



Health & Safety Policy Statement

Don't learn safety by accident. Be proactive.

Health and Safety practice

Halberg Foundation (Halberg) believes that an effective Health & Safety management system is the key to a successful organisation. Through our active commitment to ensuring our workers' and stakeholders' safety, we will continuously look for opportunities to improve our performance and systems while complying with our duties as a PCBU (person conducting a business or undertaking) under the Health and Safety at Work Act 2015 (**HSWA**).

We aim to actively promote improvement through ensuring our workers are equally committed, involved and supportive of our Health & Safety practices to enable us to provide the Primary Duty of Care (as defined by the HSWA and Halberg's Foundation Policies handbook).

To achieve this, we will ensure, so far as reasonably practicable, all workers are:

- Informed about accident and emergency procedures.
- Working together; taking reasonably practicable steps to ensure that any significant hazards to workers and all stakeholders are minimised, and they are protected, where elimination is impracticable.
- Involved in identifying and controlling new and existing hazards and regularly monitoring these hazards within our facilities.
- Utilising the systems in place to record all incidents, near misses or injury.
- Aware of their responsibilities to themselves, their fellow workers and all stakeholders.
- If a fire alarm is activated or any other emergency occurs, ensuring visitors follow the instructions of the workers of Halberg to assist with their safety.

Health and Safety Governance: The Board's role is to ensure that Halberg complies with its duties as a PCBU. This includes finding out how work is done and understanding how risks are managed as well as considering other obligations on the PCBU such as worker engagement and overlapping duties.

Director responsibilities:

- **Know:** Acquire and keep up to date knowledge of health and safety matters.
- **Understand:** Understand the nature of Halberg's operations and the related hazards and risks.
- **Resource:** Ensure access to resources and systems to eliminate or minimise risks to health and safety.



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- Monitor: Ensure timely information about hazards, risks and incidents is available to workers and is appropriately actioned
- Compliance: Ensure processes for complying with any duty or obligation required under relevant legislation both exist and are complied with.
- Verify: Verify appropriate resources and processes to eliminate or minimise risks to health and safety are in place and are effective.
- Address any matters referred to the Board

Administration

Health and Safety is a standing Agenda item at each Halberg Audit & Risk Committee meeting and each Board meeting. The Board papers shall report on Significant Risks, Risk Assessment relating to major events, Incidents, Near Misses and related information.

Approved Date:	November 2024	Next Review Date:	January 2027
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