

# Health and Safety Policy Statement



The IHC Group (IHC) is committed to providing and maintaining a safe and healthy environment for our workers (employees, contractors and volunteers), the people we support, visitors and any other persons present in our workplaces. We will achieve this through:

## Leadership

- IHC through effective leadership across all levels in our organisation will integrate health and safety into our day to day operational and management practices.
- IHC will provide a framework for setting health and safety objectives and evaluate our performance and effectiveness against these objectives as we strive for continual improvement.
- IHC will provide systems to ensure the performance of managers will be reviewed against their health and safety responsibilities.
- IHC will provide the necessary resources to establish, maintain, review and improve an effective health and safety management system.

## Risk Management

- IHC will keep people safe by identifying anything that could put the health and safety of any person in our workplaces at risk, implementing all reasonably practicable measures to eliminate or minimise these risks, monitoring these measures for effectiveness and taking appropriate action when risks are no longer controlled to an acceptable level.
- IHC will ensure that people entering our workplaces and/or accessing our services are made aware of any known hazards and the associated risks to their health and safety and inform them on what they need to do to keep themselves and others safe.
- IHC will ensure our workers are trained for the activities they undertake, the people they support, the equipment they operate, the substances they work with and perform their duties in accordance with established operating procedures.

## Compliance with Legislation

- IHC will ensure that all legislative duties and requirements applicable to our work are identified and appropriate resources are made available to ensure compliance with these duties and requirements.
- IHC will ensure that workers, visitors and any other person(s) present in our workplaces and/or accessing our services are aware of any duties and/or requirements imposed on them by legislation and provide them the information they need to understand these duties and requirements.

## Participation and Involvement

- IHC will consult with workers on health and safety matters, encouraging open communication between managers, employees, health and safety representatives and other workers on health and safety concerns, initiatives, improvements and procedures. Open communication is seen as fundamental to achieving effective worker engagement and participation in health and safety.
- All workers are expected to contribute to a safe and healthy working environment by proactively promoting examples of good practice and raising any health and safety concerns and proposing solutions for improvement.
- All workers are responsible for accurately reporting all incidents, near misses, injuries and hazards in a timely manner, ideally within 24 hours of occurring.
- Early reporting of pain and discomfort is encouraged to ensure all staff who may be ill or injured while at work can gain quick access to treatment and a rehabilitation plan for a safe, early and sustainable return to work.

## Reporting, Monitoring and Continual Improvement

- IHC will ensure incidents are investigated to identify the causes and take appropriate action to prevent a recurrence.
- IHC will promote a system of continual improvement by conducting regular reviews of our compliance assurance process, health and safety objectives, health and safety performance, policies and procedures, critical risks and worker participation process.

## Individual Accountability – Safety is Everyone’s Responsibility

- Any person in one of our workplaces is responsible for keeping themselves safe and ensuring that their behaviours or actions (including inactions) do not put the health and safety of themselves or others at risk.

A blue ink signature of Ralph Jones, written in a cursive style.

Ralph Jones  
Group Chief Executive

Authoriser:  
Group Chief Executive Officer

Owner:  
Group Risk & Safety Manager

Issue Date:  
Aug 2020

Review Date:  
Aug 2022

Details of Change:  
Version 5