

Workplace Health and Safety Statement

Statement overview

K1 Payroll Pty Ltd has implemented a Workplace Health and Safety Statement which takes effect immediately.

What is the WHS Statement?

The Workplace Health and Safety (WH&S) Statement is to be read in conjunction with the WH&S Policy. This statement confirms the WH&S principles at K1 Payroll Pty Ltd and outlines the responsibilities of managers, employees, and workers with regards to WH&S at work.

Some important points to consider

K1 Payroll Pty Ltd is committed to providing, as far as reasonably practicable, a safe working environment. Managers, employees, and workers play a key role in the implementation of Health and Safety systems. The statement confirms the responsibilities that all employees/workers and, where applicable, contractors have in ensuring the provision of a safe work environment.

As part of our WH&S obligations, K1 Payroll Pty Ltd will aim to promptly deal with WH&S issues, either through management or a committee.

What do I need to do?

You need to carefully read through the Workplace Health and Safety Statement to make yourself familiar with the contents of the statement and with Service guidelines. You are expected to comply with this Statement as amended from time to time. This Statement is a guide only and will not form part of your General Terms and Conditions of employment or confer contractual rights, on which a staff member may rely.

Who is involved?

The Workplace Health and Safety Policy applies to all employees, (including temporary and casual workers, contractors, and subcontractors), visitors and members of the general public involved in the Service's undertakings at K1 Payroll Pty Ltd.

Policy and further information

Your manager is available to assist with any queries you have relating to the Statement which is detailed below.

Workplace Health and Safety Statement

Our commitment

K1 Payroll Pty Ltd is committed to providing, so far as reasonably practicable, a safe workplace for all employees, children, family members, contractors, workers, visitors, and members of the general public involved in the Service's undertakings. We work to fulfil our corporate and legal workplace health & safety (WH&S) responsibilities, while striving to promote continuous improvement in the health and safety of our working environment.

While State and Federal WH&S legislative requirements govern the minimum standards required of our WH&S system, we seek to ensure, so far as reasonably practicable, that the Service's WH&S systems exceed legislative requirements in the identification, assessment, and elimination (or if not reasonably practicable, minimisation) of hazards, and the provision of:

- premises, plant, systems of work and working environment that are safe and without risks to health;
- information, instruction, training, and supervision to ensure health and safety of all employees, children, and visitors;
- adequate facilities for the welfare of all employees.

We make this commitment to all employees and stakeholders of our Service as a display of our commitment to fulfil our duty of care as well as our statutory obligations.

WH&S leadership

Managers play a key role in the implementation of our WH&S system and the promotion of a safety culture. Management will endeavour to ensure prompt action is taken on health and safety matters. They will support activities aimed at identifying, assessing, and either eliminating or minimising hazards that pose risks to the health and safety of people associated with Service activities.

Supervisory employees will meet their responsibilities by understanding, accepting, and adhering to work procedures and standards. Through employee consultation, supervisory employees will be involved in continuous improvement of work procedures/equipment through hazard and risk management practices. By providing WH&S leadership and modelling appropriate safety behaviour, they will assist in creating a safety culture.

Your responsibility

All employees/workers have a role to play in the provision of a safe work environment by:

- ensuring they take reasonable care not to endanger themselves or any other person(s);
- assisting in the development and implementation of safe work practices;
- assisting in the early identification of hazards and the prompt execution of corrective action to minimise risk of accident or injury;
- ensuring that the safety and welfare of our children is always a priority in everything we do;
- complying so far as they are reasonably able with any instruction given about health and safety;
- complying with all Service WH&S policies and procedures.

Consultation procedures

K1 Payroll Pty Ltd aims to consult with its workers regarding WH&S matters that affect them. This includes sharing information regarding WH&S, giving workers an opportunity to express their views, and taking into account those views. Consultation heightens awareness and commitment of all parties to WH&S and helps to foster a safe and productive working environment.

To ensure WH&S issues are dealt with promptly and in a consultative manner, WH&S representatives may be elected. These representatives may consist of employee members who have been nominated and elected by their fellow employees to represent the various work groups within K1 Payroll Pty Ltd, and management representatives who have been appointed by the Service.

The WH&S representatives, if elected, are a consultative body responsible for representing the workers, investigating complaints, discussing, and making recommendations about the Service's WH&S systems, policies and procedures and overall health and safety issues in the Service. Each WH&S representative will be supported to ensure WH&S matters are dealt with in an appropriate and timely manner.

The WH&S committee, if established, is comprised of management representatives and worker representatives that has broad functions to consider the management of health and safety across the whole workforce.

If there is no committee, management will aim to promptly address all concerns.

Working together and respecting each other

By working together, we can ensure the Service is a safe and healthy environment for all. An important part of that is the way we treat each other. All employees/workers are expected to treat one another with respect and courtesy and not to engage in aggressive, bullying, or intimidating behaviour.

What happens if someone breaches this statement?

The consequences of a breach of this statement will vary depending on the type and seriousness of the breach and will be at the discretion of K1 Payroll Pty Ltd. Depending on the circumstances, the following may take place, including but not limited to disciplinary action including counselling, a formal written warning, or the termination of employment.