



ANZGOG WORK HEALTH AND SAFETY POLICY

Purpose

ANZGOG aims to build a culture that encourages everyone in the workplace to take responsibility for maintaining a safe and healthy work environment. ANZGOG and its management are required to comply with WHS laws and requires workplace participants to assist ANZGOG to meet its obligations.

This Work Health & Safety Policy applies to all workplace participants.

Definitions

Workplace participants - all employees, volunteers, agents and contractors (including sub-contractors and temporary contractors) of ANZGOG, collectively referred to in this Policy as “workplace participants”.

Workplace – ANZGOG offices, meeting and remote working locations (including working from home).

Roles and Responsibilities

ANZGOG Role and Responsibilities

Under WHS laws ANZGOG is responsible for ensuring the health, safety and welfare of workplace participants by:

- Maintaining work premises that are safe and without risk to health.
- Maintaining that plant, equipment or substance used for the purposes of work is used in a safe manner.
- Maintaining systems of work that are safe and without risk to health when properly used.
- Providing information, instruction, training and supervision as necessary.
- Providing adequate facilities.

Workplace Participant Role and Responsibilities

While in the workplace, each workplace participant must:

- Take reasonable care for the health and safety of people who are at ANZGOG’s place of work (workplace) and who may be affected by the workplace participant’s acts or omissions.
- Co-operate with ANZGOG in so far as is necessary to enable compliance with any requirement under WHS laws imposed in the interests of health, safety and welfare on ANZGOG.
- Comply with specific safety protocols and procedures that will be implemented for some roles, tasks and worksites.
- To the extent possible, maintain a safe and healthy work environment.
- Be familiar with their responsibilities under this WHS Policy and comply with any obligations.
- Report any emergency, accident, injury, workplace hazard or other WHS incident in accordance with the relevant incident reporting procedure.

- Participate in WHS training when instructed to do so.
- Not interfere with or misuse any equipment provided in the interests of health, safety and welfare.
- Not obstruct the provision of aid to an injured or ill person at work and assist with such aid to the extent reasonably possible.

Consultation

Consultation With Workplace Participants

ANZGOG shall consult with workplace participants about health and safety (as required by relevant WHS laws) on a planned frequency. ANZGOG shall also share relevant information about WHS issues.

ANZGOG values the views and opinions of workplace participants. Workplace participants are encouraged to express their views and provide information to the nominated health and safety representative.

The name and contact details of the nominated health and safety representative can be obtained from your manager.

Breach of this Policy

All workplace participants are required to comply with this Policy at all times. Breaches this Policy may lead to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with ANZGOG terminated or not renewed.

Review

At least once a year this policy will be reviewed by the CEO, Audit, Risk and Compliance Committee and Board of Directors. Any substantive changes to the policy will be recommended to the Board of Directors to be ratified.

Version Control Table

Document Title	ANZGOG Work Health and Safety Policy			
Created By	Governance Coordinator and Ethan Brawn (Holman Webb)			
Date Created	December 2023			
Maintained By	CEO and Board			
Version Number	Modified By	Modifications Made	Date Modified	Status
0.1	Ethan Brawn (Holman Webb)/CQ	Commencing draft as standalone policy.	Dec 2023	DRAFT
0.1	ANZGOG Board	Ratified.	22/02/24	FINAL