



Alkira Fuel's Work Health and Safety Policy sets out Alkira Fuel's commitment to continuous improvement of health and safety through a framework of consultation, specific responsibilities and management systems that are to be implemented. The objective of this policy is to promote the health, safety and welfare of all Alkira Fuel staff, students, contractors and visitors to Alkira Fuel's work locations. The policy also facilitates compliance with the provision of the **Work Health and Safety Act 2011, the Work Health and Safety Regulation 2017 (NSW) and the Work Health and Safety Regulation 2011 (QLD).**

Alkira Fuel covers the whole group and includes *Alkira Fuel Program Pty Ltd* and *Alkira Fuel Management Pty Ltd*.

Planning identification of hazards, hazard/risk assessment and control of hazards/risk

The overall approach taken by Alkira Fuel to the identification, assessment and control of health and safety hazards and their associated risks is described in the [WHS Risk Management Procedures](#).

Legal and other requirements

The Workplace Health and Safety team has identified the health and safety legal requirements applicable to Alkira Fuel e.g., legislation, codes of practice and Australian Standards, and maintains a library for access by all staff. The Health and safety legal and other requirements are kept up to date by regular review of the legislation and participation in workshops, forums and programs run by the relevant state or territory authority e.g. [SafeWork NSW](#) and [Workcover Queensland](#).

Objectives and targets

Health and Safety objectives and targets for Alkira Fuel are laid out in the WHS Plan. The Executive have accepted and implemented recommendations from OHS Management System Audit that: "health and safety objectives and targets will be included in the operational planning for all work units on an annual basis".

Objectives and targets

The WHS Plan provides the basis for individual work units, in their health and safety plans, to set local objectives and targets, As previously stated all work units now include health and safety in their operational plans.

Implementation

Resources

Alkira Fuel has identified and allocated financial and physical resources to enable the effective implementation of the Workplace Health and Safety Management System (WHSMS). These resources are provided for in the provision of the budget allocation to the Workplace Health and Safety team.

Responsibility and accountability

The Work Health and Safety Policy clearly defines, documents and communicates the responsibilities and accountabilities of the Board, Managers and Supervisors, Employees and Contractors and Subcontractors.

The Managers, Workplace Health and Safety has responsibility and authority for ensuring that the WHSMS requirements are established, implemented and maintained in accordance with AS/NZS 4801:2001 Occupational health and safety management systems, and reporting on the performance of the WHSMS to Alkira Fuel's Board as a basis for improvement of the WHSMS.

Training and competency

Alkira Fuel in consultation with employees identifies training needs in relation to performing work activities competently, including health and safety training.

Alkira Fuel determines the competencies, training and experience required by employees and others for the safe performance of the various tasks at the workplace. Job descriptions outline specific qualifications and competencies (including and prescribed by legislation) required.

An annual program of training courses in health and safety is displayed in the HR Services training calendar and are designed and run-on demand.

Consolation

consultation between Alkira Fuel and employees is an essential part of effectively managing health and safety in the workplace. Alkira Fuel consults with employees so that they may contribute to decisions about the implementation of safety practices and systems designed to ensure the health, safety and welfare of employees. Employee involvement at all levels is critical for ensuring a safe workplace.

Alkira Fuel ensures that there is a sharing of relevant information about health, safety and welfare with employees; that the employees are given the opportunity to express their views and contribute in a timely fashion to the resolution of health, safety and welfare issues in the workplace; and the views of employees are valued and taken into account.

The primary method of consultation is through Health and Safety Representatives (HSR's) who are set up in accordance with the Work Health and Safety Act 2011.

Communication

Alkira Fuel's WHS Policy, health and safety documentation and other relevant health, safety and welfare information are communicated to employees, contractors and visitors through the following media:

- Alkira Fuel's website
- Targeted correspondence and emails to employees
- Employee health and safety induction program
- Safety manuals and Safe Work Procedures
- Safety signage

Reporting

Alkira Fuel measures and reports its health and safety performance on a regular basis via:

- Workplace health and safety inspections
- Incident and hazard reports
- Health and safety assessments reports
- Health and safety audits of the WHSMS
- Reports of injury to Workers Compensation insurer

Documentation

Alkira Fuel has an extensive range of WHSMS documentation that is available to employees and students at the Workplace Health and Safety link on Alkira Fuel's website. Policy and procedure documents are developed when required by new legislation, changes in procedures, new teaching and research activities or through trends identified in incident, Accident and Hazard Reports and reviewed at regular intervals to ensure that they stay current. Consultation with Alkira Fuel employees occurs during the development or review process.

Document and data control

All central WHSMS documentation is recorded using standard templates and document control processes. System documents are maintained on the website and in Alkira Fuel locations. Changes to documentation are notified by email to all Alkira Fuel employees. Policies are reviewed regularly in consultation with relevant stakeholders and approved by the Board of Directors.

Managing operational risk

Alkira Fuel's procedure for hazard identification, risk assessment and risk control and the evaluation of effectiveness of control measures is documented in WHS Risk Management Procedures and can be found on Alkira Fuel's website.

