

HEALTH, SAFETY PAPER

THE AFP's first formal occupational health and safety policy document has been endorsed by both management and unions.

The policy has been approved by the Commissioner and *Platypus* is pleased to publish it for the information of all members and staff.

1. THE AFP recognises its duty to safeguard the health and safety of all members and staff at work. In pursuance of this commitment, the AFP will take all reasonable steps to:

- (a) provide and maintain a working environment that is safe, healthy and provides adequate facilities for members and staff welfare at work;
- (b) provide and maintain a safe means of access to and egress from any workplace under the control of the AFP;
- (c) ensure that persons at or near a workplace are not exposed to risk in connection with the use, handling, storage or transport of plant or substances;
- (d) provide information, instruction and training to enable members to perform their work safely; and
- (e) see that persons at or near a workplace are not exposed to undue risk to their health and safety arising from the conduct of AFP undertakings.

Background

2. Under the auspices of the AFP National Consultative Council (NCC), an OHS Policy Committee has been established with particular reference to AFP policy and potential agreements. This committee will have a continuing role in monitoring OHS practices and reporting to the NCC.

3. The Policy Committee will be concerned with monitoring the implementation of the AFP safety program, and will address:

- (a) organisational OHS policies in respect to all members and staff;
- (b) implementation and follow-up of health and safety policies;
- (c) practices and mechanisms for their implementation;
- (d) uniformity of application;
- (e) education and training programs;
- (f) an appropriate accident and injury reporting system; and
- (g) incorporating compensation statistics in the above system to permit costing of accidents and injuries.

4. Co-operation by management, unions, supervisors and all members

in the organisation will ensure that an active interest in safety is maintained through a valuable safety communications medium.

Regional Consultation

5. Regional Consultative Councils (RCC) will also be concerned with OHS practices. It is important to encourage members to contribute to the planning and implementation of programs. OHS matters at a Regional level will particularly address the specific aspects of a safety program including any special requirements related to their particular location.

6. Those issues which are confined to the Regional area may be resolved by the appropriate Officer In Charge.

Responsibilities

7. Responsibility for OHS does not rest alone with senior management. It continues down the line to all who have responsibility to recognise hazards and take appropriate action. In addition, Management has responsibility for educating members and staff and promoting interest in health and safety.

8. Particular care should be taken to provide opportunities for all members to bring to notice hazards of which they are aware or measures which they consider could improve health and safety in the location.

Managers and supervisors will be responsible for:

- (a) ensuring a safe and healthy workplace;
- (b) implementing AFP policy;
- (c) actively participating and encouraging members to be involved in the OHS process;
- (d) ensuring that information on all known work hazards is available to the members involved;
- (e) developing safe and healthy work practices;
- (f) informing members of health and safety committee matters;
- (g) ensuring that members are adequately trained and competent to perform required duties; and
- (h) ensuring that members, returning to work following a work injury, are able to perform



assigned tasks effectively and without aggravation of the injury.

9. When matters are referred by members, managers have the responsibility either to reach a solution at the appropriate level, or to refer the matter for consultation to the appropriate OHS Committee.

10. Each AFP member or employee is expected to observe AFP safety rules and procedures at all times, and to advise supervisors of conditions they consider may result in a hazardous or dangerous condition.

Every member should take an active role in OHS by:

- (a) ensuring the observance of safety procedures, and that they do not take any action to, or by omission, create an undue risk to the health and safety of the members;
- (b) identifying hazards and reporting to supervisors or appropriate OHS committee; and
- (c) using all equipment in accordance with any instructions given by the AFP, consistent with its safe and proper use.

Joint Moves

11. The Industrial Democracy agreement outlines the mechanism for consultative practices within the AFP via National and Regional Consultative Councils. Occupational Health and Safety is a primary matter for consultation under this agreement and the AFP will foster a co-operative consultative relationship on the health, safety and welfare of all members at work.

(Anybody with any questions can contact the O.H.S. officer, Mr Greg Lovell, on Canberra (062) 75 7113.)