

# WHS POLICY



## WH02 Work Health and Safety and Injury Management Policy

*Making sure the workplace is safe and taking care of anyone injured at work*

Bedford will provide and maintain a safe working environment for the health, safety and welfare of our staff and employees, contractors, volunteers and visitors who attend our sites.

Bedford is a not-for-profit organisation and a diverse provider of employment, training, residential services, community access and life-skills for people with disability.

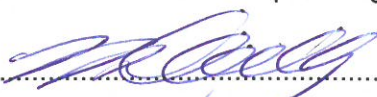
We provide jobs and training in horticulture and grounds maintenance, packaging, cleaning, maintenance, warehousing, laundry, fundraising, furniture and hospitality, with staff in South Australia, New South Wales and Victoria.

Bedford has a strategic plan underpinned by a Work Health and Safety and Injury Management (WHS & IM) system, detailing the KPIs to ensure:

- the Board, Executive, Managers, Supervisors and staff and employees are held accountable and responsible for WHS performance
- strong and effective leadership so that everyone participates in and promotes WHS in the workplace
- a pro-active, risk management approach to WHS and IM for our business through the identification of hazards, risk assessment and elimination or control of the risks through risk management and consultative methods
- the provision and maintenance of operations, premises, equipment, plant and substances that are safe, to minimise and manage risks
- effective consultation, communication and participation between workers, managers, supervisors, contractors and all interested parties
- the provision of such information, instruction, training and supervision as may be necessary to ensure our workers' health and safety at work
- safe systems of work including regular review of these systems
- currency of information and robust controlled document management
- the provision of adequate information and instruction for contractors and visitors
- the expeditious return to work of injured workers to pre-injury duties
- compliance with safety and worker's compensation legislation and any relevant Standards or Codes of Practice, as far as is reasonably practicable to do so.

Bedford is committed to programming continuous improvement initiatives, independent system reviews and focussing on positive performance indicators.

Bedford is committed to providing a safe place of work, at all times and in all circumstances.



Date: 20/3/18

**Maggie Dowling – Chief Executive Officer**