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Prepared by	CEO
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**Purpose**

Sheep Producers Australia (**SPA or the Company**) is committed to providing a safe work environment and complying with its obligations under the *Work Health and Safety Act 2011* (ACT) (**WHS Act**). This policy is designed to: describe the Company’s health and safety management goals and responsibilities, and its commitment to meeting them;

- promote effective cooperation and consultation between the Company and its employees in relation to employee health and safety, including mechanisms for informing employees, and varying the policy;
- outline the specific health and safety management roles and responsibilities of the Company, employees, contractors, and other persons;
- outline the legislative basis for health and safety management, and to provide an overview of the health and safety management risk management process; and
- establish a mechanism for recording health and safety management activities and subsequent actions.

**Scope**

This policy applies to all the Company’s activities, and all people involved in undertaking SPA related activities. This policy covers Board members, employees, contractors, volunteers, clients, and visitors.

This policy also applies when work is being conducted for the Company by an employee at their own home or at a client’s premises.

**Definitions**

Persons Conducting a Business Undertaking (PCBUs)	<b>PCBUs</b> are those people in an organisation who are ultimately responsible for making the workplace healthy and safe. To be a PCBU a person must have influence over the performance of the who company. In the case of SPA, the Senior Leadership Team are PCBUs
Officers	An <b>Officer</b> is a person who makes decisions, or participates in making decision that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking. In the case of SPA, members of the Board are Officers.
Workers	If an individual is not a PCBU or an officer, they are considered a <b>Worker</b> . A worker is anyone who cries out work for a PCBU. In the case of SPA <ul style="list-style-type: none"> <li>• an employee</li> <li>• a manager</li> <li>• a contractor or subcontractor</li> </ul>

- an employee of a contractor or subcontractor
- an employee of a labour hire company
- a student gaining work experience
- a volunteer

are considered workers.

Workplace

A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

### WHS Responsibilities and Authorities

Due diligence requires PCBUs and Officer is to take reasonable steps to ensure the company complies with its WHS obligations. An PCBU or an Officer must have high yet sustainable standards of due diligence. These standards reflect the position and influence within the company.

#### Reasonable steps to ensure due diligence include

1. having up to date knowledge of WHS matters
2. understanding the business or undertaking and generally of the hazards and risks associated with it
3. ensuring the business has (and uses) appropriate resources and processes to eliminate or minimise safety risks from the work carried out
4. ensuring that the business has appropriate processes to receive information about incidents, hazards and risks and responding in a timely manner to that information
5. ensuring the business has and implements processes to comply with any duty or obligation under WHS laws.

These can include:

- reporting notifiable injuries
- consulting with workers
- ensuring compliance with notices
- providing training and instruction to workers about WHS
- ensuring that all employees are provided with the training required to perform their role

### Workplace Health and Safety Responsibilities

#### The Board

It is the board's responsibility to maintain an active interest in the work health and safety of all workers. They will:

- take an active interest in WHS matters and have a standing agenda item for all board meetings regarding WHS
- take an active interest in understanding the nature of the operational work SPA participate in
- take an active interest into the hazards and risk associated with SPA operations
- upon feedback or reporting on WHS issues, the board may consider that further attention and / or resources are warranted and may issue directions to the CEO to attend such issues or make additional funds available to address
- ensure that SPA implements, processes, and complies to any obligation under WHS legislation
- from time to time, verify the provision and use of the resources and processes

### **Chief Executive Officer (CEO)**

The CEO has an obligation to exercise due diligence ensuring that SPA complies with health and safety duties.

The CEO has overall responsibility for the health and safety of workers and other persons performing work for the purposes of the business and visitors to the workplace. He must also ensure others are not exposed to risks arising from business activities.

The CEO will exercise responsibility / due diligence by taking reasonable steps to:

- provide active leadership and support for the Company WHS Policy.
- acquire and keep up to date knowledge on work health and safety matters.
- ensure clear lines of responsibility and accountability for WHS, in part, by including responsibility and authority for WHS in all job descriptions.
- understand the nature and operations of the work and associated hazards and risks presented on company sites.
- ensure that SPA has, and uses, the appropriate resources and processes to eliminate
- or minimize risks to health and safety.
- ensure that SPA has appropriate processes to receive and consider information about work related incidents, hazards, and risks, and to respond in a timely manner.
- ensure that SPA has, and implements, processes for complying with its duties and obligations.
- set annual WHS objectives for SPA.
- ensure that companywide and individual WHS performance is regularly reviewed and that WHS performance is a formal part of the Employee performance appraisal process.
- include safety as part of the established agenda for scheduled management meetings.

