



Health, Safety & Wellbeing (HS&W) policy

The Water Well Project (TWWP) aims for zero injuries and zero harm.

It is committed to:

- providing and maintaining a safe and healthy work and volunteering environment;
- carrying out its operations without compromising the health, safety, mental and social wellbeing of its employees, contractors, volunteers and anyone else who may be affected by our business or undertakings;
- minimising any potential work safety hazard(s) or risk(s) as far as reasonably practicable.

PURPOSE

The purpose of this policy is

1. To ensure that all parties are aware of their responsibilities for identifying and mitigating hazards and risks to HS&W and for establishing controls and procedures for prevention.
2. To provide guidance to staff/volunteers/contractors on next steps of action in the event of an identified HS&W risk.

All staff, contractors and volunteers will receive information on this policy and relevant procedures on induction.

POLICY

As a health promotion organisation, TWWP is committed to a safety-first culture. WH&S is the responsibility of all parties. A safe and healthy environment free from workplace injury and illness can only be achieved through the participation, co-operation and commitment of everyone in the workplace and through open and engaging communication with all stakeholders on matters of health and safety.

Everyone working with TWWP including contractors and volunteers must:

- Take all reasonable steps to ensure their own and others' health, safety and wellbeing while working;
- Take all reasonable actions to comply with our policy and procedures aimed at promoting HS&W;
- Report any incident or near miss immediately, no matter how trivial, according to procedure.

Staff, contractors and volunteers should:

- Engage in consultation with management to identify, assess and control hazards and risks;
- Report all known or observed hazards to the appropriate person on the Board, TWWP Project Administrator and/or Executive Officer .



The Water Well Project

The TWWP Board will:

- Ensure the company complies with all legislation related to health and safety;
- Promote a culture of risk management: including but not limited to integrating these considerations in all business planning activities HS&W hazards are identified, and risks are effectively managed.
- Manage risk by ensuring that information, instruction and training is provided to workers, contractors and visitors regarding any or all relevant HS&W issues arising from work activities;
- Provide and maintain safe equipment, facilities, structure and safe systems of work.
- Investigate all incidents, accidents and near misses to ensure future accidents are prevented;
- Consult with the staff on all matters relating to work HS&W. Monitor and review in an ongoing consultative process that responds to changing work environments.

Related Documents

- Volunteer Deed references to Incident reporting to Secretary via Project Administrator
- Face to Face COVID safety plan for volunteers
- Annexure to F2F COVID safety plan- volunteer checklist
- Annexure to F2F COVID safety plan- Project Administrator checklist

Administration

The Board is responsible for the administration of this policy. The policy will be reviewed and revised as needed at a minimum every two years or as specific health and safety issues arise.

Originally adopted by the Board: April 2021

Reviewed/revised on: May 2021

Next review: May 2023