Work Health and Safety (WHS) Policy

Introduction

At Community First Maintenance, we are committed to ensuring the health, safety, and well-being of our employees, clients, contractors, and the community. We recognize that a safe and healthy work environment is essential to the success of our business and the satisfaction of our clients.

Objectives

- To provide a safe and healthy workplace for all employees, contractors, and visitors.
- To comply with all relevant WHS legislation, regulations, and codes of practice.
- To integrate WHS management into all aspects of our operations and decision-making processes.
- To continuously improve our WHS performance through regular review and consultation.

Responsibilities

Management:

- Ensure compliance with WHS legislation and standards.
- Provide resources, training, and support to promote a safe work environment.
- Conduct regular risk assessments and implement control measures.
- Monitor and review WHS policies and procedures to ensure their effectiveness.

Employees:

- Follow all WHS policies, procedures, and instructions.
- Report any hazards, incidents, or unsafe practices to management immediately.
- Participate in WHS training and initiatives.
- Take reasonable care for their own health and safety and that of others.

Risk Management

Hazard Identification: Regularly inspect and assess the workplace to identify potential hazards.

Risk Assessment: Evaluate the risks associated with identified hazards to determine their potential impact.

Risk Control: Implement appropriate measures to eliminate or minimize risks. This includes engineering controls, administrative controls, and personal protective equipment (PPE).

Monitoring and Review: Continuously monitor the effectiveness of control measures and review them periodically to ensure they remain effective.

Training and Education

- Provide comprehensive WHS training to all employees, including induction training for new hires and ongoing training for current staff.
- Ensure employees are informed about potential hazards and safe work practices relevant to their roles.
- Promote a culture of safety through regular communication, meetings, and updates on WHS matters.

Incident Management

Reporting: Ensure all incidents, near misses, and hazards are reported promptly.

Investigation: Investigate incidents to identify root causes and implement corrective actions to prevent recurrence.

Documentation: Maintain accurate records of incidents, investigations, and actions taken.

Consultation and Communication

- Foster open communication and consultation with employees on WHS issues.
- Encourage employee participation in WHS discussions and decision-making processes.
- Provide regular updates on WHS matters through meetings, newsletters, and noticeboards.

Continuous Improvement

- Set measurable WHS objectives and targets to drive continuous improvement.
- Regularly review and update WHS policies and procedures based on feedback, incident investigations, and legislative changes.
- Conduct periodic audits and inspections to assess WHS performance and identify areas for improvement.

Conclusion

Community First Maintenance is dedicated to maintaining a safe and healthy work environment. Through effective risk management, continuous improvement, and active participation from all employees, we strive to achieve excellence in WHS and ensure the well-being of everyone involved in our operations.