

# Workplace Health & Safety (WHS) Policy

## OBJECTIVE

Dulverton Waste Management (DWM) is committed to protecting workers and other persons against harm to their health, safety and welfare through management of risk and the elimination or minimisation of risks arising from work. Should hazards or risks arise in the workplace, DWM will give workers and other persons the highest level of protection against harm to their health, safety and welfare.

DWM will provide fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety.

## LEGISLATION

- Work Health and Safety Act 2012 (Tasmania)
- Work Health and Safety Regulations 2012 (Tasmania)

## CODES OF PRACTICE

- Confined Spaces
- Construction Work
- Demolition Work
- Excavation Work
- First Aid in the Workplace
- Hazardous Manual Tasks
- How To Manage and Control Asbestos in the Workplace
- How to Manage Work Health and Safety Risks
- How to Safely Remove Asbestos
- Labelling of Workplace Hazardous Chemicals
- Managing Electrical Risks in the Workplace
- Managing Noise and Preventing Hearing Loss at Work
- Managing Risks of Hazardous Chemicals in the Workplace
- Managing the Risks of Falls in the Workplace
- Managing the Risks of Plant in the Workplace
- Managing the Work Environment and Facilities

- Welding Processes
- Work Health and Safety Consultation, Cooperation and Coordination

## **DEFINITIONS**

Nil

## **RESPONSIBILITIES**

Workplace health and safety is DWM's primary focus. This policy requires the full support, participation and cooperation of all employees, Board Directors, contractors and visitors associated with DWM.

To achieve these goals, DWM will:

- Provide safe workplaces
- Use safe work practices
- Support employees in fulfilling their duty to take reasonable care for their own safety and health at work and to avoid adversely affecting the safety and health of another person through any act or omission at work, and that employees are in a fit state to work at the start of and throughout the work period.
- Support employees return to work through the Injury Management Program per Appendix A
- Maintain appropriate safety equipment
- Require DWM's site contractor to maintain a Workplace Health and Safety Management System.
- Continually review and monitor work practises and procedures in consultation with employees, contractors, other third parties and stakeholders.
- Make the policy available and be communicated to all interested parties including customers, suppliers, contractors, neighbours and the general public.
- Establish measurable objectives and targets to support continued improvement to assist in the elimination of work related injury or illness.
- Where relevant, DWM will communicate with stakeholders, staff and Board Directors; and
- Maintain appropriate records and reporting.

## **POLICY STATEMENT**

DWM is committed to:

- Complying with relevant health and safety legislation, codes of practice and industry standards.
- Promoting continual improvement programs in health and safety.

- Undertaking risk management activities to minimise risks to persons in the work environment.
- Creating, evaluating and monitoring safe systems of work, the premises and the work environment.
- Providing adequate resources and facilities to protect the welfare of employees.
- Providing appropriate WH&S training to all employees.
- Providing information and supervision for all employees enabling them to work in a safe and healthy manner, and
- Consulting with employees and contractors to enhance the effectiveness of WH&S.

## OTHER KEY RELATED POLICIES & DOCUMENTS

- DWM Discrimination, Harassment & Bullying Policy
- DWM Equal Opportunity Policy
- DWM Risk Management Policy
- DWM Training & Development Policy

## REVIEW

This policy will be reviewed every two years unless directed otherwise by the Board, or earlier if a legislative change occurs.

Appendix 'A' (Injury Management Program) will be reviewed annually by the CEO.

POLICY REFERENCE	
<b>APPROVED BY:</b> DWM Board of Directors	<b>MINUTE NO:</b> MFID 1567679
<b>APPROVAL DATE:</b> 30 <sup>th</sup> October 2019	<b>REVIEW DATE:</b> September 2021

APPENDIX 'A' REFERENCE	
<b>APPROVED BY:</b> DWM Board of Directors	<b>MINUTE NO:</b> MFID 1567679
<b>APPROVAL DATE:</b> 30 <sup>th</sup> October 2019	<b>REVIEW DATE:</b> October 2020

# INJURY MANAGEMENT SUMMARY

An outline of Allianz' Approved Injury Management Program

June 2019

Allianz's injury management program has been developed to ensure our treatment, rehabilitation, injury management practices and strategies deliver timely, safe and durable return to work and health outcomes for workers. The program has been approved by WorkCover Tasmania based on the requirements of the Workers' Rehabilitation and Compensation Act 1988 (The Act). This injury management summary has been developed to assist employers in meeting the program and legislative requirements, and maximising outcomes.

## Early Contact

Allianz recognises that early contact facilitates a timely return to work and health. If there is a significant injury Allianz will contact with the employer, worker and the primary treating medical practitioner within three working days.

## Injury Management Coordinator

Where an injury becomes significant injury (greater than five days' incapacity), Allianz will appoint an Injury Management Coordinator (IMC) to fulfil the role as outlined in the *Workers Rehabilitation and Compensation Act 1988*. The IMC will work closely with the assigned case manager to oversee key injury management processes including early contact, rehabilitation, return to work activities, appointment of Workplace Rehabilitation Providers, Work and Health Plans, and dispute resolution. The IMC will also assist with injury management strategies, ensuring best practice injury management is applied, and ensuring compliance with the approved Injury Management Program.

## Return to Work

Allianz will make every attempt to facilitate a safe and timely return to work for a worker. Allianz acknowledges the Health Benefits of Good Work\* and seeks to return and/or maintain workers in the workplace wherever possible during their recovery and rehabilitation from injury. Return to work options should be considered in consultation with the employer, worker and primary treating medical practitioner. The employer is encouraged to create, maintain and distribute a general duties list to all relevant stakeholders. This will assist with the immediate implementation of a return to work strategy and Work and Health Plans.

