

Workplace Health Safety and Wellbeing Policy

1.0 Policy Statement:

Y Careers recognises its legal, ethical and moral responsibilities to provide a healthy and safe work environment and prevent work-related physical and psychological injuries and illnesses. Y Careers is committed to providing the highest standards in health, safety and wellbeing for all their employees, trainees, employment partners and the public involved with activities of Y Careers.

We are dedicated to encouraging and safe, respectful, and healthy behaviours, maintaining high safety standards and supporting the wellbeing of all employees. We will focus on proactive and preventative strategies and practices to eliminate or reduce physical and psychological risks as far as practicable, whilst promoting and fostering a positive health, safety, and wellbeing culture.

2.0 Scope:

This policy applies to all Y Careers employees and trainees, hereinafter referred to as employees, in relation to all Y Careers operations, inclusive of all alternate work locations, unless there is a difference between a corporate staff member and a trainee, in which case the respective distinctions will be made clear.

3.0 Definitions:

Continuous improvement - means a planned and ongoing process that enables Y Careers to systematically review and improve its policies, procedures, products and services to generate better Work Health and Safety (WHS) outcomes for employees and to meet changing needs of the work environment.

Employment Partner - means the organisation that agrees to host a Y Careers trainee on a placement. An Employment Partner provides supervision and on-the-job training by having the trainees undertake the work at their premises. Also known as a Host Workplace Entity.

Health – includes physical and psychological health.

Reasonably Practicable - is a legal requirement. It means doing what you are reasonably able to do to ensure the health and safety of workers and others like volunteers and visitors. Risks that arise from work must be eliminated so far as is reasonably practicable. If a risk can't be eliminated, it must be minimised so far as is reasonably practicable.

4.0 Operational Guidelines:

4.1 Responsibilities

Y Careers will always aim to:

- Provide and maintain a safe and healthy work environment by actively striving to prevent work-related injuries and illness, both physical and psychological.
- Foster a positive workplace culture supporting the health, safety, and wellbeing for our employees through programs that actively consider and encourage diversity and inclusion, that prevents discrimination, harassment (including sexual harassment) and bullying.
- Ensure compliance with health, safety and wellbeing laws, legislative requirements, guidance material and relevant standards.

- Identify and assess possible hazards where our employees are required to work, including office-based and remote-working environments.
- Eliminating or controlling hazards that pose risks to health and safety by adopting the hierarchy of control method ([Appendix a](#)).
- Have a zero-tolerance approach to sexual harassment in the workplace and considers such behaviours to be a WHS issue. Y Careers recognises that it must take reasonable and proportionate measures to eliminate sexual harassment as far as possible.
- Y Careers will take a victim-centred approach to complaints of sexual harassment.
- Maintain plant and facilities that are under our control.
- Provide appropriate supervision and information for all our employees.
- Provide training for our employees to enable them to perform their tasks safely.
- Encourage active participation, consultation and co-operation with and from our employees in promoting and developing measures to improve health, safety and wellbeing.
- Provide ongoing inspection and safety reviews of the workplace, work practices and procedures to strive for continuous improvement.
- Regularly monitor and review our health, safety and wellbeing objectives and targets, and report on our progress in these areas.
- Allocate the appropriate resources to support the implementation of WHS management systems.
- Ensure appropriate investigations and responses are made in the event of an incident or injury, including taking action to prevent a recurrence and the timely sharing of the outcomes and learnings from these investigations.
- Facilitate effective and supportive injury management programs to encourage the early return to work, for those employees who may be affected by work-related injuries or illnesses.
- Ensure that Employer Partners are aware of their obligations to provide a workplace that is safe and reduce risk to health as low as reasonably practicable.
- Consult, cooperate and coordinate with Employment Partners, so far as reasonably practicable, to ensure all WHS duties to Y Careers trainees are met.

