Control

| **Version** | **Prepared by** | **Approved by** | **Effective date** | **Reason for changes**  | **Summary of Changes**  |
| --- | --- | --- | --- | --- | --- |
| Version 5.0 | WHS Team  | Leadership Team  | September 2022 | Due for review  | In line with current practice and legislative requirements. Change of template |
| Version 6.0 | WHS Team  | Leadership Team  | September 2024 | Due for review  | No content changes. Change to ‘Approved by Acting CEO’ |

END