



**Mining and
Automotive**
Skills Alliance

Work Health and Safety Policy

Version 1.1

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1. Purpose

The purpose of this policy is to ensure the Mining and Automotive Skills Alliance (AUSMASA) complies with the Occupational Safety and Health Act and relevant state legislation. It provides guidelines for establishing and implementing programs that will reduce workplace hazards, protect lives, and promote employee health and wellbeing.

2. Overview

AUSMASA is committed to safeguarding the physical and mental health, safety and welfare of all people who interact with the organisation, discharging its workplace health and safety obligations and creating a business culture of genuine care for the health, safety and wellbeing of our people, clients, and communities.

3. Audience

This policy applies to AUSMASA's:

- Board
- Committees and sub-committees
- Chief Executive Officer (CEO)
- Employees
- Contractors and sub-contractors

4. Policy

We recognise that workplace health and safety is integral to achieving excellence in the provision of its services and performance outcomes. The purpose of this policy is to, as far as reasonably practicable:

- prevent workplace injuries and illnesses
- promote a safe and healthy workplace culture
- provide a framework for consulting, collaborating, and communicating with workers and health and safety representatives
- consider workplace health and safety in project planning and work activities
- investigate to find root causes, develop strategies for overcoming or managing and reducing safety risks before incidents occur, prevent health and safety risks through training and promote a safe and healthy workplace by initiating conversations
- ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace
- drive continuous improvement in workplace health and safety
- promote a workplace environment that is free from psychosocial hazards and risks.

This policy applies to all Personnel, including those with third parties.

4.1. Commitment to Workplace Health and Safety

AUSMASA takes all reasonably practicable steps to safeguard its Personnel's rights to work in an environment that is safe and without risks to health and safety.

AUSMASA is committed to continuously improving its workplace health and safety practices through the ongoing development of processes and procedures to:

- identify, assess, and control workplace hazards
- provide a rehabilitation system for those affected by occupational injury or illness.

AUSMASA is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.

AUSMASA is committed to ensuring all Personnel are free from bullying and physical violence in their workplace, including physical attack or abuse and the threat of any such violence.

AUSMASA will achieve its commitments by developing, resourcing and implementing proven and effective procedures and processes that set out clear steps that Personnel must consistently follow or apply when responding to health and safety hazards or the incidence of risks, to ensure that the correct outcome is reached and/or risks are effectively managed or eliminated quickly and effectively.

4.2. Health and Safety Representative

AUSMASA is committed to working in partnership with all Personnel to identify and address workplace health and safety issues, including appointing a health and safety representative to:

- represent Personnel on any health and safety matters that require escalation to the CEO or Board of Directors and report all responses/outcomes back to Personnel
- upon request, investigate and then represent Personnel in relation to any valid health and safety-related complaints to the CEO or Board of Directors
- work with AUSMASA's management to discuss workplace health and safety issues and improve health and safety standards
- communicate to Personnel details of any proposals or matters which may affect their health or safety at work
- assist AUSMASA's management in identifying hazards, assessing risks, and implementing risk control measures
- promote adherence to health and safety policies and procedures at all levels of AUSMASA's business
- assist AUSMASA's executive management in monitoring risk controls and the effectiveness of health and safety policies and procedures.

4.3. Workplace Health and Safety Committee

Where a Workplace Health and Safety Committee is required by legislation, AUSMASA will establish a Workplace Health and Safety Committee in accordance with the applicable legislation.

Where AUSMASA is not required to establish a Workplace Health and Safety Committee, and does not otherwise establish such a committee, AUSMASA may conduct regular health and safety forums.

4.4. Review

This policy and any related procedures will be reviewed at least once every 12 months. The review will involve assessing the effectiveness of the Policy and Procedures by (among other things):

- reviewing overall health and safety performance against ASMESA’s stated objectives
- implementing corrective actions and risk controls promptly to correct unsafe practices and ensure continued compliance with the relevant legislation.

4.5. Legislation and Industrial Instruments

Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of employees and other stakeholders in the workplace. All officers, employees, contractors, and suppliers must observe and comply with all laws that relate to their engagement, including, but not limited to:

- workplace health and safety laws that operate in each state and territory
- workers’ compensation legislation that operates in each state and territory
- criminal laws, including recently introduced industrial manslaughter offences that operate in Victoria, NT, WA, Queensland, and ACT at the time of writing (broadly, these offences expose individuals to significant penalties and possible incarceration for negligent conduct causing death in the workplace)
- anti-discrimination laws (each Australian jurisdiction regulates discrimination based on certain protected attributes including sex, race, and age)
- employment laws (including measures to address bullying at work under the Fair Work Act 2009).

5. Definitions

PERSONNEL means each employee, officer, contractor, subcontractor, supplier and agent of AUSMASA or all of them as a group, as the context requires.

THIRD PARTY means any individual or organisation that Personnel come into contact with during the course of working for or being engaged by AUSMASA, and includes AUSMASA’s actual and potential clients, business contacts, contractors, agents and government and public bodies.

WORKPLACE means places where people undertake work in connection with AUSMASA, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.

6. Document History and Contact Details

Version

Number	1
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Next Review date	30 June 2024

Revision History

Revision date	Summary of amendments	Prepared by	Version
May 2023	Amendment to new brand template. Update of Audience.	Organisational Development Assistant	1.1

Contact details

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