

Strategic Objective:

5. SELF SUFFICIENCY & SUSTAINABILITY



POLICY :	5.1 Occupational Health, Safety, Environment & Sustainability (OHSES)		
Approval By:	CEO	Approval Date:	13-05-2016
Document Owner:	OHSES Manager	Next Review Date:	11-09-2016

Purpose	<p>It is the duty of the employer to identify and assess hazards and if reasonably practicable eliminate risks. If that is impracticable, the risks must be controlled.</p> <p>It is the duty of the employee to ‘take reasonable care for the health and safety of people who are at the employees’ place of work and who may be affected by the employees’ acts or omissions at work’.</p>	5.1 Occupational Health, Safety, Environment & Sustainability (OHSES)
Target Audience	All staff, contractors, clients and visitors to QEC sites and involved in QEC programs	
Definitions	<ul style="list-style-type: none"> OHSES – Occupational Health & Safety, Environment & Sustainability Contractors – All sub contractors regular and infrequent 	
Policy	In order to achieve this goal, QEC values, legislations, Government department policy and safety and environmental considerations will be integrated, through an Occupational Health and Safety (OHS) and Environmental and Sustainability (ES) Management System to support this policy.	
	<p>Objectives</p> <p>This commitment will be met by: The implementation of the OHS&ES Management System, and the plans, policies, procedures and programs necessary to support this System, will ensure:</p> <ul style="list-style-type: none"> Compliance with relevant legislations, including the OHS Act, Victorian Government environmental policy and supporting regulations Managing, monitoring and measuring OHS & ES performance and establishing objectives and targets to minimize impact. <ul style="list-style-type: none"> ➤ Including workplace inspections, control of identified hazards, reducing energy, water and paper consumption, minimizing production of greenhouse gases associated with travel. Reduction in the amount of waste produced and maximizing the amount reused and recycled. Consideration of the environmental, health and safety aspects in the purchase of products and services, and endeavouring to ensure the suppliers also meet high standards of performance. Considering environmental, health and safety aspects in policy and strategy decisions recommended to the Board of Management. 	

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- Employees are trained on all matters relevant to their work regarding health, safety, environment and sustainability and contractors are to be fully aware of the hazards associated with their work, and implement appropriate hazard control measures.
- A close working relationship with our employees, contractors, suppliers, clients and the community to develop and implement initiatives.
- All staff, contractors and other persons, are inducted into the requirements of the OHS&ES Management System and will be held accountable for enacting their roles and responsibilities as defined in the OHS&ES Management System.
- Communication of this policy to all employees, contractors and other stakeholders, as well as making this policy available to the general public.

Key Legislation, Acts and Standards OH&S Act 2004, Vic

PLEASE PLACE A 'Y' IN THE BLANK COLUMN relating to the applicable standards below:-
e.g.

1.0	1.1	Understanding Rights & Responsibilities	Y
Empowerment	1.2	Exercising Rights & Responsibilities	

DHS STANDARDS Listing

1.0 Empowerment	1.1	Understanding Rights & Responsibilities	
	1.2	Exercising Rights & Responsibilities	
2.0 Access & Engagement	2.1	Services Are clear	
	2.2	Services are delivered	
	2.3	Access to Services	
3.0 Wellbeing	3.1	Services Adoption	
	3.2	Services Participation	
	3.3	Goals Documented & Implemented	
	3.4	Reviews, Evaluations & updates	
	3.5	Delivery is in Safe Environment	
4.0 Participation	4.1	Choice & Control of Service Delivery	
	4.2	Community Participation	
	4.3	Maintaining Connections with Family & Friends	
	4.4	Strengthen Culture Connection - Aboriginal/Torres	
	4.5	Strengthen Cultural, Spiritual & Language	
	4.6	Life Skills - Develop Sustain Strengthen	

ISO 9001:2008 Listing

4.0 Quality Management System	4.1	General	
	4.2.1	Doc Requirements General	
	4.2.2	Doc Requirements Quality Manual	
	4.2.3	Doc Requirements Control of Docs	
	4.2.4	Doc Requirements Control of records	
5.0 Management Responsibility	5.1	Management Responsibility	Y
	5.2	Customer Focus	

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	5.3	Quality Policy	
	5.4	Planning Inc 5.4.1-5.4.2	
	5.5.1	Responsibility & Authority	
	5.5.2	Management Representative	Y
	5.5.3	Internal Communication	
	5.6	Management Review	
6.0 Resource Management	6.1	Provision of resources	Y
	6.2	Human resources	
	6.3	Infrastructure	
	6.4	Work Environment	
7.0 Product Realization	7.1	Planning of Product Realisation	
	7.2	Customer-related Processes	
	7.3	Design & development	
	7.4	Purchasing	
	7.5	Production and service provision	
	7.6	Control of monitoring & measuring devices	Y
8.0 Measurement, Analysis & Improvement	8.1	Measurement Analysis & Improvement	
	8.2	Monitoring & Measurement	
	8.3	Control of non- conforming Product	
	8.4	Analysis of Data	
	8.5	Improvement	

Key Legislation, Acts and Standards OH&S Act 2004

Key words OH&S, OHS, OHSES, environment, occupational health, safety, Staff

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