### **Managers**

Managers have the following responsibilities:

- ensure the health and safety of all persons working at their workplace either as workers, contractors, or visitors.
- implement all health and safety directions as provided by the CEO
- ensure workers are adequately trained and supervised to perform their jobs safely.
- ensure workers hold all the necessary licenses/certificates of competency for the jobs they perform and that any incident which may infringe on the validity of such licenses/certificates is reported immediately (i.e. conviction for drink driving).
- conduct regular inspections to identify hazards in their area of control.
- take appropriate action to correct any unsafe conditions or practices.
- investigate all incidents or near miss occurrences (including injury, illness, and property damage), to determine causes and determine corrective action needed to prevent a recurrence.
- assist in the rehabilitation of injured/ill employees.
- ensure that employees are issued with the appropriate personal protective equipment (PPE) and enforce the wearing of PPE.
- ensure good housekeeping.
- ensure all workers under their control are aware of the location of first aid facilities, fire protection facilities, evacuation and other emergency procedures and emergency personnel.
- ensure that workers and their representatives are consulted during development and review of existing policies and procedures or to the workplace environment which may have an impact on workplace health and safety.

### **Workers (includes employees)**

Workers of SPA have obligations under workplace health and safety legislation. To ensure that workers meet their obligations under the legislation, workers have the following responsibilities:

- ensure their own health and safety and that of fellow workers or others.
- always observe safety rules and obey all health and safety directions.
- cooperate with, and participate in, all health and safety directions.
- not to interfere with intentionally or recklessly or misuse any substance or thing provided in the interests of workplace health and safety.
- use personal protective equipment in the appropriate manner.
- report any unsafe situation, workplace hazard, injury, incident, or near miss.
- report all hazards to their manager immediately.
- assist in maintaining a high level of housekeeping.
- ensure correct safe work practices, for example correct manual handling techniques.
- participate in and support Rehabilitation return to work programs.

### **Consultation**

SPA has total commitment to encouraging consultation and cooperation between management and workers. Workers are encouraged to raise any safety issues or concerns with management at any time.

WHS will be on the agenda at Employee monthly meetings.

### **Hazard Identification**

Hazards are to be identified by:

- reviewing incident reports and records.
- observing work activities.
- consulting with workers; and
- reviewing standard operating procedures.

If a hazard is identified, a risk assessment must be made using a method of assessment that adequately addresses the hazard, including at least one of the following:

- a visual inspection.
- auditing or testing.
- technical or scientific evaluation.
- an analysis of injury or near-miss data.
- discussions with designers, manufacturers, suppliers, importers, employees, or other relevant parties; and
- a quantitative hazard analysis.

Any risks to health or safety identified must be eliminated, or if this is not reasonably practical, steps taken to minimise the risk.

### **Incident and Hazard Reporting**

Employees who are injured at work must complete the Accident Incident Near Miss Report and Investigation Form. In the event where an employee is seriously injured at work or a notifiable incident has unfortunately occurred the General Manager Operations and the CEO must be contacted immediately. The CEO will also notify the Chair of the Board.

The following amount to ‘notifiable incidents’:

- the death of a person.
- serious injury or illness of a person; and
- a dangerous incident arising out of the conduct of the business or undertaking.

All notifiable incidents that occur at the workplace must be reported to the GM Operations and the CEO immediately. The GM Operations is responsible for notifying the relevant state authorities.

Other incidents, injuries or near misses must be reported to a manager within 24 hours of the occurrence. All incidents must be reported using the Report of Injury/Hazard Form and should be completed as soon as possible after the hazard is observed. All reports must be provided to the General Manager Operations for record keeping.

**Serious injury or illness**

Only the most serious health or safety incidents are notifiable, and only if they are work-related. They trigger requirements to preserve the incident site pending further direction from the regulator.

