# Work health and safety policy and procedures

This WHS template for Crown Land Managers can be used and adapted to fit Crown Reserve requirements

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| Policy number: | Version: | Approved by Crown land manager on (date): |
| Responsible person: |  | Scheduled review date: |
| Name of Crown reserve |  | Reserve # |

**Responsibilities**

The Crown Land Manager will:

* be committed to the provision and maintenance of a healthy and safe workplace
* ensure that all staff/volunteers receive appropriate training in the policy and related procedures, and understand their obligations under occupational health and safety laws
* record work health and safety risks, hazards and incidents as a standing item in meetings
* report work health and safety risks and/or incidents to the relevant regulatory authority as necessary, and to NSW Department of Industry.

Contractors and visitors to [name of Crown reserve] will:

* assess risks to their health and safety arising from the provision of their services
* have control measures in place to address those risks, including complying with any relevant [name of Crown reserve] policies and practices.

**Purpose**

[Name of Crown reserve] is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises.

**Scope**

This policy applies to:

1. all Crown reserve managers and Crown reserve board members
2. all staff members
3. all volunteers
4. contractors and visitors to [name of Crown reserve]'s site/premises.

**Goals**

This policy:

1. shows the commitment of [name of Crown reserve] to health and safety
2. aims to remove or reduce the risks to health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our business operations
3. aims to ensure all work activities are done safely.

**Processes**

In consultation with [Name of Crown reserve]'s managers, employees and volunteers, systems and procedures will be developed to reasonably:

* identify, assess and control workplace/site hazards
* reduce the incidence and cost of occupational injury and illness
* provide a rehabilitation system for those affected by occupational injury or illness.

At a minimum WHS will be documented as a standing agenda item on all board meetings.

**Review of policy and procedure**

An annual review of this procedure by the [Name of Crown reserve]'s managers should be done in consultation with workers and volunteers.

The review will involve assessing the effectiveness of the procedures by (at a minimum):

* reviewing overall health and safety performance
* monitoring the effectiveness of policies and procedures
* assessing compliance with relevant legislation.

**Dissemination of policy and procedure**

The health and safety policy and related procedures must be made available for all workers, volunteers and contractors.

**Related documents**

* Insert references to specific policies, applicable legislations or awards

**Authorisation**

[Signature of Crown reserve Secretary]  
[Date of approval by the Crown reserve Board]  
[Name of Crown reserve]