



WORKPLACE HEALTH AND SAFETY COMMITMENT STATEMENT

Policy Governance

Approver	Board of Directors
Mandatory Reviewer	Governance Committee
Owner	Executive Director
Review frequency	Every two years
Next review	August 2026

The Sisters of the Good Samaritan Foundation (**GSF**) is committed to creating a safe and healthy working environment by continuously improving WHS & operational management systems. GSF ensures that appropriately allocated time, equipment, resources, knowledge, and experience are available to create a safe and healthy work environment.

GSF will achieve this through a commitment to implementing the following strategies.

We Commit to:

- Providing and maintaining a safe and mentally healthy workplace culture where GSF values are always upheld. We take care of each other through displaying empathy, supporting a harmonious, respectful workplace, and maintaining a culture and workplace where all roles are valued, everyone's feedback, questions and concerns are listened to and safety is prioritised.
- All positions working together to implement WHS responsibilities, a healthy, harmonious, productive and safe work culture and workplace.
- Providing effective WHS information, wellbeing programs and training for our people.
- Fostering a collaborative and cooperative relationship with our people and other stakeholders through effective consultation regarding health, safety, and wellbeing at work.
- Compliance with WHS legislation, Australian Standards, and relevant Codes of Practice
- Encouraging effective early intervention practices to better identify risk and minimise the impact on the physical and mental health of our people.
- Continuous development, implementation, and monitoring of WHS management systems.
- Integrating WHS into all GSF operations.

Under the *Work Health Safety Act 2011*, staff members have a responsibility to identify and notify their line manager of workplace hazards. They must protect themselves and other workers by following safe working procedures contained in GSF Policies and Procedures. Staff members have a responsibility to report to their line manager all near misses and incidents that could lead to injury, loss, or damage. Line managers are

responsible for escalating and notifying the Executive Director to initiate action to correct any identified hazards.

GSF's Work Health and Safety responsibilities flow through the organisation through all roles and responsibilities.

The Executive Director is responsible for consulting with staff and volunteers and engaging them in the risk management process. GSF embraces this consultative style of WHS management. Line managers are accountable for WHS performance within their areas of responsibility. This accountability covers all persons at our workplace, including staff, clients, customers, visitors, and contractors.

The establishment, training and effective functioning of the Work Health Safety Representative committee relies on incident, near miss, hazard reports, risk management assessments in addition to any other relevant information, discussions from team meetings, individual employees, and stakeholders. Employee and stakeholder feedback are essential components in the development and implementation of GSF's WHS prevention strategies. We are informed by you.

GSF is committed to the application of good WHS practice and will regularly monitor and review its effectiveness. Mechanisms for monitoring WHS performance include risk assessments and management plans, analysis of WHS and management workplace committee inspections, incident/accident investigations and organisational safety, audits and audit reports including risk audits.

GSF is committed to the implementation and continuous improvement of its health and safety policies, procedures, and program. GSF acknowledge our shared duties under the WHS Act and Safety, Rehabilitation and Compensation Act and we are committed to consulting, cooperating, and coordinating health, safety, and wellbeing activities to achieve positive safety outcomes for our people.

Our leadership is critical to promoting a safety culture that is inclusive, harmonious, respectful, supportive, adaptive, and free from harassment, discrimination, and bullying. Together we acknowledge our individual and shared responsibilities.

As an organisation every employee contributes to building and maintaining a physically and mentally safe and healthy work environment by caring for one another, creating harmony and always putting safety first. Each of us play an important role in engaging in meaningful, respectful, and open consultation about health, safety and wellbeing matters to achieve our strategic outcomes.

All Staff and Volunteers will:

- **Be responsible for work, health, and safety.** This means maintaining a proactive approach to work health and safety that takes care of yourself and the community, it means speaking up about procedures, or support plan strategies that may not be effective when you implement them.
- **Exercise a high level of duty of care.** Actively participate in the development, implementation, and review of the WHS Management Systems.
- **Act as a safety role model for co-workers and new workers.** Follow safe work procedures always demonstrating safe working practices and behaviours.
- **Take all reasonable care for your health, safety and wellbeing and others at work,** to support and maintain your own ongoing physical and psychological fitness for work. Report any physical or psychological impairment that may impact on your fitness or ability to work safely.
- **Contribute to a strong safety reporting culture** and report all health and safety incidents, injuries, hazards, risks, concerns, or unsafe acts / behaviours in the incident, near miss, injury and or hazard reporting system, and immediately to your supervisor / manager/people and culture coordinator or health and safety representative within 24 hours.
- **Contribute to a collaborative safety culture** that fosters an environment that is psychologically and physical safe, and where it is safe to do so, having the courage to call out unsafe behaviour.

- **Contribute to, and participate in, WHS consultation arrangements**, work safety planning, including the review and continual improvement processes.
- **Participate and comply in surveys, workplace inspections, investigations, meetings, competency assessments, consultation processes or briefings**, and in work health and safety consultation processes.
- **Understand and comply with your health and safety obligations** and complete all training to enable you to meet the requirements of health and safety policy and procedures, and regulatory obligations relevant to your position including WHS ACT, NDIS Act, NDIS Quality and Safeguard Practice Standards, SCHADS Award, NES, Fair Work Act. We encourage a culture of learning. If you do not understand what your obligations relevant to your role are it is your responsibility to ask for more training and assistance.

The Executive Director will:

- **Exercise a high level of duty of care. Provide visible, proactive, supportive, and active leadership** to maintain a safe workplace, including prompt action to address health, safety and wellbeing issues.
- **Actively communicate and promote the current WHS Policy / Statement of Commitment** (and updates) to workers by displaying in the workplace, email distribution, training, briefing, staff meetings and on the commencement of their appointment
- **Participate in development of WHS objectives for GSF's business plan and the identification of resources needed to implement the plan at a department/site level.** Take action to meet targets for health and safety, injury prevention, workers compensation / return at work and safety risk management performance
- **Consult with workers when making decisions that may impact the health, safety and wellbeing of those in the workplace, addressing concerns, and giving workers reasonable opportunity to express views** relating to a health and safety matter, and have their views considered.
- **Acquire and remain up-to-date knowledge of work health and safety matters at GSF, and ensure workers receive ongoing supervision, understand their health and safety obligations, are sufficiently trained** to meet health and safety policy, procedures, and regulatory obligations, and know how to use safety reporting systems.
- **Exercise due diligence to ensure that safety is embedded into core business**, through inclusion of WHS considerations in all decision-making processes, particularly in planning and purchasing of goods and services
- **Maintain an appropriate level of understanding on WHS obligations** and current knowledge of WHS and Wellbeing matters across the organisation.
- **Ensure the organisation has established and implemented policies, procedures & processes** to comply with any duty or obligation under WHS Laws
- **Ensure the provision and use of appropriate resources** and processes to eliminate or minimise safety risks from the work carried out at GSF.
- **Following an incident / near miss / investigation ensure timely reporting and notification** to Safe Work NSW, NSW Emergency Services, the GSF board other appropriate agencies and appropriate stakeholders.