

<b>Title</b>	Health and Safety Policy	<b>Version</b>	6.1
<b>Policy No.</b>	P 2020/04	<b>Effective date</b>	23/11/2020

## 1. OVERVIEW

This policy outlines how the Forestry Corporation of NSW (FCNSW) will address its commitment to ensuring the health, safety and welfare of all workers and other persons involved in or who may be affected by its business, undertakings or activities.

## 2. BACKGROUND

To ensure the sustainability of this commitment, FCNSW will allocate all necessary resources to the prevention of workplace injury and illnesses through the effective implementation of its Work Health and Safety Management System (WHSMS) and associated programs promoting safe work practices, individual accountability, positive performance and continual improvement.

## 3. SCOPE

This procedure applies to all FCNSW workers including employees, contractors and volunteers in all work contexts and workplaces.

## 4. POLICY

### 4.1 Objectives

The objectives of this policy are to ensure, so far as is reasonably practicable, that:

- Statutory and non-statutory law obligations are understood with prescribed responsibilities being met by all duty holders.
- A fair and just culture is fostered promoting accountability and leadership to guide respectful, ethical and risk-informed conduct, decision making and organisational learning.
- Risks are identified, evaluated, assessed, controlled, managed and periodically reviewed ensuring the highest level of protection is provided to all workers and others so far as is reasonably practicable.
- Fit-for-purpose systems are developed, implemented and continually improved remaining reflective of legal and other requirements, the nature of business and areas of critical risk.
- Systems are implemented for the periodic inspection, testing, maintenance and certification of structures, facilities, plant, equipment, materials and substances.
- Systems are implemented for reporting, reviewing, investigating and preventing issues and incidents including injuries, illnesses, dangerous occurrences, hazards and near misses.
- Consultative arrangements are defined and meaningful to ensure there is appropriate and fair representation and participation of all stakeholders whose health, safety or welfare could be directly or indirectly impacted by change, decisions or work.
- A flexible and adaptive evidence-based program is implemented for managing work and non-work-related injuries and other health conditions that promote safe and durable recovery.

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- All reasonable health and safety related information, instruction and training is provided to workers and others empowering them to make informed risk-based decisions and lead or participate in creating and maintaining a safe working environment.
- Resources are provided and regularly reviewed enabling the effective implementation and periodic evaluation of this policy through performance monitoring.
- This policy and the commitment therein is reviewed biannually in consultation with key stakeholders to ensure it remains relevant, effective and reflective of FCNSW' business, undertakings and risks.

## 4.2 Responsibilities

FCNSW management are responsible for ensuring the health, safety and welfare of all persons in the workplace through the provisions of the WHSMS and by:

- Ensuring a proactive risk management approach to work in consultation with workers.
- Ensuring the WHSMS is implemented across all parts of the business and evaluated through periodic audits, inspections, observations and performance appraisals.
- Ensuring appropriate consultation and communication arrangements are enacted involving key stakeholders or their representatives in providing and continually improving fit-for-purpose and flexible systems of work.
- Ensuring processes for incident reporting and management are understood and enforced.
- Providing all reasonable health and safety related information, instruction and training required to meet the requirements of this policy and the WHSMS.
- Implement a WHS strategy to achieve the objectives of this policy to inform the next review of this Policy.

Workers and other persons must take reasonable care for the health, safety and welfare of themselves and others at the workplace by:

- Following all reasonable health and safety related systems and instruction.
- Stopping work where the task or conditions of work are reasonably believed to be unsafe, and cooperating with the relevant manager or supervisor to resolve the issue without undue consequence for doing so.
- Actively participating in and cooperating with consultation, risk management and training processes and programs.
- Reporting all incidents, hazards and faults as soon as possible correcting or isolating the source where safe to do so.
- Participating in Return and Recovery at Work processes following any work or non-work-related injury, illness or other health condition.

## 4.3 Health, Safety and Wellbeing Programs

To ensure the general provisions of this policy are implemented, the Senior Management Team will ensure a program of strategic and operational activities relating to health, safety, wellbeing and injury management are established, resourced, evaluated and continually improved.

