FARM-005 Occupational Health and Safety Policy

References:	The Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
Associated Policies/Procedures:	Board Charter FARMC Charter FARM-001 –Risk Management Policy and Procedures
Associated Forms:	N/A

1. Introduction

The Australasian Corrosion Association (the Association) is committed to protecting the health and safety of its employees, volunteers, contractors, training participants and visitors. In addition, the Association is committed to continual improvement, aimed at the prevention of work-related injury and illness.

2. Purpose

This policy states the commitment of the Association to the health, safety and welfare of all who work in or visit our workplaces (to ensure no harm) and our commitment to consultation and cooperation between management and employees.

3. Scope

This policy is applicable to the Association in all of its operations, training program delivery and functions.

4. Definitions

Term	Definition
Contractors and consultants	A person or entity engaged by the Association to perform work or provide services as a non-employee. It includes any employees of an independent contractor, including subcontractors.
Employee	A person hired under a contract of employment by the Association.
Hazard	Something that has the potential to cause harm, including substances, plant, work processes and/or other aspects of the work environment.
Health	Includes both physical and psychological health.
OHS	Occupational Health and Safety.
OHS Risk	The possibility that harm (death, injury or illness) might occur when exposed to a hazard. It includes both internal hazards (which the Association can potentially manage) and external hazards (which may be outside its control).
OHS management system (OHSMS)	Refers to the health and safety procedures the Association has in place to identify hazards and eliminate or minimise the risks involved in its workplace operations.

Training participants	Persons enrolled to participate in a training program run by the Association, inclusive of the Association's own programs or those delivered under licence.
Visitor	A person who attends the workplace and is not an employee, a contractor, consultant or volunteer.
Volunteer	A person who undertakes a piece of work for the Association and receives no compensation for the activity. They can be members or non-members.
Workplace	A place, whether or not in a building or structure, where employees of the Association work. It also includes the location for delivery of training and meetings of committees and groups.

5. Policy statement

Workplace health, safety and wellbeing are a priority for the Association. The Association strives to reinforce safe behaviours and to eliminate unsafe acts and practices to protect the health, safety and wellbeing of all employees, volunteers, contractors, training participants and visitors.

The Association will:

- Provide and maintain safe and healthy work environments;
- Implement and maintain an OHS management system;
- Communicate this OHS policy to all persons working under its control, with the intent of making them aware of their individual OHS obligations;
- Consult with employees, volunteers, and where appropriate contractors, to ensure informed decisions are made in relation to health and safety;
- Be proactive and consultative in identifying hazards, assessing the risks associated with them and implementing controls to eliminate or minimise the hazard;
- Provide appropriate instruction, training, information and supervision to ensure work is carried out in a safe manner;
- Identify, allocate and use the resources (human and financial) necessary to provide and maintain safe work systems and processes; and
- Conduct regular reviews and evaluation of ACA health and safety systems in place and strive for continuous improvement.

6. OHS management system

The OHS Management System (OHSMS) is a tool for managing workplace health and safety. The OHSMS provides the key to successful health and safety management through the correct identification of hazards, the setting up of procedures to eliminate or control the associated risks and the continual monitoring of the effectiveness of those procedures to prevent harm and damage. The OHSMS consists of:

- This policy;
- The ACA risk register;

- OHS risk assessments;
- OHS incident and hazard reporting system;
- OHS training program; and
- Safe work method statements.

7. Accountabilities & responsibilities

7.1. **Board:** The ACA Board is ultimately responsible for approving, and committing to, the OHS policy. The Board is responsible for ensuring that appropriate resources, systems and processes are in place to implement the OHSMS across the Association.

7.2. **Finance, Audit and Risk Management Committee (FARMC):** FARMC is responsible for reviewing and improving *FARM-005 Occupational Health and Safety Policy* in accordance with the Committee's Charter. FARMC is responsible for reviewing and making recommendations to the Board regarding the OHS Policy. FARMC is also responsible for ensuring that key OHS risks have been identified and are being managed appropriately.

7.3. **Executive Officer (EO):** The EO is responsible for ensuring that the OHS Policy and the OHSMS are being effectively resourced and implemented across the Association. The EO is also responsible for providing independent assurance that OHS risk management controls are implemented and operating effectively.

7.4. **Employees:** All employees have the responsibility to:

a) Adhere to safe work practices, instructions, rules, safety guidelines & procedures
b) Immediately report any unsafe work condition or equipment
c) Not misuse, damage, refuse to use or interfere with anything provided in the interest of OHS
d) Perform all work duties in a manner which ensures individual health and safety and that of all other employees, clients and other stakeholders in any activities that they are undertaking
e) Participate in training and consultation activities
f) Encourage fellow employees to create and maintain a safe and healthy work environment
g) Cooperate with all other employees to enable the health and safety responsibilities of all employees to be achieved.

7.5. **Other stakeholders:** All contractors, consultants, training participants, volunteers and visitors, while visiting or conducting business at the Association's workplaces or participating in authorised activities, are to:

a) Take reasonable care of their own health, safety and wellbeing and that their acts or omission do not adversely affect the health and safety of others
b) Report health and safety issues and participate in consultation in OHS matters affecting them
c) Follow reasonable OHS instructions, policies and procedures of the association

8. Policy Review

FARMC will review the OHS Policy at least every three years. Any changes to policy will be submitted to the Board for approval.

Revision	Change details	Reviewed by	Date reviewed	Approved by	Approval date
1.0	Policy development	Audit, Finance & Risk Committee		Board	21 Feb 2015
1.1	Scheduled review	Audit, Finance & Risk Committee	Oct 2017	Board	18 Feb 2017
2.0	Complete rework of policy	FARMC	May 2024	Board	29 May 2024
2.0	Scheduled review	FARMC	September 2026	Board	21 October 2026