

## Work Health and Safety (SMS) Policy

### 1. Purpose

- 1.1 It is the policy and objectives of the owner's and operators of Darling Downs Aero Club (DDAC) that our primary duty of care to the Board, staff, contractors, members and others who use club facilities and services, at all times be provided with as far as reasonably practicable, a safe and healthy place of work. This policy also operates in conjunction with other policies that applicable to all who are part of DDAC that includes, but is not limited to: *Code of Conduct (CoC)*.
- 1.2 Our obligations and primary duty of care is to take all reasonably practicable steps in ensuring that we meet all legislative, regulatory, codes of practice and standards in accordance with the Queensland Workplace Health and Safety Act 2011 and through due diligence embed these practices into our business, in a manner that includes, but is not limited to:
- 1.3 DDAC undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of these reviews, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

### 2. Scope

- 2.1 This policy applies to:
  - a) All employees of DDAC (whether full-time, part-time, contract or casual) and all persons performing work at the direction of, or on behalf of DDAC (for example contractors, subcontractors, agents, consultants, temporary staff and 'workers' as otherwise defined under relevant occupational/work health and safety (OHS/WHS) legislation) (collectively referred to as '**workplace participants**');
  - b) All current members and user's of DDAC facilities/premises; and
  - c) All of DDAC's workplaces and to other places where workplace participants may be working or representing DDAC, for example, when visiting a customer, client or supplier (collectively referred to as '**workplace**').

### 3. Commencement of the Policy

- 3.1 This policy will commence from 01/05/2018. It replaces all other work place health and safety policies (*whether written or not*).
- 3.2 This policy forms part of any workplace participant's contract of employment or contract for services and membership acceptance.

### 4. DDAC Work Place Health and Safety system

(Collectively referred to as: *Safety Management System -SMS*)

- 4.1 **The SMS applies to** all aspects of health and safety including (*without limitation*):
  - a) SMS Plan;
  - b) Defined SMS responsibilities;

- c) Exercising due diligence;
- d) SMS training and education;
- e) Adopting a risk management approach to manage safety risks;
- f) Consultation with Persons Carrying on a Business or Undertaking (PCBU) and employees on matters related to health and safety;
- g) Emergency procedures and drills;
- h) Workplace inspections/assessments;
- i) Incident/accident reporting;
- j) Management of injured workplace participants.

## **5. DDAC safety objectives**

- a) To provide a safe and healthy work environment for all our employees, contractors and other workplace participants;
- b) To provide safe and healthy methods of work;
- c) To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- d) To identify and eliminate or reduce hazards and risks to health and safety;
- e) To continually monitor and improve work health and safety;
- f) To provide education and training resources; and
- g) To comply with all relevant laws, rules, standards and codes of practice.

## **6. Management responsibilities**

- 6.1 The Board, Managers are responsible and accountable for the safety of workplace participants, eg: contractors and company property under their control so far as reasonably practicable. Managers are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

## **7. Staff responsibilities**

- 7.1 All staff are required to comply with health and safety legislation and DDAC's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Staff must report all hazards and incidents to their managers as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties. Breaches of the SMS may result in disciplinary action, or if severe enough termination of employment, if warranted.

## **8. Contractors**

- 8.1 All contractors engaged to perform work for DDAC are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of DDAC as they relate to work health and safety and to observe all directions on health and safety given by management or staff. Failure to comply or

observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

## 9. Members or Volunteers

- 9.1 All members or volunteers of DDAC are required to comply with health and safety legislation and DDAC's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Members or volunteers must report all hazards and incidents to either management or staff as soon as practically possible to ensure their own health and safety and the health and safety of others in the workplace, including employees, contractors and third parties.

## 10. Definitions

- 10.1 In this policy:

**'Person Carrying on a Business or Undertaking'** means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations.

## Variations

DDAC reserves the right to vary, replace or terminate this policy from time to time.

### Policy version and revision information

Policy Authorised by: Rob Hannemann

Authorised issue: 13/06/2018

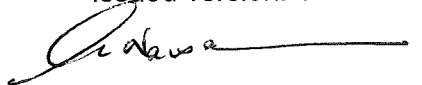
Title: Board President



Policy approved by: Andrew Nacsa

Issued version: 1

Title: Head of Operations



Code maintained by: Tracey Locke  
(Electronically on HR Advance)

Title: Administration Manager

Review date: 30/09/2018

Review date: 30/08/2018

## Workplace participant acknowledgement

I acknowledge:

- *receiving the policy;*
- *that I will comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Employee name:

Signed:

Date:

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Authorised & Approved Issue

**ASSOCIATED REFERENCES HR ADVANCED**

**ATTACHMENT 01- LEGISLATIVE/REGULATORY REFERENCES**

<b>Include, but not limited to the following Legislative / Regulatory References</b>		
<b>Reference</b>	<b>Date – Version</b>	<b>Notes/Comments</b>
WH&S Act (Qld)	2011	
WH&S Regulations (Qld)	2011	
WH&S Codes of Practice ( <i>CoP-Qld</i> )		
Australian Standard for legal Compliance AS19600 ( <i>was AS 3806</i> )		
Australian Standard WH&S OHSAS 4801:2007		
Australian Standard Risk Management AS/NZS ISO 31000:2009		
How to manage work health and safety risks ( <i>WHS Qld</i> )	CoP 2011	
Safety Systems Compliance at a glance ( <i>WHS Qld</i> )		
<b>HR Advance References &amp; Hyperlink</b>		
<b>Notes:</b>		
<ol style="list-style-type: none"> <li>1. The Workplace Health &amp; Safety Policy represents a combination of 3 individual policies, procedures and codes in HR Advance, the definitive and primary reference resource for ALL DDAC's policies and procedures.</li> <li>2. All management and staff are required to view this WH&amp;S Policy in HR Advance and sign off as accepted and understood as part of your employment agreement with DDAC.</li> <li>3. This authorised and approved Code also applies to contractors, members and others and will be suitably displayed and distributed for them.</li> </ol>		
<b>HR Advance Hyperlinks</b>		
<a href="https://hradvance.com.au/document-library">https://hradvance.com.au/document-library</a>		
<a href="#">WHS Responsibilities for Officers</a>		
<a href="#">WHS Responsibilities for Managers</a>		
<a href="#">WHS Responsibilities for an Employee</a>		
<a href="#">WHS Responsibilities for a Contractor</a>		