

Work Health Safety & Wellbeing (WHS&W) Policy

1 APPLICATION

- 1.1. HMRI is committed to providing a safe and healthy working environment for all building occupants, contractors, and visitors at HMRI's place of work.

2 INTRODUCTION

- 2.1 HMRI recognises the need to work with its partners, the University of Newcastle (the University) and the Hunter New England Local Health District (HNELHD) to achieve a safe and healthy working environment.

3 POLICY INTENT

- 3.1 The purpose of this Policy is to foster a coordinated and consistent approach to work health safety and wellbeing (WHS&W) across HMRI and to assist in compliance with relevant legislation including the Work Health and Safety Act 2011 (NSW).
- 3.2 HMRI maintains WHS&W systems aimed at ensuring a safe and healthy working environment.

4 SCOPE

- 4.1 HMRI is committed to:
 - a. establishing clear levels of responsibility and accountability for Directors, managers, supervisors and other employees, building occupants, contractors, visitors and volunteers;
 - b. ensuring legislative compliance and industry best practice is maintained so far as is reasonably practicable;
 - c. protecting workers and other persons against harm to their health, safety and wellbeing through the elimination or minimisation of risks arising from work or from specified types of substances or plant;
 - d. providing fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health safety and wellbeing;
 - e. providing effective communication so that information is conveyed and received efficiently without the intended meaning being distorted or changed;

- f. maintaining effective consultation, cooperation, coordination, and confidentiality with all parties who share work health and safety obligations with HMRI including the University, HNELHD and contractors;
- g. supporting and promoting the provision of advice, information, education and training in relation to work health and safety;
- h. supporting and promoting a positive safety culture, behaviour, respect, and dignity in the workplace, including psychological safety;
- i. continually monitoring, reviewing, and auditing the WHS&W systems and procedures to ensure opportunities for improvement are incorporated and communicated; and
- j. providing premises, fittings and fixtures, plant, equipment and systems of work that are safe and without risk to health and wellbeing, so far as is reasonably practicable.

DEFINITIONS

Building Occupant means any person who has been issued with a security card for access to the HMRI building, which is currently active.

Contractor is a Visitor who attends at the HMRI building to carry out activities from time to time, pursuant to a contract or other arrangement with HMRI.

People leaders means Directors, Executives, Heads of Groups and managers or supervisors

Visitor means any person who attends at the HMRI building who has not been issued with a security card that is currently active

Volunteer means a voluntary worker (including a student or graduate placement), member of an HMRI committee or auspice group, authorised representative or other person with delegated authority to carry out activities in connection with the operations and business of HMRI.

Workers A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or

- (g) a student gaining work experience; or
- (h) a volunteer; or
- (i) a person of a prescribed class.

RELATED DOCUMENTS

Work Health and Safety Act 2011 (NSW).

VERSION CONTROL

Approval date	Effective date	Version
06/10/2022 Board	10/05/2023	01V1