



# Community Enterprise Queensland

## WORKPLACE HEALTH AND SAFETY POLICY

1. **Title:** Workplace Health and Safety Policy

2. **Purpose:** To ensure Community Enterprise Queensland (CEQ) meet their obligations under health and safety. CEQ has a goal to adopt and apply a proactive approach to health and safety management in all CEQ activities.

3. **Scope:**  
This policy applies to all Board members, contractors and employees of CEQ

4. **Commitment:**  
Community Enterprise Queensland (CEQ) is committed to providing a safe and healthy working environment for our board members, employees, contractors of CEQ and others.

In meeting this commitment CEQ will:

- Comply with all legislative requirements
- Continually improve our Safety Management System
  - Identify and reduce the risks of all types of work activities that have potential for personal injury or occupational illness
- Consult with board members, employees, contractors of CEQ and others to ensure safety systems are in place
- Provide and maintain a safe work environment, including plant and equipment
- Provide instruction, training and supervision to enable all employees to perform their duties safely
- Involve employees in workplace health and safety matters and consult with them on ways to recognise, evaluate and control workplace hazards
- Maintain and monitor health and safety performance indicators
- Periodically review and revise our health and safety policy and safety management system to maintain their significance

In return, CEQ requires our board members, employees, contractors and others to:

- Follow all policies, procedures, safe work practices, training and instructions
- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Maintain a safe and tidy work area
- Report any hazards
- Report all work related injuries and illnesses immediately to the store manager or their representative or CEQ Compliance Team
- Suggest ideas on how to improve safety
- Use and wear appropriate personal protective equipment as required
- Comply, so far as reasonably able, with any reasonable instruction that is given

All stakeholders, managers, supervisors and employees are accountable for health and safety in their areas and must demonstrate leadership and a commitment to improving safety performance. Any breach of the above policy will be viewed as misconduct and may result in termination of employment.

5. **Verification/ Authorisation/ Approved by:**

*Jan Copeland*

Date: 11.07.2019

This policy shall be reviewed annually by the CEO in consultation with employees. Review Date; 11/07/2020

Workplace Health and Safety Policy 2019