



**invisio**<sup>®</sup>

innovate | optimise

# Invisio Policy – P08 – Workplace Health & Safety

Invisio Policy - P08 - Workplace Health & Safety

# DOCUMENT CONTROL

## AUTHORS

	Name	Title	Date
Prepared:	Damien Harrison	Managing Director	20/06/2020
Reviewed:	Leonard Sacco	Solutions Director	20/06/2020

## DOCUMENT RELEASE INFORMATION

Name			
Version	Date Released	Pages Affected	Remarks
1.0	20/06/2020	All	Current Draft

## CONTACT DETAILS

Managing Director		Solutions Director	
Damien Harrison		Leonard Sacco	
Email:	<a href="mailto:dharrison@invis.com.au">dharrison@invis.com.au</a>	Email:	<a href="mailto:lsacco@invis.com.au">lsacco@invis.com.au</a>



---

## Table of Contents

1 Purpose of the policy .....	4
2 Health and safety .....	4
3 Duties of employers and employees.....	5
4 Understanding the positive duty for Officers to exercise due diligence .....	5
5 Understanding the responsibilities of duty holders .....	6
6 Why workplace health and safety is important .....	6
7 Training and induction .....	7
8 Work health and safety documentation .....	7
9 Summary .....	7



## 1 Purpose of the policy

- 1.1 Invis has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of its workers and other persons engaged at work in its business.
- 1.2 The purpose of this Work Health & Safety (“**WHS**”) policy is to establish a framework to eliminate or minimise the risk of injury in the workplace so far as is reasonably practicable.
- 1.3 Invis’s intention is to secure and protect the health and safety of workers and others in the workplace by:
  - a) the identification of hazards (being anything that may result in injury or harm to a person’s health);
  - b) the assessment of risks (being the probability of that harm occurring);
  - c) the elimination or minimisation of risks.
- 1.4 In this policy “**Officer**” includes:
  - a) a director of Invis;
  - b) a company secretary of Invis;
  - c) a person who makes substantial decisions that affect the business of Invis.

## 2 Health and safety

- 2.1 A person conducting a business or undertaking (“**PCBU**”) has an obligation to provide safe systems of work, safe plant and structures, safe systems for the use and handling of substances and plant, training, instruction, supervision and safe access and egress to premises.
- 2.2 In the context of this policy, health and safety includes not just physical health and safety, but also psychological health and safety. This includes such things as:
  - a) stress;
  - b) fatigue;
  - c) bullying (including cyber-bullying) and harassment;
  - d) workplace violence.



### 3 Duties of employers and employees

- 3.1 Under WHS legislation, Officers and managers all have an obligation to maintain a safe workplace. Officers and managers can be liable personally for Company breaches.
- 3.2 The primary obligation under WHS legislation is placed on a PCBU and is based on a broad requirement to ensure the health and safety of employees. The duties imposed under WHS legislation are generally nondelegable.
- 3.3 A secondary duty requires a PCBU to provide a safe workplace for others including contractors, visitors and other people engaged outside the employer/employee relationship.
- 3.4 While employees are generally the subject of the protections offered under WHS legislation, they too have general legal obligations. Duties of employees include:
  - a) taking reasonable care for his or her own health and safety;
  - b) taking reasonable care for the health and safety of other people at the place of work who may be affected by their acts or omissions;
  - c) co-operating with the employer's directions and instructions in relation to complying with WHS policies and procedures.

### 4 Understanding the positive duty for Officers to exercise due diligence

- 4.1 Due diligence obligations require Directors or other relevant Officers or managers to properly inform themselves of the state of the health and safety compliance within their organisation. Due diligence is seen as best practice in ensuring an organisation's compliance with its primary duty of care.
- 4.2 If a PCBU has a duty or obligation under WHS legislation, an Officer of the PCBU must exercise due diligence to ensure that the PCBU complies with that duty or obligation.
- 4.3 An Officer of a PCBU may be exposed to a prosecution or fine in the event a regulator establishes that they were not exercising all due diligence in relation to the PCBU.



## 5 Understanding the responsibilities of duty holders

- 5.1 Duty holders under WHS legislation, including Officers, managers, supervisors and employees, should be able to demonstrate they understand their duties under the WHS legislation and are capable of carrying out their duties.
- 5.2 In order to establish this, it is necessary that good training and induction systems are in place and are applied.
- 5.3 Officers of Invis should ensure that Managers are aware of their responsibilities, have read the relevant documents that form part of this policy, regularly assess their workplace for hazards and take necessary steps to eliminate or minimise the risk of harm occurring. Officers will require managers to sign off to verify their understanding.
- 5.4 Managers should ensure that employees and clients are aware of their responsibilities, have read the relevant documents that form part of this policy and take necessary steps to eliminate or minimise the risk of harm occurring. Managers should provide training at regular intervals and will require employees to sign off to verify their understanding.

## 6 Why workplace health and safety is important

- 6.1 In addition to the fundamental reason of ensuring the safety and wellbeing of everyone in the workplace, there is now widespread acknowledgement that a sound WHS record is an important contributor to business success.
- 6.2 Many corporations expect their business partners to have a WHS framework, therefore a good WHS record may enhance Invis's ability to gain new business.
- 6.3 There is a correlation between WHS performance and business productivity. Workers who feel safe and comfortable in their work environment are likely to be more engaged in their job and this generally translates into positive financial benefits for Invis through increased productivity.
- 6.4 A company that has a reputation as a safe employer is more likely to recruit and maintain good employees. A good record has a flow on effect in relation to insurance premiums.



---

## 7 Training and induction

- 7.1 The relevant WHS documentation should be provided to all Officers, employees and clients upon their commencement with Invisive. These documents may be provided as part of an induction pack or through Invisive's online management manual.
- 7.2 On-going training and consultation should be provided to assist all duty holders with understanding and undertaking their responsibilities.
- 7.3 Records of actions required and performed shall be maintained.

## 8 Work health and safety documentation

- 8.1 WHS policies, procedures, guidelines and work practices have been developed to provide awareness of the responsibilities of duty holders, to assist with identifying hazards, assessing, eliminating or monitoring risks, providing ongoing training and reporting.

## 9 Summary

- 9.1 This policy is designed to clarify the obligations placed on persons conducting a business or undertaking to provide a healthy and safe work environment.
- 9.2 All queries regarding matters raised in this policy should be directed to the Directors of Invisive.