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## OCCUPATIONAL HEALTH, SAFETY AND WELFARE POLICY

This policy and any subsequent amendments are issued pursuant to the Mallee Catchment Management Authority Board Charter of Corporate Governance.

### Metadata

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## 1. Purpose

Under the Victorian *Occupational Health and Safety Act 2004* (OHS Act), Mallee Catchment Management Authority (CMA) must, so far as reasonably practicable, provide and maintain for employees and all people who participate in our activities, a working environment that is safe and without risks to health.

Mallee CMA is committed to the effective management of occupational health, safety and wellbeing, which ranks equally with all other operational considerations.

It is the aim of Mallee CMA to minimise the risk of injury and disease to our employees and other persons by adopting a planned and systematic approach to the management of occupational health and safety and providing the resources for its successful implementation and continuous improvement.

## 2. Accountability statements

Mallee CMA recognises there are many potential hazards that employees may be exposed to, while working to manage the catchment. Mallee CMA will take all reasonable, practicable steps to provide and maintain a safe and healthy work environment for all employees and volunteers under our management and control.

The table below describes the legislative and Mallee CMA health, safety and wellbeing and workers compensation accountabilities across the Mallee CMA to provide and maintain a healthy and safe workplace.

Role	Responsibilities
Board members and Chief Executive Officer (CEO)	<ul style="list-style-type: none"><li>• Provide high level health, safety and wellbeing leadership</li><li>• Ensure Mallee CMA meets its legal obligations in relation to Occupational Health and Safety (OHS) and workers compensation</li><li>• Endorse Mallee CMA health, safety and wellbeing strategies and policy and monitor delivery against objectives and targets</li><li>• Provide adequate resources for implementation of Mallee CMA's health, safety and wellbeing strategy and Occupational Health and Safety Management System (OHSMS)</li><li>• Endorse objectives and targets for health, safety and wellbeing and monitor performance</li><li>• Ensure health, safety and wellbeing is considered in the implementation of government policy</li><li>• Appoint responsible management and delegate authority for the management of health, safety and wellbeing and workers compensation.</li></ul>
General Managers	<ul style="list-style-type: none"><li>• Provide health and safety leadership and support employee wellbeing in the workplace</li><li>• Work in accordance with Mallee CMA's OHSMS policy and procedures</li><li>• Use mechanisms and structures in the workplace for health, safety and wellbeing consultation and communication</li><li>• Proactively identify workplace health, safety and wellbeing hazards and address risks</li><li>• Monitor workplace health, safety and wellbeing and the effectiveness of strategies to manage risks</li><li>• Delegate authority to managers and supervisors where appropriate for the management of health, safety and wellbeing and workers compensation in local workplaces.</li><li>• Report and investigate health and safety incidents and hazards using Rapid Incident reporting</li><li>• Provide input into corrective actions</li><li>• Support employees who become ill or injured to facilitate timely and sustainable return to work</li></ul>

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<p>Managers (Senior, Investor &amp; Executive)</p>	<ul style="list-style-type: none"> <li>• Provide health and safety leadership and support employee wellbeing in the workplace</li> <li>• Work in accordance with Mallee CMA's OHSMS policy and procedures</li> <li>• Use mechanisms and structures in the workplace for health, safety and wellbeing consultation and communication</li> <li>• Proactively identify workplace health, safety and wellbeing hazards and address risks</li> <li>• Monitor the effectiveness of strategies to manage risks and the health, safety and wellbeing of employees</li> <li>• Report and investigate health and safety incidents and hazards using Rapid Incident reporting</li> <li>• Provide input into corrective actions</li> <li>• Support employees who become ill or injured to facilitate timely and sustainable return to work.</li> </ul>
<p>Employees, workplace participants and contractors</p>	<ul style="list-style-type: none"> <li>• Take reasonable care for personal health, safety and wellbeing and that of others</li> <li>• Work in accordance with Mallee CMA's OHSMS policy and procedures</li> <li>• Participate constructively in relevant health, safety and wellbeing consultation processes</li> <li>• Participate in relevant OHS related training</li> <li>• Report health and safety incidents and hazards using Rapid Incident reporting</li> <li>• Provide input into corrective actions</li> <li>• Notify their manager of any work-related illness or injury sustained and co-operate with the return to work process.</li> </ul>
<p>Safety and Consultative Committee</p>	<p>The principal functions of the committee are:</p> <ul style="list-style-type: none"> <li>• Facilitate co-operation between the employer and employees in instating, developing and carrying out measures designed to ensure the health and safety at work of the employees</li> <li>• Formulate, review and disseminate to the employees the standards, rules and procedures relating to health and safety that are to be carried out at the workplace</li> <li>• Assist in the development, monitoring and review of health and safety policies and procedures</li> <li>• Consider any proposal for, or changes to, the workplace, policies, work practices or procedures that may affect the health and safety of employees</li> <li>• Promote the importance of health and safety amongst management and employees</li> <li>• Monitor and report on Mallee CMA's health, safety and wellbeing performance</li> <li>• Assist in the resolution of health and safety issues.</li> </ul>

