**Health and Safety Statement**

**Name of organisation** is committed to providing and maintaining a safe and healthy workplace.

The health and safety of our staff / volunteers is at the forefront of all our activities.

**Name of organisation** commits to effectively managing all risks arising from its activities by:

* providing a safe and healthy working environment, equipment and systems
* providing a workplace health and safety induction
* providing clear instructions, information, supervision and training, to ensure staff are competent to do their work safely
* engaging and consulting with workers on day-to-day health and safety matters
* continually looking at ways to improve health and safety

Health and safety is everybody’s responsibility and all staff / volunteers must:

* be aware of their responsibilities
* take reasonable care of their own health and safety and ensure that their actions don’t cause harm to themselves or others
* report all incidents and injuries as soon as possible
* comply with any reasonable instructions, policies and procedures

All PCBU’s (person conducting a business or undertaking) are accountable for health and safety within their work area, this includes:

* identifying hazards and assessing risks
* implementing controls and monitoring those controls to ensure they remain effective
* ensuring the competency of workers
* accurate and timely reporting of health and safety issues
* ensuring high standards of hygiene and housekeeping
* complying with **Name of organisation’s** Health & Safety policies and procedures