

WORK HEALTH AND SAFETY POLICY

Work Health and Safety

POLICY STATEMENT

Capecare is committed to ensuring the health, safety and wellbeing of all people at our workplaces, including staff, volunteers, contractors, residents, clients and visitors. We acknowledge our legal and moral responsibility to provide a safe working and caring environment.

We are committed to complying with the Work Health and Safety Act 2020 (WA), the Work Health and Safety (General) Regulations 2022 (WA), the National Model Work Health and Safety Act 2023 and applicable Codes of Practice and standards.

Our commitment includes a strong focus on prevention. We believe that injuries and incidents are preventable and that everyone has a role to play in maintaining a safe environment by acting responsibly and where required taking proactive steps to reduce risk.

PURPOSE

This policy outlines our commitment to:

- Prevent workplace injuries, illnesses, and incidents before they occur.
- Provide safe and healthy workplaces and community settings.
- Embed a strong safety culture through leadership, education, and shared responsibility.
- Comply with all relevant National and Western Australian WHS laws and standards.
- Foster individual accountability to ensure your own safety and the safety of those around you.

SCOPE

This policy applies to:

- All employees (permanent, casual, part-time and temporary)
- All volunteers and contractors
- All visitors
- All clients and residents,
- All Capecare locations, when traveling at work, and in community-based service sites

Document Title: WHS POL Work Health and Safety					
Approved By	Capecare Board of Directors		Related Strengthened Aged Care Quality Standard/s	2	
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RESPONSIBILITIES

Board of Directors

- Ensure compliance with WHS legislation at the highest governance level.
- Allocate appropriate resources to WHS systems and improvements.
- Monitor WHS performance and support a culture of continuous improvement.
- Champion the principle of prevention in all organisational planning.

Chief Executive Officer (CEO) and Executive Team

- Drive WHS leadership and culture throughout the organisation.
- Ensure risk-based safety systems are implemented, maintained, and monitored.
- Ensure effective consultation and communication on WHS matters.
- Promote proactive and preventive WHS behaviours.

Managers and Supervisors

- Take a lead role in identifying and controlling risks in the workplace.
- Ensure staff and volunteers are trained, competent, and supported to work safely.
- Investigate incidents, implement corrective actions, and share learnings.
- Monitor and reinforce individual safe behaviour and early reporting.

All Staff and Volunteers

- Take reasonable care of their own health and safety, and the health and safety of others.
- Actively contribute to preventing harm by identifying hazards and reducing risks.
- Always behave in a safe and respectful manner consistent with our organisational values.
- Comply with safety instructions, procedures, and policies.
- Participate in safety training and consultation. Immediately report hazards, near misses and incidents.
- Use any provided PPE for relevant tasks.

Contractors and Visitors

- Comply with all WHS instructions, procedures and induction requirements.
- Behave safely and notify any risks or incidents observed during their visit or work.

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KEY WHS ELEMENTS

- Prevention-first mindset across all work areas.
- Risk management through structured hazard identification, assessment and control.
- WHS induction, ongoing education and training.
- Health and wellbeing initiatives, including mental health support.
- Emergency preparedness, drills, and site safety systems.
- Transparent reporting of incidents, near misses and injuries.
- Investigation and continuous improvement actions.
- Active staff and volunteer consultation and engagement.

PREVENTATIVE APPROACH

Prevention is at the heart of our WHS system. We strive to:

- Proactively identify hazards before harm occurs.
- Encourage early reporting and resolution of risks.
- Embed a safety mindset into everyday decision-making and routines.
- Recognise and reward safe behaviours.
- Support early intervention and injury management for a safe return to work.

HEALTH, SAFETY AND WELLBEING CULTURE

We are committed to promoting a workplace culture that prioritises:

- Respect, support, and psychological safety.
- Open communication on WHS issues without fear of reprisal.
- Empowerment of every individual to stop unsafe work or raise safety concerns.
- Continuous improvement based on feedback, audits, and incident trends.

CONSULTATION AND COMMUNICATION

We ensure workers and volunteers are actively involved in WHS through:

- Designated Health and Safety Representatives (HSRs).
- WHS Committees and working groups.
- Team meetings and toolbox talks.
- Feedback and improvement suggestions.

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CONTINUOUS IMPROVEMENT

Our WHS policy and practices will evolve by:

- Reviewing and learning from incidents and near misses.
- Monitoring performance indicators such as injury rates, hazard reports, and training compliance.
- Regular internal and external audits.
- Reviewing this policy at least every two years or as required due to changes in legislation, operations, or feedback.

References

The Work Health and Safety Act 2020 (WA),
 The Work Health and Safety (General) Regulations 2022 (WA),
 The National Model Work Health and Safety Act 2023

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