## 5. RELATED LEGISLATION

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2017*

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## 6. RELATED POLICIES

- BP2020/01 - Code of Conduct

## 7. RELATED DOCUMENTS

- [WHSP 1.1 Accountabilities and Responsibilities](#)
- [WHSP 8.1 Return and Recovery at Work Program](#)

## 8. REVISION HISTORY

Version No.	Policy Number	Date	Amendments
1.0	HSPOOI VI	May 2005	
2.0	P2010/07	June 2010	
3.0	P2012/02	January 2012	
3.1	P2012/02	October 2012	
4.0	P2015/01	January 2015	
5.0	P2015/01	June 2017	
6.0	P2020/04	May 2020	Incorporated Return and Recovery at Work objectives and responsibilities Section 4.1; added to establish objectives for how FCNSW will meet legal and other requirements Section 4.3; added to define WHS governance
6.1	P2020/04	December 2020	Section 4.2; added a responsibility for the strategic review and continual improvement of this document Signed by Acting CEO

## 9. DATE OF NEXT REVIEW

April 2022

## 10. CONTACT OFFICER

The Health, Safety and Wellbeing Business Partner is responsible for the maintenance and review of this policy. Future policy changes may occur in line with the process outline in WHSP 3.4 Document Control and Records Management.

## Executive Endorsement



Chief Executive Officer

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**Health and Safety Policy**

Forestry Corporation of NSW (FCNSW) is committed to ensuring the health, safety and welfare of all workers and others involved in or who may be affected by its business, undertakings or activities. To meet its legal duties and ensure the sustainability of this commitment, FCNSW will allocate all necessary resources to the prevention of workplace injury and illnesses through the effective implementation of its Work Health and Safety Management System (WHSMS) and associated programs promoting safe work practices, individual accountability, positive performance and continual improvement.

The objectives of this policy are to ensure, so far as is reasonably practicable, that:

- Statutory and non-statutory law obligations are understood with prescribed responsibilities being met by all duty holders.
- A fair and just culture is fostered promoting accountability and leadership to guide respectful, ethical and risk-informed conduct, decision making and organisational learning.
- Risks are identified, evaluated, assessed, controlled, managed and periodically reviewed ensuring the highest level of protection is provided to all workers and others so far as is reasonably practicable.
- Fit-for-purpose systems are developed, implemented and continually improved remaining reflective of legal and other requirements, the nature of business and areas of critical risk.
- Systems are implemented for the periodic inspection, testing, maintenance and certification of structures, facilities, plant, equipment, materials and substances.
- Systems are implemented for reporting, reviewing, investigating and preventing issues and incidents including injuries, illnesses, dangerous occurrences, hazards and near misses.
- Consultative arrangements are defined and meaningful to ensure there is appropriate and fair representation and participation of all stakeholders whose health, safety or welfare could be impacted by change, decisions or work.
- A flexible and adaptive evidence-based program is implemented for managing work and non-work-related injuries and other health conditions that promote safe and durable recovery.
- All reasonable health and safety related information, instruction and training is provided to workers and others empowering them to make informed risk-based decisions and lead or participate in creating and maintaining a safe working environment.
- Resources are provided and regularly reviewed enabling the effective implementation and periodic evaluation of this policy through performance monitoring.
- This policy and the commitment therein is reviewed biannually in consultation with key stakeholders to ensure it remains relevant, effective and reflective of FCNSW' business, undertakings and risks.

**Responsibilities**

**FCNSW management** are responsible for ensuring the health, safety and welfare of all persons in the workplace through the provisions of the WHSMS and by:

- Ensuring a proactive risk management approach to work in consultation with workers.
- Ensuring the WHSMS is implemented across all parts of the business and evaluated through periodic audits, inspections, observations and performance appraisals.
- Ensuring appropriate consultation and communication arrangements are enacted involving key stakeholders or their representatives in providing and continually improving fit-for-purpose and flexible systems of work.
- Ensuring processes for incident reporting and management are understood and enforced.
- Providing all reasonable health and safety related information, instruction and training required to meet the requirements of this policy and the WHSMS.
- Implement a WHS strategy to achieve the objectives of this policy to inform the next review of this Policy.

**Workers and other persons** must take reasonable care for the health, safety and welfare of themselves and others at work by:

- Following all reasonable health and safety related systems and instruction.
- Stopping work where the task or conditions of work are reasonably believed to be unsafe, and cooperating with the relevant manager or supervisor to resolve the issue without undue consequence for doing so.
- Actively participating in and cooperating with consultation, risk management and training processes and programs.
- Reporting all incidents, hazards and faults as soon as possible correcting or isolating the source where safe to do so.
- Participating in Return and Recovery at Work processes following any work or non-work-related injury, illness or other health condition.

**Health, Safety and Wellbeing Programs**

To ensure the general provisions of this policy are implemented, the Senior Management Team will ensure a program of strategic and operational activities relating to health, safety, wellbeing and injury management are established, resourced, evaluated and continually improved.

**CHIEF EXECUTIVE OFFICER SIGNATURE:** .....  ..... **DATE:** ..... 10/12/2020 .....

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