

15 CHAPTER FIFTEEN: WORK HEALTH & SAFETY

15.1 Work Health & Safety Policy

Work health and safety involves maintaining a work environment that promotes health and safety for all organisational members, and that prevents injury, disease, illness and death in the workplace.

EWS is committed to providing a safe, healthy, and hazard free workplace in accordance with the Work Health & Safety Regulations and our moral responsibility. The health, safety and welfare of our staff members are of primary importance to EWS. EWS will ensure dedication to a process of continuous improvement and integration of health and safety into all aspects of its operations and activities.

EWS work involves working with Defence, on Defence establishments and occasionally on operational deployment with Defence. Defence treats Work Health and Safety with the utmost importance and it is crucial that EWS staff comply with all Defence Work Health and Safe requirements including hazard, incident and near miss reporting.

EWS encourages each and every Representative to take a constructive role in promoting improvement in Work Health and Safety and to assist it in achieving a healthy and safe working environment. Work Health and Safety is the responsibility of everyone! Therefore, each Representative is required at all times to conduct himself/herself in a safe and responsible manner, having concern for their own health, safety and welfare, and for that of fellow staff members.

15.2 Responsibilities and Duties of Staff

EWS requires that, while at work, a Representative shall:

- Comply with EWS Work Health and Safety Policy and co-operate with EWS with respect to all health and safety matters and procedures.
- Take reasonable care to protect his/her own health and safety and the health and safety of others who may be affected by his/her acts or omissions at the workplace.
- Proactively follow and promote safe work practices and procedures consistent with the extent of his/her control over or influence on working conditions and methods, and encourage fellow staff members to do the same.
- Immediately report all situations or working conditions that are or are thought to be unsafe, hazardous or harmful to their supervisor using an Incident Report form (Form 15/1) which should be faxed to HQ as soon as is practically possible.

- Utilise any equipment provided for health and safety purposes (e.g. protective clothing, adjustable furniture)
- Ensure they are not affected by drugs or alcohol so as to endanger themselves or others at work.
- Familiarise themselves and comply with Defence Work Health and Safety Policy for their Unit/base/ship.
- Familiarise themselves with “Sentinel” to enable reporting of WHS issues within the ADF environment.

A Representative shall not:

- Wilfully or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- Wilfully place at risk the health or safety of any person at the workplace

15.3 Responsibilities and Duties of Visitors to EWS National Office & Centres

All visitors to EWS Headquarters and Centres must comply with EWS’s Work Health and Safety Policy as outlined, in order to protect their health and safety while on company premises.