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WORK HEALTH SAFETY AND WELLBEING POLICY

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1 Purpose

Bethanie Group (Bethanie) is committed to the safety, health and wellbeing of all employees, volunteers, contractors, subcontractors, labour hire (agency) workers, students, apprentices (collectively referred to as 'workers'), visitors, and people who may be affected by our work. Our WHS vision is:

Caring for our workers demonstrates the Bethanie Mission and therefore:

Bethanie strives to continuously improve work, health, safety, and wellbeing systems, prevent injuries, and provide all workers with safe, supportive, respectful, and inclusive workplaces that positively impact health and wellbeing.

Bethanie aspires to provide all workers with "good work" that is healthy and safe, in which hazards and risks are eliminated or minimised, and work that optimises human performance, job satisfaction and productivity.

Everyone is encouraged to identify opportunities to improve the safety, health and wellbeing of Bethanie workers and others who could be impacted by Bethanie business activities. This includes reporting hazards and incidents and proactively suggesting improvements to systems of work to effectively manage health, safety, and wellbeing risks. Importantly, this includes everyone considering the impact of their decisions and actions on the health, safety, and wellbeing of others, including workers, customers, families, and visitors. WHS is everyone's responsibility which requires committed leadership, collaboration and consultation across all work groups and a focus on continuous improvement.

Bethanie is committed to fulfilling the objectives of this policy and expect that the health, safety, and wellbeing of all stakeholders is considered and prioritised during work performed by us or on our behalf. Bethanie is fully committed to achieving the WHS vision and acknowledges both the importance and scale of this commitment.



2 Scope and Applicability

Who must use this policy:	All employees, volunteers, contractors, subcontractors, labour hire (agency) workers, students, and apprentices. The term Bethanie workers refers to employees and volunteers.
Why this policy is important:	This policy describes Bethanie's commitment to work, health, safety, and wellbeing.
When this policy applies:	In all Bethanie workplace's and when undertaking work for Bethanie
Who to ask for more information:	<ul style="list-style-type: none"> • Your manager • Health and Safety Representatives (HSRs) • Work, Health and Safety Team

3 Definitions

Term	Definition
Contractor	Contractors including independent contractors and subcontractors, run their own business and sell their services to others. Contractors will often use their own processes, tools, and methods to complete their work. They may negotiate their own fees and working arrangements and can work for more than one client at a time.
Good work	"Good work" is healthy and safe work where hazards and risks are eliminated or minimised so far as is reasonably practicable. Good work is also where the work design optimises human performance, job satisfaction and productivity.
Hazard	A situation or thing that has the potential to harm a person.
Incident	The term incident can be defined as an occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities
Labour hire (agency) workers	Labour hire involves a host organisation using workers from a labour hire agency, for a short period of time. These arrangements are sometimes referred to as "on-hire" or "agency" arrangements. Both the labour hire agency and host organisation have duties to ensure labour hire workers' health and safety.
Risk	The possibility that harms (death, injury, or illness) might occur when exposed to a hazard.
Risk Management	<p>Risk management is a systematic process that includes:</p> <ul style="list-style-type: none"> – Hazard identification – Assessment of risk associated with the hazard – Implementation of controls to reduce the risk – Review of hazards and control measures to ensure they are working as planned. <p>Risk management is a proactive process that helps response to change and facilitate continuous improvement in business. It should be planned, systematic and cover all reasonably foreseeable hazards and associated risks.</p>
Student	Students are people studying at university or college.



Term	Definition
	For the purposes of this policy, students are also classed as work experience school students and VET (Vocational Education Training) students.
Sub-contractor	An individual or business firm contracting to perform part or all of another's contract.
Volunteer	A volunteer is someone who does work without being paid for it, because they want to do it.
Wellbeing	Well-being is a positive state experienced by individuals and societies. Similar to health, it is a resource for daily life and is determined by social, economic, and environmental conditions. Well-being encompasses quality of life and the ability of people and societies to contribute to the world with a sense of meaning and purpose.
Worker	A worker is any person who carries out work for a person conducting a business or undertaking (PCBU) i.e. Bethanie, under the <i>Work, Health and Safety Act 2020</i> . This includes: employees, contractors, subcontractors, outworkers, apprentice or trainee, students, labour hire (agency) workers and volunteers.
Workplace	Any place where work is carried out for Bethanie and includes any place where a worker goes, or is likely to be, while at work. This may include but is not limited to residential facilities, grounds, offices, shops while on client outings, construction sites, vehicles, and client homes.