## Work and Health Plan

In accordance with Allianz approved Injury Management Program, a Work and Health Plan constitutes an Injury Management Plan as per the *Workers Rehabilitation and Compensation Act 1988*. A Work and Health Plan needs to be developed if the employee is, or is likely to be, totally or partially incapacitated for work for more than 28 days. Work and Health Plans are developed

in consultation and agreement with the employer, the worker and the primary treatment medical practitioner. The legislation requires that the employer and the worker agree to and comply with the obligations imposed under such a plan in accordance with *section 143E* of the Act. Employers are still able to develop and implement a Return to Work Plans in accordance with their own early intervention practices, however this would not negate the requirement for a Work and Health Plan.

#### **Workplace Rehabilitation**

A referral may be made for specialised return to work assistance from an accredited workplace rehabilitation provider. Allianz recognises the importance of making appropriate rehabilitation referrals and will make the referral in consultation with those directly involved, e.g. the employer. Referrals may also be made at the doctor, employer or worker's request.

#### **Independent Medical Reviews**

Occasionally Allianz will arrange an Independent Medical Review to assist in the management of a worker's injury and claim. An Independent Medical Review may be sought to clarify issues relating to diagnosis, proposed treatment, capacity for work, or to determine a worker's entitlement to a Whole Person Impairment payment. Allianz will ensure all communication requirements are met in relation to Independent Medical Reviews, including making the worker and their primary treating medical practitioner aware of the reasons for the review.

#### **Procedure for Managing Disputes**

Allianz is committed to the prevention of disputes through maintaining communication with key stakeholders and will conduct transparent, consultative decision-making. Where a dispute arises, the IMC will resolve the dispute as expeditiously and cooperatively as possible to allow the continuation of injury management and to prevent litigation. This will include either informally mediating between the parties to the dispute and/or discussing the matter individually with each party to the dispute. If the matter is not resolved, the matter may be referred to the Tribunal.

Obligations for each party as outlined in the Act:

Employer Obligations	Injured Worker Obligations
<ul style="list-style-type: none"><li>• Maintain a <i>register of injuries</i> at each workplace in accordance with <i>s33(2)</i>.</li><li>• Appoint a Return to Work Coordinator if you employ more than 100 workers in accordance with <i>s143D</i>.</li><li>• Maintain and comply with an approved injury management program consistent with the Allianz injury management program in accordance with <i>s142</i>.</li><li>• Notify Allianz Australia within three working days after becoming aware that a worker has received a workplace injury in accordance with <i>s143A</i>.</li><li>• Advise the worker of the right to claim Workers' Compensation, either orally or in writing, within 14 days of being informed by a worker of an injury, in accordance with <i>s33A</i>.</li><li>• Notify Allianz Australia within three working days of receiving a claim for compensation in accordance with <i>s36</i>.</li><li>• Forward the claim form and other paperwork to Allianz Australia within five working days of receipt, in accordance with <i>s36</i>. Forward all documentation received in relation to a claim upon receipt.</li><li>• Take part and co-operate in the establishment of a <i>Work and Health Plan</i> for the worker and comply with the reasonable obligations imposed under the plan, in accordance with <i>s143E</i>.</li><li>• Provide suitable alternative duties for the injured worker to perform and so far as reasonably practicable, in accordance with <i>s143M</i>.</li></ul>	<ul style="list-style-type: none"><li>• Tell the employer if they have received a workplace injury as soon as practicable after being injured, in accordance with <i>s32</i>.</li><li>• Nominate a doctor or medical practice that is prepared to take part in the development of a <i>Work and Health plan</i> and participate in the steps set out in the plan, in accordance with <i>s143G</i>.</li><li>• Authorise the primary treating medical practitioner to provide relevant information to Allianz and the employer for the purpose of managing the injury and the Workers' Compensation claim.</li><li>• Take part and co-operate in the establishment of their <i>Work and Health Plan</i></li><li>• Comply with the obligations imposed under the Work and Health Plan, including any obligation to receive treatment or take part in rehabilitation, in accordance with <i>s143N</i>.</li><li>• Provision of up to date medical certificates detailing the certification of fitness for work.</li><li>• Making reasonable efforts to return to work with their pre-injury employer as soon as possible.</li><li>• Attend independent medical examinations arranged and as advised by Allianz Australia in accordance with <i>s90A</i>.</li></ul>

## Allianz' Obligations

- Implement and give effect to the injury management program by complying with the obligations under the program and ensuring that employers are aware of their obligations and requirements under the program, in accordance with *s142*.
- Establish and give effect to a *Work and Health Plan*, in accordance with *s143E*
- Contact the worker, employer and primary treating medical practitioner (if applicable) within three business days after being notified that a workplace injury is *significant*\*.
- Keep the worker informed of any significant steps proposed or taken for the injured worker under the *Work and Health Plan* and make all reasonable attempts to resolve any disputes in relation to injury management, in accordance with *s143P*.
- Promptly pay service, medical and treatment providers for their reasonable services performed or conducted as a result of the workplace injury.
- Appoint an Injury Management Coordinator as soon as practicable after becoming aware a worker has suffered a significant injury in accordance with *s143B*.

\*A "*significant injury*" means a workplace injury suffered by the worker that is likely to result in the worker being totally or partially incapacitated for more than 5 working days.