

## 1. Introduction

1.1 Altaira is committed to the welfare of its workforce and adheres to the *Work Health and Safety Act 2012 (SA)* and *Work Health and Safety Regulations 2012 (SA)*.

1.2 The PCBU is a 'person conducting a business or undertaking' (PCBU), who is usually the employer. The primary duty of a PCBU under WHS legislation is to ensure, so far as is reasonably practicable, that the health and safety of workers (ie employees) and others such as clients, visitors and customers, is not put at risk by the work carried out by the business or undertaking.

## 2. Responsibilities

2.1 The Director and Regulatory and Compliance Operations Manager have the primary responsibility and accountability for the health, safety and welfare of the people who work under their direction.

### 2.2 Employees

- All workers, including contractors, have a responsibility to protect their own health and safety and that of others. Employees are required to:
- take reasonable care that their actions or lack of action does not adversely affect others
- not interfere with, change or remove any safeguard, safety device or PPE - except when part of an approved maintenance, repair or emergency procedure
- report all hazards or incidents to Altaira as soon as possible as per the Incident Management Procedure
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2.3 The Director, Head of Compliance and Education Manager and Allied Health Operations Manager will:

- Define all responsibilities in policy and procedure
- Allocate financial and human resources
- Promote a positive culture that is both consultative and informative on matters relating to Work Health and Safety and Injury Management
- Ensure all employees are aware of the Return to Work Co-ordinators' names and contact details

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- Ensure early intervention and management of all injuries
- Ensure that injured employees are supported in their return to work and aim their rehabilitation services at early return to work or return to the community
- Ensure training and instruction where necessary
- Ensure hazards are identified, reported, and managed or controlled and added to the Continuous Improvement Action Plan or Quality Initiative Register as per the Incident Management Procedure.

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