4 Policy

4.1 Objectives

The objectives of this policy are for Bethanie, so far as reasonably practicable, to:

- Ensure continual improvement of the WHS system by establishing annual objectives, measuring, and evaluating WHS performance and striving to achieve the Bethanie WHS vision.
- Apply a robust and pragmatic approach to WHS hazards and risks through the application of risk management strategies.
- Embed WHS in all operational activities which considers WHS within the context of services, activities, people, and stakeholders.
- Engage in meaningful consultation and maintain open lines of communication with all stakeholders to ensure a collaborative approach to WHS and wellbeing.
- Ensure workers are supported to identify and control risks in the workplace through training, hazard and incident reporting, access to WHS internal resources and a clear resolution pathway.
- Comply with current legislation and reference guidance material, industry standards, codes of practice and Australian Standards when managing WHS risks and hazards.
- Enhance workers' WHS knowledge through a program of education and training.
- Provide resources and documentation to ensure Bethanie workers can work safely and meet their responsibilities as outlined in Bethanie policies and procedures.
- Care for workers who have sustained a work-related injury by providing supportive, timely and appropriate injury management assistance.



- Identify and implement evidence based and relevant wellness initiatives to support and improve the health and wellbeing of all Bethanie people.
- Achieve and maintain certification of the Bethanie WHS management system against the Australian and International Standard ISO45001:2018.
- Provide healthy, safe, respectful, and inclusive workplaces across all Bethanie business units and locations.

5 Consequences of Policy Breach

- This policy is binding on Bethanie workers, as per Section 2: Scope and Applicability.
- Roles and Responsibilities in relation to this policy are set out in Section 6 below.
- Failure to comply with the policy may constitute a breach of the Bethanie Code of Conduct and business practices.

6 Roles and Responsibilities

Role	Responsibilities
Board	<ul style="list-style-type: none">• Maintain oversight of and ensure organisation-wide compliance.• Monitor Bethanie's WHS performance and seek to independently verify systems of work are effective in the context of the organisation's risk.
Executive	<ul style="list-style-type: none">• Maintain oversight of and ensure organisation-wide compliance.• Monitor Bethanie's WHS performance and seek to independently verify systems of work are effective in the context of the organisation's risk.• Endorse policies, procedures and supporting documentation that are conducive to meeting legislative compliance.• Exercise due diligence to ensure that the requirements of the safety management system integrate effectively with Bethanie's business processes.• Demonstrate due diligence to ensure alignment between operational targets and WHS legislative compliance.• Demonstrate a commitment towards WHS through behaviour and actions.• Provide workers with resources to effectively meet legislative requirements.• Assign clear responsibilities and expectations to Managers with regards to WHS.• Monitor WHS incidents, investigations and subsequent actions and promote a continuous improvement focus across the organisation.• Seek to understand the organisational risks and implement effective risk management strategies to minimise the risk of injury or ill health to Bethanie workers or others
Managers	<ul style="list-style-type: none">• Consult with workers to identify hazards, assess risks and implement control measures to reduce the risk of injury. Controls should be evaluated periodically, in consultation with the workforce to assess their effectiveness.• Support and promote the use of risk management principles to facilitate risk management in the workplace.



