

# PEOPLE, CULTURE AND LEARNING

## Work Health and Safety

### WHS 01 WHS Policy and Charter

## 1 Purpose and Scope

Taronga Conservation Society Australia (Taronga) is committed to developing and implementing an essential WHS Policy Statement and WHS Charter which provides the direction and framework for establishing key corporate level WHS performance measures and related improvement objectives and targets.

The WHS Policy Statement and WHS Charter states Taronga's commitment to protect the health and safety of all people who work, volunteer, study, visit or has the potential to be affected by our activities.

The WHS Policy Statement and WHS Charter apply to Taronga workers and visitors. It also applies to Taronga's workers who work at premises or locations other than Taronga Zoo (TZ) and Taronga Western Plains Zoo (TWPZ), including fieldwork.

## 2 Procedure

### 2.1 Development

- The WHS Policy Statement and WHS Charter has been developed to incorporate:
  - TarongaSAFE WHS management framework.
  - The WHS Act 2011 and WHS Regulation 2011.
- To implement the WHS Policy Statement and WHS Charter we shall focus on the needs of our business with particular reference to consistently meeting our requirements and statutory obligations. Our WHS Management System (TarongaSAFE) will provide mechanisms for detecting system shortfalls and for continuing process improvements.
- The Director and Chief Executive has overall responsibility for defining, documenting and implementing the WHS Policy Statement and WHS Charter in consultation with the Executive and management teams with other stakeholders.

### 2.2 WHS Policy Statement

Taronga operates under a documented WHS Management System (TarongaSAFE) aimed at aligning with the NSW legislative requirements and AS/NZS 4801 AS/NZS 4801 OH&S Management Systems Standard. The Executives, management team, workers and contractors must observe and work within the requirements of the WHS management system and the following policy:

The objective of TarongaSAFE and strategic objective of the Taronga Strategic Plan 2016-2020 is to:  
*"Provide a safe workplace for our people and a safe site for our visitors."*

Taronga:

- Is committed to providing effective systems of work and resources both financial and human to ensure the maintenance and continual improvement of a safe working environment and shall seek internal and external advice to resolve WHS issues as required;
- Has internal communication which is a principal element of TarongaSAFE that shall be documented, implemented, maintained, communicated and understood to all workers within the organisation;
- Is committed to consulting with workers to make the right decisions on issues that directly affect their health and safety. Staff are involved in, and encouraged to contribute to, the formulation, implementation, review and improvement of TarongaSAFE;
- Is committed to making WHS management an integral part of every managerial and supervisory position. Managers and supervisors are responsible for ensuring that effective systems are implemented which allow staff to safely carry out their work without risks to health, safety and the environment;
- Taronga and its staff shall comply with both the letter and the spirit of all applicable WHS legislation, statutory and other identified requirements;

- Plant and equipment shall be maintained and operated in a safe manner. Workplace operations will be monitored to identify and address potential hazards, and to prevent and minimise the risk of accidents occurring;
- Staff will receive information, instruction and training on TarongaSAFE, and in operations to enable them to carry out their work competently, safely and efficiently and have an operational understanding of the TarongaSAFE procedures and systems;
- Workers and contractors must carry out their duties in a safe and responsible manner by following relevant safety instructions and report any potential workplace hazards and risks;
- If any WHS incidents do occur, it must be reported and will be thoroughly investigated to determine the root cause ensuring corrective actions are implemented to prevent a recurrence;
- Effective health and rehabilitation services are made available to any employee with a workplace injury who requires such services;
- Has established WHS objectives and targets to assist Taronga in meeting the commitments of its WHS Policy and WHS Charter, and to achieve continual improvement in TarongaSAFE management and performance, through a measurement, reporting and improvement process.
- The WHS Policy Statement and WHS Charter shall be available to interested parties, the public, and shall be reviewed periodically to ensure it remains relevant, appropriate and continuing suitability to the organisation.

### 2.3 WHS Charter

- Taronga has developed the WHS Charter as a public statement of its commitment to WHS: *'We commit to providing a safe and healthy environment for our people and visitors. Workplace health and safety is an essential part of Taronga's operations, uniting our duty of care with the continuous improvement of our systematic and comprehensive safety management system, TarongaSAFE. We recognise it is everyone's responsibility to contribute towards a positive safety culture and through consultation we develop systems for a safe workplace.'*

### 2.4 Consultation and Training

- WHS Policy Statement and WHS Charter will be accessible on the intranet and the ELO record management system.
- The WHS Charter will be displayed in all workplaces and communicated through the organisational WHS Committees, which is the agreed consultation process at Taronga.
- The WHS Policy Statement and WHS Charter and TarongaSAFE framework is included in the induction process.

## 3 Responsibility and Accountability

### 3.1 Workers

- A worker has a responsibility to take reasonable care of their own health and safety, and that of others.
- A worker must comply with any reasonable instructions, policies and procedures given by Taronga.

### 3.2 Taronga

- Taronga as the employer (PCBU) has a duty of care as stated in the WHS Act 2011 to ensure the workers and others are not exposed to a risk to their health and safety.

## 4 References

WHS Act 2011  
WHS Regulation 2011

## 5 Definitions

### Charter

A charter defines the WHS functions for its conduct and governance and is displayed within the workplace.

#### Policy

A general statement of an organisation's commitment, responsibilities, and resources necessary to achieve a particular objective.

#### TarongaSAFE

Taronga's WHS Management System which is a framework, policies and procedures to systematically and comprehensively manage health and safety in the workplace that is actively endorsed by a committed employer.

#### Worker

- An employee
- A volunteer
- A trainee, apprentice or work experience student
- A student
- A contractor or sub-contractor
- An employee of a contractor or subcontractor company
- An employee of a labour hire company
- An outworker

## 6 Forms

- Nil

## 7 Review

Compliance with this procedure will be audited through internal and external review mechanisms during the WHS Audit Program at least every two years by the WHS Department and relevant stakeholders.

Following completion of any review, the procedure will be revised and, if necessary, updated in order to correct any deficiencies. Any changes to the procedure will be consulted.

The WHS Policy and WHS Charter will be reviewed in accordance with the 3 yearly review of the strategic plan which sets Taronga's overall and WHS objectives.

## 8 Approval and Version Control

Version Control	Date Effective	Approved By	Amendment
1.0	April 2003	CEO	Full Review
2.0	Dec 2011	CEO	Full Review
3.0	January 2014	WHS Manager	Updated with changes to WHS legislation
4.0	July 2015	CEO	System Review & Align with Charter
5.0	Nov 2016	WHS Manager	Align with strategic objectives