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<p>Employee Health and Safety Representatives (HSR) and Deputy HSR</p>	<p>The powers and functions of HSRs as defined under the <i>Occupational Health and Safety Act 2004</i> include (but are not limited to) the following:</p> <ul style="list-style-type: none"> <li>• Provide a conduit for related information between employees and management</li> <li>• May represent employees from their work group on health and safety matters</li> <li>• May investigate health and safety-related complaints prior to representations to management</li> <li>• May enquire into anything that poses or may pose a risk to the health and safety of members of the designated work group etc.</li> <li>• May make representations to management and report back to employees on any matter relating to health and safety</li> <li>• Discuss with the employees any proposals or matters that may affect their health and safety</li> <li>• Participate in consultative processes</li> <li>• Assist management in the identification of hazards, the assessment of risks and implementation of risk control measures</li> <li>• Assist in promoting adherence to health and safety policies and procedures</li> <li>• Assist in the monitoring of risk controls and the effectiveness of health and safety policies and procedures.</li> </ul>
<p>Manager Safety and Business Support (MSBS)</p>	<ul style="list-style-type: none"> <li>• Coordinate Mallee CMA's health, safety and wellbeing on behalf of the CEO. The MSBS does not assume the responsibilities of managers</li> <li>• Coordinate the identification, development, implementation and review of wellbeing, health and safety-related policies and procedures</li> <li>• Assist managers in the identification, assessment and selection of measures to control hazards and risks to health, safety and wellbeing</li> <li>• Assist managers in monitoring and evaluating hazards and risk control measures</li> <li>• Assist managers in the identification, development and provision of appropriate health, safety and wellbeing related information, instruction, record-keeping and training</li> <li>• Assist managers to effectively consult with employees and their representatives</li> <li>• Monitor and advise on legislative and technical changes relating to health and safety</li> <li>• Monitor and provide regular reports to the Board and committees on Mallee CMA OHS performance</li> <li>• Support employees and HSRs to follow policies and safe work procedure development</li> <li>• Provide information to employees and their representatives on health and safety and wellbeing</li> <li>• Monitor service provider's compliance in accordance with Mallee CMA OHS requirements.</li> </ul>

## 3. Business Rules

Activity	Rules
Objectives	<p>The objectives of this policy are to ensure that:</p> <ul style="list-style-type: none"> <li>• All hazards and risks to health, safety and wellbeing are identified, assessed and where they cannot be eliminated are effectively controlled</li> <li>• Measures to control hazards and risks to health, safety and wellbeing are regularly monitored and evaluated</li> <li>• Employees are consulted and encouraged to contribute to the decision-making process on OHS matters affecting their health, safety and wellbeing at work</li> <li>• All managers, supervisors and employees receive the appropriate information, instruction, training and supervision they need to safely carry out their responsibilities.</li> </ul>
Strategies	<p>Mallee CMA will achieve its occupational health and safety objectives by developing and implementing appropriate policies and procedures that document standards and guide managers, supervisors and employees in carrying out their responsibilities in:</p> <ul style="list-style-type: none"> <li>• Identifying hazards and risks to health and safety associated with tasks and activities carried out by Mallee CMA</li> <li>• Assessing the degree and level of risks arising from hazardous tasks or activities.</li> <li>• Selecting, implementing and maintaining appropriate measures to effectively eliminate and or control risks to health and safety</li> <li>• Consulting with employees and health and safety representatives (HSRs) on matters that may affect their health and safety</li> <li>• Identifying, developing and providing appropriate information, instruction and training to equip managers, supervisors and employees with the knowledge and skills necessary to meet their responsibilities</li> <li>• Developing, implementing, monitoring and reporting on plans to put Mallee CMA health and safety policies and procedures into effect</li> <li>• Identifying, developing and providing appropriate information, to equip volunteers and volunteer groups with the knowledge and skills necessary to meet their responsibilities.</li> </ul>
Reporting	<p>Mallee CMA will comply with occupational health and safety reporting ensuring that:</p> <ul style="list-style-type: none"> <li>• Notifications of reportable incidents to WorkSafe Victoria are within specified timeframes and reporting requirements</li> <li>• Notifications to funding stream investors are as per contractual requirements and if no timeframe is specified, within 2 Business Days.</li> </ul> <p><a href="#">OPOL 083 – OHS&amp;W Hazard and Incident Reporting Policy.</a></p>

## 4. Definitions

Term	Meaning
Employee	A person employed under a contract of employment or contract of training. A reference to an employee includes a reference to an independent service provider (contractor or consultant) or workplace participant engaged by Mallee CMA and any employees of the service provider.
Employer	A person who employs one or more other persons under contracts of employment or contracts of training
Executive Management Committee	Mallee CMA executive group comprising Chief Executive Officer, Chief Finance Officer and General Managers.
Health and Safety Representative and Deputy	A health and safety representative for a designated work group who has been elected and holds office in accordance with the OHS Act 2004
Health and safety committee	A health and safety committee, whether or not established through means defined by the OHS Act 2004
Manager	A person employed in a management role not deemed part of the Executive Management Committee including Executive Manager, Investor Manager, Senior Manager and Program Manager.
Workplace	A place, whether or not in a building or structure, where employees work
Health	Includes psychological health

## 5. Related Documents

### Internal

[TOR 016 –Safety and Consultative Committee Terms of Reference](#)

[OPOL – OHS&W Hazard and Incident Reporting Policy](#)

[OPOL 063 – Volunteer Policy](#)

[PRO 019-048 – Service Provider OH&S Management Procedure](#)

[GN 019-036 – OH&S Issue Resolution Process Guidance Note](#)

### External

*Occupational Health and Safety Act 2004 (Vic)*

*Occupational Health and Safety Regulations 2017 (Vic)*

*Work Health and Safety Act 2011 (Cth)*

*Work Health and Safety Regulation 2011 (Cth)*