

Private Forestry Service Queensland

Workplace Management Policy 2016-17

Custodian: *Private Forestry Service Queensland and or Directors*

Mission Statement:

This policy communicates to all stakeholders that *Private Forestry Service Queensland* is committed to providing and maintaining a safe and healthy working environment for all directors, employees, volunteers, visitors and members of the public and this policy is consistent with the *Work Health & Safety Act and Regulations of 2011* as well as any relevant *Codes of Practice*. Hazards to health and safety will be removed or where this is not practicable, they will be managed so as to prevent injury, illnesses and dangerous events. *Private Forestry Service Queensland* considers safety and incident prevention to be vital to the ultimate success of the organisation's operations and is an integral part of management's responsibilities. This policy sets broad aims and responsibilities in relation to work health & safety.

Private Forestry Service Queensland and or Directors commit to ensuring these responsibilities by:

- Complying with all work health & safety legislative requirements.
- Providing a safe place to work.
- Providing safe working conditions and safe operating procedures for all *Private Forestry Service Queensland* activities.
- Minimising workplace hazards.
- Encouraging and respecting contributions by all employees towards the improvement of workplace health and safety.
- Providing adequate information, instruction, training, consultation and supervision to enable every employee to perform their duties effectively and safely.
- Providing sufficient information to contractors and visitors on possible risks to health and safety and
- Making safety equipment and personal protective equipment (PPE) available whenever required.

Each employee has the responsibility to:

- Follow all safe work practices, procedures and rules.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons and encourage other employees to work in a healthy and safe manner.
- Participate in information, instruction & training sessions provided by *Private Forestry Service Queensland*.
- Report and or rectify any unsafe conditions that may come to their attention.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by *Private Forestry Service Queensland* to allow the person to comply with any relevant legislation and
- Co-operate with any reasonable policy or procedure of *Private Forestry Service Queensland* or undertaking relating to health or safety at the workplace that has been notified to workers.

This policy is an integral part of our total management plan. Our goal is to have zero harm or injury to employees, contractors and members of the public within our workplace. This can only be achieved through consultation and co-operation between management, employees and volunteers.

Sean Ryan



Executive Officer

Private Forestry Service Queensland

22/06/2016