



### WORK HEALTH AND SAFETY POLICY 2015 -2017

The National Centre of Indigenous Excellence (NCIE) is committed to providing all workers (i.e. employees, contractors, etc) and other persons (i.e. visitors) with a safe and healthy work environment in line with relevant WHS legislation, National WHS strategic priorities (2012-22) established by Safe Work Australia, Codes of Practice and Australian Standards.

NCIE will exercise its due diligence through the implementation of a risk management approach with the goal to promote health and prevent injuries and illnesses in the workplace. NCIE will achieve this through:

1. developing and implementing an effective WHS management systems to ensure safe systems of work;
2. assessing, identifying and reducing the risks associated with work activities that have the potential to cause harm;
3. involving individuals in health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards;
4. providing training, instruction and supervision to improve understanding of workplace hazards and safe work practices;
5. measuring and evaluating WHS performance through regular review of data throughout all levels of NCIE and its businesses;
6. applying effective rehabilitation measures for workers who suffer work related injuries or illnesses; and
7. ensuring that everyone (workers and other persons) complies with appropriate standards and workplace directions to protect their own and others' health and safety at work.

It is the responsibility of all workers and other persons to:

- follow all NCIE safety requirements;
- maintain workplaces in well kept and in good order;
- report all hazards, near misses, incidents, injuries and illnesses as soon as practicable in a timely manner;
- actively participate in improving safety standards; and
- maintain a duty of care for their own actions as well as for the health and safety of all others with whom they are in contact in the workplace.

This policy will be monitored and reviewed every two years or as required by legislative changes or as identified in audits of our management system, in order to continually improve our WHS performance. NCIE and its workers are committed to working together to meet our shared WHS objectives and to create a safe and healthy environment for everyone.

**Kirstie Parker**  
**Chief Executive Officer**

#### Revision History

Version	Date	Summary of Change	Author
1	20.11.15	New policy drafted	Jocelyn Grant
Review Cycle: 1 year			

#### Approval History

Version	Approved By	Date
1	Kirstie Parker	19.1.16