Serious injury or illness must be notified if the person requires any of the types of treatment in the following table:

Types of treatment	Example
Immediate treatment as an in-patient in a hospital	Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer.  <b>It does not include:</b> <ul style="list-style-type: none"> <li>• Out-patient treatment provided by the emergency section of a hospital (i.e. not requiring admission as an in-patient)</li> <li>• Admission for corrective surgery which does not immediately follow the injury (e.g. to fix a fractured nose).</li> </ul>
Immediate treatment for the amputation of any part of the body	Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear.
Immediate treatment for a serious head injury	<ul style="list-style-type: none"> <li>• Fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function.</li> <li>• Head injuries resulting in temporary or permanent amnesia.</li> </ul> <b>It does not include:</b> A bump to the head resulting in a minor contusion or headache.
Immediate treatment for a serious eye injury	<ul style="list-style-type: none"> <li>• Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision.</li> <li>• Injury that involves an object penetrating the eye (for example metal fragment, wood chip).</li> <li>• Exposure of the eye to a substance which poses a risk of serious eye damage.</li> </ul> <b>It does not include:</b> Eye exposure to a substance that merely causes irritation.
Immediate treatment for a serious burn	A burn requiring intensive care or critical care which could require compression garment or a skin graft.

Types of treatment	Example
	<p><b><u>It does not include:</u></b></p> <p>A burn that merely requires washing the wound and applying a dressing.</p>
Immediate treatment for the separation of skin from an underlying tissue (such as de-gloving or scalping)	<p>Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping).</p> <p><b><u>It does not include:</u></b></p> <p>Minor lacerations.</p>
Immediate treatment for a spinal injury	<p>Injury to the cervical, thoracic, lumbar, or sacral vertebrae including the discs and spinal cord.</p> <p><b><u>It does not include:</u></b></p> <p>Acute back strain.</p>
Immediate treatment for the loss of a bodily function	<p>Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ.</p> <p><b><u>It does not include:</u></b></p> <ul style="list-style-type: none"> <li>• Mere fainting</li> <li>• A sprain or strain.</li> </ul>
Immediate treatment for serious lacerations	<ul style="list-style-type: none"> <li>• Deep or extensive cuts that cause muscle, tendon, nerve or blood vessel damage or permanent impairment.</li> <li>• Deep puncture wounds.</li> <li>• Tears of wounds to the flesh or tissues—this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.</li> </ul>
Medical treatment within 48 hours of exposure to a substance	<p>‘Medical treatment’ is treatment provided by a doctor.</p> <p>Exposure to a substance includes exposure to chemicals, airborne contaminants and exposure to human and/or animal blood and body substances.</p>

### Reporting a Notifiable Incident

Jurisdiction	Regulator	Telephone	Website
New South Wales	SafeWork NSW	13 10 50	<a href="http://safework.nsw.gov.au">safework.nsw.gov.au</a>
Victoria	WorkSafe Victoria	1800 136 089	<a href="http://worksafe.vic.gov.au">worksafe.vic.gov.au</a>
Queensland	WorkSafe Queensland	1300 369 915	<a href="http://worksafe.qld.gov.au">worksafe.qld.gov.au</a>
South Australia	SafeWork SA	1800 777 209	<a href="http://safework.sa.gov.au">safework.sa.gov.au</a>
Western Australia	WorkSafe WA	1300 307 877	<a href="http://commerce.wa.gov.au/WorkSafe/">commerce.wa.gov.au/WorkSafe/</a>

Jurisdiction	Regulator	Telephone	Website
Australian Capital Territory	WorkSafe ACT	02 6207 3000	<a href="https://worksafe.act.gov.au/healthsafety">worksafe.act.gov.au/healthsafety</a>
Tasmania	WorkSafe Tasmania	1300 366 322 (Tas) 03 6233 7657 (External)	<a href="https://worksafe.tas.gov.au">worksafe.tas.gov.au</a>
Northern Territory	NT WorkSafe	1800 019 115	<a href="https://worksafe.nt.gov.au">worksafe.nt.gov.au</a>
Commonwealth	Comcare	1300 366 979	<a href="https://comcare.gov.au">comcare.gov.au</a>

### Workers Compensation

Where an employee requires medical attention a Workers Compensation Claim will be lodged. The General Manager Operations will assist the employee in lodging any claim with the relevant state Workers Compensation provider.

