**Health and Safety Plan July 2016 to July 2017**

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| **Area** | **Action** | **Frequency** | **Responsibility** | **Outcome** |
| Employee health and wellbeing | Offer smoking cessation to staff. | During performance appraisals. |  | Number of staff who stopped smoking. |
| Offer/provide only healthy food at the work place and at special occasions. |  |  |  |
| Monitor employees’ workload. |  |  |  |
| Provide staff with the opportunity to minimise stress such as mindfulness/yoga. |  |  |  |
| Conduct a yearly staff wellness survey. |  |  |  |
| Monitor staff sick days, analyse the data and develop strategies to improve employees health. | Yearly |  |  |
| Meetings  | Health and safety committee. |  |  |  |
| Staff meetings include Health and Safety as routine agenda. |  |  |  |
| Manager meetings include Health and Safety as routine agenda. |  |  |  |
| Board/Director meetings include Health and Safety as routine agenda. |  |  |  |
| Persons receiving services meetings include Health and Safety as routine agenda. |  |  |  |

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| Workplace accident/incident reviews. | Trend analysis and development of improvement measures to avoid future events. | Yearly by the health and safety committee. | Health and safety representative. | 20% of reduction in accidents/Incidents. |
| Hazard register review. | Trend analysis and development of improvement measures to minimise or eliminate work place hazards. | Yearly by the health and safety committee. | Health and safety representative. | All hazards are managed.  |
| Training/information provision. | Development of a health and safety information website. |  |  | 80% of staff access the website within the past 12 months. |
| All new staff have orientation in health and safety. |  |  | 100% of new staff have completed health and safety orientation. |
| Health and safety components of minutes of meetings are posted on the health and safety website. |  |  |  |
| Health and safety quizzes are posted on the website twice a year.  |  |  |  |
| Health and safety representative 2 day training. | Yearly. |  |  |
| Health and safety representative. | Re-nomination of and voting for health and safety representatives. |  |  | Succession planning for health and safety representatives is in place.Contingencies are in place when the health and safety representative is not at work. |