Alkira Fuel uses the following methods to identify hazards:

- Safety audits – annual internal safety audits are conducted to evaluate the effectiveness of the WHS Management System. The Manager (Workplace Health and Safety) provides an audit report and recommendations to Alkira Fuel's Directors.
- Workplace Inspections – systematic inspections of the workplace are conducted by a Safety Support Officer to identify the hazards that exist in the workplace. Depending on the work area, the type of inspection may be either:
 - High risk e.g., out of office workshops, kitchen area – these inspections are carried out four times a year; and
 - Low risk e.g., administration areas and office – these inspections are carried out two times a year.
- The Safety Support Officer, in consultation with employees, inspects and observes the workplace to identify any hazards. Hazards are documented on specific check sheets for the work area involved and recommendations provided for the manager/supervisor of the area. When matters are not resolved, the Safety Support Officer may refer them to the relevant HSR.
- Incident and Hazard Reports – these reports are completed each time an incident, accident or hazard occurs. Reports are submitted to safety@alkirafuel.com.au and filed via the online data base to keep all registered documentation maintained (the workers compensation Act requires a register of injuries be kept). The Manager (Workplace Health & Safety) also provides advice on the action to be taken to prevent a recurrence of the incident, accident or hazard.
- Injury and illness records – statistics are gathered from incident and Hazard reports to identify the presence of hazards, particularly where there is a reoccurring incidence of injury. The manager (Workplace Health & Safety) provides a report three times a year on these statistics to Alkira Fuel.
- Consultation – Consultation is an integral part of Alkira Fuel's WHS Management System. In the workplace, HSR's consult with employees on WHS matters and bring any issues and concerns to the attention of the responsible Manager/Supervisor. The HSR's may also communicate the safety concerns and issues of employees to the head of the work unit. This also involves providing assistance and advice to management on WHS policies and procedures and investigating immediate risk to health and safety. HSR's make recommendations on WHS issues that facilitate informed decision made by management, they also inform employees of WHS matters that arise from workplace changes such as introducing a new piece of equipment.
- Health and Environmental Monitoring – where particular risk to health of people at on Alkira Fuel premises or to the environment exist, or are suspected, (e.g., air monitoring for detection of hazardous contaminants and noise monitoring for loudness), technical advice on hazard controls from both internal and external WHS practitioners is sought.

- Incidental Identification – If employees notice a workplace hazard, they are required to report the details to their Manager, or if safe to do so, rectify the identified hazard themselves.

Measurement and evaluation

Monitoring and measuring

Alkira Fuel has a comprehensive program for monitoring and measuring of key aspect of its operations and activities. This includes testing and monitoring requirements for aspect of the operation of equipment/machinery and apparatus, essential services, waste disposal, activities involving chemicals and apparatus covered under WHS and other relevant legislation. Health surveillance is carried out on a need basis where possible exposure to a hazard may occur e.g., noise, insufficient lighting, and low/high humidity.

Incident investigation, corrective and preventative action

Alkira Fuel's WHS Risk Management Procedures details the procedures for reporting incidents and hazards. All incidents and hazards are reported via safety@alkirafuel.com.au. Records of incidents and reported hazards are maintained by the Workplace Health and Safety team and used for analysis and reported to Alkira Fuel Directors their times a year and included in an annual report to Alkira fuel Executives. The data is also used to identify areas requiring action during the annual planning process. Preventative action is reviewed by the Workplace Health and Safety team to ensure completion and effectiveness.

Incident investigation, corrective and preventative action

Periodic inspections of all workplaces are undertaken. Once the inspection is completed by the Safety Support Officer, recording sheets are forwarded to the Directors to implement corrective action and follow up.

Records and record management

Health and safety records are maintained in accordance with Alkira Fuel's management procedures. Legislative requirements include maintaining all Incident and Hazard Reports and the confidential storage of Workers Compensation files. Examples of records maintained by Workplace Health and Safety include induction and training, and inspection and test reports.

WHS Management System audit

Alkira Fuel periodically undertakes a comprehensive internal audit to evaluate the effectiveness of the WHSMS at Alkira Fuel and administrative level. The audit covers all aspects including health and safety policy; planning; implementing; monitoring and measurement; and management review.

Measurement and evaluation

WORKPLACE HEALTH AND SAFETY MANAGEMENT SYSTEM (WHSMS)

The Workplace Health and Safety team prepares reports for Alkira Fuel and Alkira Fuels employees on the Management of health and safety (WHSMS). The reports provide the necessary information on the performance of the WHSMS to enable review of the WHSMS on an ongoing basis, ensuring that the systems in place continue to meet the needs of Alkira Fuel.

DOCUMENT CONTROL

Policy name	Workplace Health and Safety Management System
Approved by	Alkira Fuel CEO
Date approved	December 2021
Frequency of review	Annually
Last reviewed	December 2021
Next reviewed	December 2022