

The RSPCA NSW (RSPCA) is committed to providing a healthy and safe workplace for all employees, volunteers, members and visitors. Consistent with the importance attached to workplace health and safety by the RSPCA, all necessary resources will be made available to ensure compliance with the statutory requirements and that the workplace is safe and without risk to health.

Management is committed to providing the systems, procedures and support necessary to ensure the effective promotion and maintenance of workplace health and safety. Management will also develop, implement and review the RSPCA's workplace health and safety program in consultation with employees, volunteers and members.

Workplace Health and Safety (WHS) is both an individual and shared responsibility of all employees, volunteers and members of the RSPCA. The mutual acceptance and active pursuit of reciprocal responsibilities by management, employees, volunteers and members are essential to the success of the policy.

Management's Responsibilities

Line Management acknowledges and accepts responsibility to:-

- Integrate WHS into all aspects of the workplace.
- Promote consultation in respect of workplace health and safety as a normal component of all aspects of work.
- Plan, develop, implement and monitor a WHS program including establishment of WHS Committees or Representatives (or other representation) from all levels of the workforce.
- Take effective action to provide and maintain a healthy and safe workplace.
- Promote that safety of an individual comes before all other considerations.
- Ensure:
 - A safe place of work exists.
 - A safe system of work exists.
 - Employees are trained in the safe performance of their assigned tasks.
 - Appropriate safety assessments have been completed for tasks, when new tasks are created and when new plant or equipment is purchased.

- Risk Assessments are carried out where required and existing Risk Assessments are reviewed on an ongoing basis.


Individuals Responsibilities

Employees, volunteers and others working at RSPCA sites acknowledge and accept responsibility to:-

- Work in and encourage others to work in a healthy and safe manner
- Follow all safe operating practices & procedures.
- Discourage others from working in a hazardous manner.
- Actively support and promote WHS in the workplace
- Immediately report and/or rectify if possible and practicable, any hazardous conditions observed.

Contractors, Subcontractors and Suppliers

All contractors, subcontractors and suppliers engaged to perform work on the RSPCA’s premises or locations are required, as a part of their contract, to comply with the WHS Act and Regulations plus the policies, procedures and programs of the RSPCA. They are also required to observe directions on health and safety matters from designated representatives of the RSPCA. Failure to comply with or observe a direction will be considered a breach of contract and sufficient grounds for the termination of the contract.

Date Issued:	March 2011	No of pages:	2
Updated:	November 2013 Revised February 2015.	Authorised by: Signature Date	Steven Coleman  14.4.15.