### Emergencies

Employees must familiarise themselves with emergency procedures at their place of work and all emergencies should be reported immediately to the relevant health and safety personnel

### Contact Numbers

Australia-wide	Phone
<b>Ambulance, Fire and Police</b> The most important number to remember is 000 Dialling 000 will connect you with an operator who will ask you some questions and then connect you the relevant service	<b>000</b>
After Hours GP Helpline If you or one of your family members falls sick or has an injury after 5pm or on the weekend you can call 1800 022 222 and speak to a Dr for Free – (always call 000 in an emergency)	<b>1800 022 222</b>
<b>Mental Health Helplines</b> Lifeline	<b>13 11 14</b>
Suicide Call Back Line	<b>1300 659 467</b>
Beyond Blue <a href="https://www.beyondblue.org.au/">https://www.beyondblue.org.au/</a>	<b>1300 22 4636</b>

Australia-wide	Phone
<p><u>1800RESPECT</u></p> <p>The national sexual assault, family, and domestic violence counselling service for anyone in Australia who has experienced, or is at risk of, family and domestic violence sexual assault. 24 hours, 7 days a week.</p>	<p><b>1800 737 732 (24 hours)</b></p>
<p><u>MensLine Australia</u></p> <p>MensLine Australia is a telephone and online counselling service for men with emotional health and relationship concerns, including issues of violence.</p>	<p><b>1300 789 978 (24 hours)</b></p>
<p><u>Men's Referral Service</u></p> <p>The Men's Referral Service is a men's family violence telephone counselling, information and referral service for men using or at risk of using violent or controlling behaviour.</p>	<p>1300 766 491  (Monday to Friday: 8am – weekends: 9am – 5pm)</p>

### Tag and Test

SPA will participate in tag and test of equipment in line with the office to which they share.

### Office Safety Checklist

The Office Safety Checklist is to be completed every 6 months and discussed at the Monthly team meetings.

### Training and Instruction

All workers must participate in compulsory WHS training and follow reasonable instructions from their manager and or person in control of the workplace.



**Supporting Policies and Procedures – You need to add in the supporting policies in here**

Work Health and Safety Policy	<p>The <b><i>Workplace Health and Safety Policy</i></b> outlines SPAs commitment to WHS and the Goal of Zero Injuries.</p> <p>The Workplace Health and Safety Policy is signed by the Managing Director and is displayed on notice boards and available on the employee intranet.</p>
Employee Code of Conduct and Ethics Policy	<p>The <b><i>Employee Code of Conduct and Ethics Policy</i></b></p> <p>This policy outlines the expectations of employees to act ethically, legally, and professional and is available on the employee intranet.</p>
EEO, Antibullying and Harassment Policy	<p>The <b><i>EEO, Antibullying and Harassment Policy,</i></b></p> <p>This policy outlines SPAs underlying principle towards Equal Employment Opportunity, discrimination, harassment and bullying and is available on the employee intranet.</p>

## Appendix A

### Workplace Health and Safety and Environmental Policy

SPA is committed to the provision of a safe and healthy work environment for all employees, contractors, and visitors through a commitment to action in line with relevant Workplace Health and Safety legislation, compliance codes and appropriate standards. SPA's goal of zero injuries ensures that WHS matters are a key business priority and central to everything we do. Safety is everyone's responsibility and as such everyone must be committed to ensuring a safe working environment.

SPA will:

- provide and maintain a secure, healthy, and safe working environment for all workers and visitors to SPA's premises.
- provide guidance to workers that work from home as to the safeguards they should have in place to ensure their working environment is safe.
- comply with the requirements of the Work Health and Safety Act 2011 (Cth), its associated regulations and any equivalent legislation in force in any other jurisdiction in which SPA conducts business.
- identify potential hazards to the health and safety of workers arising out of the activities of workers at the workplace and develop procedures to address those risks.
- provide support and adequate resources, both financial and organisational, to enable appropriate work health and safety (WHS) programs and activities to be established, reviewed, and maintained.
- ensure that all workers are kept informed of relevant WHS issues and developments; and
- conduct reviews of this WHS policy and procedures as deemed necessary.
- maintain our places of operation in safe working order.
- create a mechanism for everyone to report and act.
- our sites and offices conduct recycling and take direct steps to minimise our environmental footprint

### All Employees

All employees have responsibility for their health and safety and must work together with managers to ensure a safe working environment. We expect employees to:

- work in a safe and healthy manner.
- follow and comply with all reasonable safety guidelines, instructions, and training.
- consider the safety of other employees, contractors, visitors, and customers.
- report all incidents, accidents, near misses and hazards immediately.
- follow instructions of the site when visiting clients, contacting events, attending events or training.

### Managers

Managers are responsible to ensure WHS processes and systems are followed in the workplace and to take action to implement procedures and address any issues or concerns. SPA is committed to safety and we must all work in a safe manner and promote the safety of others.

Signed

Stephen Crisp

CEO August 2020