

Policy

Eastern Victoria GP Training (EV) recognises its moral and legal responsibility to provide a safe and healthy work environment. This commitment extends to ensuring that the organisation's operations do not place staff, stakeholders, contractors and visitors at risk of injury or illness.

EV strives to develop a culture that encourages all personnel to actively monitor and report all health and safety incidents, near misses and hazards.

EV will:

1. Provide written procedures and instructions to ensure a safe work environment.
2. Ensure compliance with legislative requirements and current industry standards.
3. Ensure that it has a Covid-Safe policy and procedures in place and operate in compliance with state and federal guidelines in relation to the coronavirus (COVID-19) pandemic.
4. Provide adequate resources and information (including equipment, instruction, training and supervision) to staff, registrars, visitors, contractors and relevant stakeholders to ensure their safety and compliance with Work Health and Safety (WH&S) requirements.
5. Consult with staff and others in relation to any workplace change that will affect their health and safety.
6. Regularly review and audit WH&S systems to ensure they remain relevant, compliant and suitable.
7. Continually monitor the health and safety performance of the organisation.
8. Maintain records of meetings (including attendance) when health and safety is discussed.
9. Maintain physical infrastructure and property, including motor vehicles, in a condition that ensures it is safe to use.
10. Maintain an incident register and report incidents and near misses to the Finance, Audit and Risk Management Committee on a regular basis.
11. Ensure that all reported incidents, near misses and hazards are recorded in the register, are investigated, and that control measures are implemented to eliminate or minimise the risk of recurrence.
12. Actively manage workplace health and safety risks through the systematic identification of potential hazards, evaluation of their risks and implementation of effective controls.
13. Ensure that all staff and contractors working for and on behalf of EV have an orientation to the organisation's processes and that they commit to meeting the relevant legislative and industrial occupational health and safety guidelines and that these are included in relevant agreements and contracts.
14. Have in place safe operating procedures prior to the use or introduction of new or modified equipment, consumables or any other items.
15. Provide a positive and co-operative rehabilitation program that supports an effective return to work of an employee suffering an occupational illness or injury.
16. Ensure all EV buildings have appropriate fire/evacuation plans displayed and fire safety equipment installed.
17. Maintain personal protective equipment, first aid equipment and fire equipment.
18. Have a smoke free work environment.
19. Maintain a Safety Data Sheets register.

Definitions

Nil

Additional Information

- WorkSafe Victoria <http://www.worksafe.vic.gov.au>
- 3.16-COVID19-Return-to-Office Policy
- HR-Form-3.20-COVID19-Return-to-Office-Form
- HR-Form-3.18-Working-from-Home-Agreement



Relevant Legislation

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Occupational Licensing National Law Repeal Act 2016
- Dangerous Goods Act 1985
- OH&S Compliance Codes
 - Communicating Occupational Health and Safety across languages
 - Workplace Amenities and Work Environment
 - Confined Spaces
 - First Aid in the Workplace
 - Prevention of Falls in General Construction
 - Managing Asbestos in Workplaces
 - Removing Asbestos in Workplaces
- Accident Compensation Act 1985
- Accident Compensation (OH&S) Act 1996 (Vic)
- Transport Accident Act 1986
- Transport Accident Regulations 2007

Title (including ID Number)		WHS-Gov-6.1 Workplace Health and Safety Policy			
Policy owner (position title)		CEO			
Date created		September 2015		Date first approved February 2016	
Review history	Date	Oct 2017	August 2020	February 2021	
	Version no.	02	03	04	
	Date				
	Version no.				
Date this version approved		August 2020		Version no. 03	
Approved by		Board			
Next review		August 2023			