Role	Responsibilities
	<ul style="list-style-type: none">• Ensure equipment is readily available, maintained in accordance with manufacturer's instructions and that workers are trained to use the equipment safely.• Ensure workers attend and complete mandatory WHS training as required and refer workers for additional training if needed.• Actively promote hazard and incident reporting across all work groups.• Investigate hazards and WHS incidents and provide feedback to those who reported the incident / hazard.• Participate in WHS investigations and risk assessments to identify opportunities for improvement.
Employees	<ul style="list-style-type: none">• Report workplace hazards and incidents in ARCH.• Assess the risks in the workplace using the S.A.F.E. acronym.<ul style="list-style-type: none">○ Spot the hazard;○ Assess the risk;○ Fix the problem;○ Evaluate and consider the way in which the risk can be reduced.• Perform tasks in accordance with training and procedures.• Use equipment provided in accordance with training and manufacturer's instructions.• Consult with Bethanie on WHS issues.• Assist non-employees (volunteers, contractors, labour hire workers, students and visitors) to report WHS hazards and incidents
WHS Department	<ul style="list-style-type: none">• Provide expert advice on WHS matters to Executive, Managers, and workers.• Lead the WHS strategy and promote continuous improvement of the WHS management system.• Provide operational support to Managers, Supervisors and Health and Safety Representatives to meet their WHS duties.• Assist with and undertake hazard management, incident investigations and WHS risk assessments using risk management principles.• Escalate high risk hazards or incidents to Bethanie Executive as required.• Refer to the legislative hierarchy framework to ensure legislative compliance for WHS risks.
Health and Safety Representatives	<ul style="list-style-type: none">• Represent the work group on matters of WHS.• Assist with incident investigation, hazard management and WHS risk assessments.• Consult with Bethanie to improve WHS systems.

7 Committees and Working Groups

Committee / Working Group	Contribution
Bethanie Work, Health, and Safety Committees	<ul style="list-style-type: none">• Monitoring of hazards, incidents, and injuries across Bethanie.



Committee / Working Group	Contribution
	<ul style="list-style-type: none"> Monitoring, consultation, input, and feedback regarding preventative measures towards workplace hazards, including WHS risk assessments, investigation findings and actions, training and continuous improvement initiatives related to workplace hazards and risks. Consultation across the Bethanie workforce and services.
Executive Management Team	<ul style="list-style-type: none"> Continuous monitoring of WHS performance and emerging trends Maintain oversight of WHS risks via the organisational risk register

8 Related Documents

Governance frameworks & policies		
<i>Work Health Safety and Wellbeing Framework</i>		
References		
<i>Work, Health and Safety Act 2020</i>	<i>Western Australian Legislation website</i>	<i>March 2024</i>
<i>Work, Health and Safety Regulations 2022</i>	<i>Western Australian Legislation website</i>	<i>March 2024</i>
<i>Strengthened Quality Standard 1: The individual</i>	<i>Aged Care Quality and Safety Commission website</i>	<i>March 2025</i>
<i>Strengthened Quality Standard 2: The organisation</i>	<i>Aged Care Quality and Safety Commission website</i>	<i>March 2025</i>
<i>Strengthened Quality Standard 4: The environment</i>	<i>Aged Care Quality and Safety Commission website</i>	<i>March 2025</i>
<i>NDIS Practice Standards: Core Modules - Rights and Responsibilities, Provider Governance and Operational Management, Provision of Supports and Provision of Supports Environment</i>	<i>NDIS Quality and Safeguards Commission</i>	<i>March 2024</i>
<i>Good Work Design, Safe Work Australia</i>	<i>Safe Work Australia Website</i>	<i>April 2024</i>
<i>Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022</i>	<i>Australian Legislation Website</i>	<i>April 2024</i>
<i>Sex Discrimination and Fair Work (Respect at Work) Amendment Act 2021</i>	<i>Australian Legislation website</i>	<i>April 2024</i>



9 Document Control

Approved by	BGI Board	Next Review	May 2028
Document Owner or Author	GM WHS	Review Cycle	3 yearly
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Description of Change	Updated and changed term staff to workers; modified AS45001 to ISO45001 and included SAFE acronym under employee responsibilities.		
Positions Consulted	Operational Leadership Team		
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1.0	New - introduced (supersedes WHS Policy - OSH P 1.5)	GM WHS	8 May 2024
1.1	Updated to new template	GM WHS	November 2024
1.2	Updated	GM WHS	May 2025