



1. Title: CEQ Work Health and Safety Policy

2. Purpose:

Community Enterprise Queensland (CEQ) is committed to providing and maintaining a safe and healthy workplace for all employees. All psychosocial hazards, hazards and risks to health and safety will be eliminated and/or minimised, as far as is reasonably practicable. CEQ are committed to complying with the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011, codes of practice and other safety guidance material.

3. Scope:

The responsibility for managing health and safety ultimately rests with the Person in Control of the Business or Undertaking (PCBU). This policy applies to all PCBUs, board members, employees, suppliers, service providers, customers, contractors of CEQ by providing a safe and healthy working environment. Including all stakeholders, managers, supervisors and team members who are accountable for health and safety in their areas.

4. Background:

In meeting this commitment CEQ will:

1. Eliminate and/or minimise all workplace psychosocial hazards, hazards and risks as far as is reasonably practicable.
2. Identify and reduce the risks of all types of work activities and/or psychosocial hazards that have potential for personal injury or occupational illness.
3. Provide and maintain a safe work environment, including plant, equipment, safe use, handling, storage and transport of plant and substances.
4. Provide instruction, training and supervision to enable all team members to perform their duties safely.
5. Eliminate and/or minimise the common hazards arising from the common psychosocial hazards.
6. Provide a suitable injury management and return to work program.
7. Provide access to adequate facilities for the welfare of employees/workers carrying out work at CEQ.
8. Provide workplace health and safety inductions for all new starts.
9. Provide site inductions for visitors to CEQ remote sites.
10. Involve team members in workplace health and safety matters and consult with them on ways to recognise, evaluate, control workplace hazards and psychosocial hazards.
11. Maintain and monitor health and safety performance indicators.
12. Monitor the health of employees and the conditions at the workplace to prevent

psychosocial hazards, hazards, illness or injury.

13. Periodically review and revise our health and safety policy and safety management system to maintain their significance.
14. Conduct workplace health and safety meetings to consult with our Support Office and remote teams.
15. Highlight risks through our risk framework and FARG meetings.

In return, CEQ management requires our Board of Management, team members, contractors and others to:

1. Follow all policies, procedures, safe work practices, training and instructions.
2. Take reasonable care for their own health and safety.
3. Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
4. Maintain a safe and tidy work area.
5. Report any hazards identified.
6. Report all work related psychosocial hazards, hazards, injuries and illnesses immediately to their manager/supervisor and/or Workplace Health and Safety Coordinator.
7. Participate in safety training.
8. Suggest ideas on how to improve safety.
9. Use safety equipment and wear appropriate personal protective equipment as instructed and when required.
10. Comply, so far as reasonably able, with any reasonable instruction that is given.

Any breach of the above policy will be viewed as misconduct and may result in termination of employment.

5. Associated documents:

Work Health & Safety Act 2011, CEQ Bullying Policy; CEQ Code of Conduct; CEQ Client Aggression Policy & Procedure; CEQ Complaint Policy & Procedure; CEQ Harassment Prevention Policy; CEQ Incident Reporting & Notification Procedure; CEQ Management of Communicable Disease Policy; CEQ Safety Policy; CEQ Workplace Rehabilitation Policy.

6. Approved by:



Michael Dykes

Chief Executive Officer Approval Date: 18 September 2023 Review Date: 18 September 2026

PWCS Committee Approval Date: 5 October 2023

Board Approval Date: 25 October 2023