All Employees will:

- Have a primary responsibility to ensure that the work they undertake or supervise is carried out in a safe manner. No task is so important that a person's safety is to ever be put at risk.
- Take reasonable care for themselves and others who may be affected by their acts or omissions.
- Promote a positive workplace culture supporting the health, safety, and wellbeing by actively participating in Y Careers programs that consider and encourage diversity and inclusion, that prevents discrimination, harassment (including sexual harassment) and bullying.
- Behave in a safe, respectful and inclusive manner in the workplace and not sexually harass another employee or any other person in the workplace.
- Respectfully and appropriately call out unsafe or unhealthy work practices or behaviours of their colleagues that they witness.
- Contribute to, and play an active role in, the organisation's ongoing management of health, safety and wellbeing, and in early intervention and prevention strategies.
- Comply with all workplace policies and procedures implemented in relation to health, safety and wellbeing,
- Report all situations that may adversely impact on workplace health and safety in a timely manner to your direct supervisor and/or via the [online reporting system](#).

- Y Careers trainees must report any incidents or injuries to their Career Coach as soon as reasonably practicable, as well as to their Employment Partner.

All Y Careers Leaders will:

- Embrace Safe Work Australia's [five principles of leadership](#) to assist in enhancing safety practices and creating a workplace culture that promotes safety. These include:
 1. Commitment to health, safety and wellbeing.
 2. Active involvement.
 3. Encourage and value participation.
 4. Always make Health, Safety and Wellbeing part of Y Careers operation to encourage innovation and productivity, and
 5. Review Y Careers' compliance with our Health, Safety and Wellbeing policies and our performance.
- Encourage a respectful, safe and inclusive environment and role model appropriate behaviours.
- Take a victim-centred approach to complaints of sexual harassment.

All Y Careers Employment Partners will:

- Ensure compliance with all health, safety and wellbeing laws, legislative requirements, guidance material and relevant standards.
- Treat Y Careers trainees as if they were their own employee with regards to health and safety.
- Provide Y Careers trainees with site-specific induction and task-specific instruction, training and supervision.
- Supply the necessary equipment for you to do the job safely, which may include personal protective equipment (PPE). Ensure that training is provided to use this equipment safely.
- Report any incidents, injuries or near misses that a Y Careers trainee is involved in, both directly and indirectly, to Y Careers as soon as reasonably practicable.
- Consult, cooperate and coordinate with Y Careers, so far as reasonably practicable, to ensure all WHS duties to Y Careers trainees are met.
- Participate in the ongoing monitoring of the health and safety of the Y Careers trainees, in consultation and collaboration with Y Careers.

4.2 Consultation

Y Careers acknowledges that the best health, safety and wellbeing outcomes will be achieved through the joint co-operation of everyone in the workplace. Our employees will be actively consulted and participate in all stages of any proposed changes in the workplace and systems of work that may impact on their health, safety and or wellbeing; on issues regarding identification and control of hazards; the suitability of facilities; and the adequacy of training.

4.3 WHS Issue Resolution

Y Careers is committed to the efficient resolution of issues relating to workplace health, safety and wellbeing. The WHS Issues Resolution Procedure outlines this process.

4.4 Contractors and Third Parties

Third parties (including employment partners, suppliers, the public and any other third parties that an employee interacts with whilst performing duties) are also expected to behave in a safe and inclusive manner when interacting with employees, and must not sexually harass employees or any other person in the workplace. Y Careers may be restricted in its ability to undertake an investigation or disciplinary action, depending on its arrangements with that third party. However, it is important for employees to report any incidents so that Y Careers can take appropriate steps to ensure the safety of the employee so far as reasonably practicable and prevent incidents occurring to others.

5.0 Consequences of Breaching this Policy

The consequences of breaching this policy will depend on the seriousness of the matter but may include disciplinary action up to and including the termination of employment. If an individual's conduct results in a breach under law they may also be personally liable.

6.0 Related Documents

The Y Australia documents listed below can be accessed in the Y Careers Policy and Procedure Library:

- Y Careers Injury and Illness Management Policy
- Y Safeguarding Children and Young People Policy
- Y Careers Speak up Policy
- Y Careers Internal Grievance and Dispute Resolution Policy
- Y Careers WHS Issues Resolution Procedure
- Y Careers Disciplinary and Termination Policy
- Y Careers Respectful Behaviours Policy
- AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems
- State/Territory Work Health and Safety laws, legislative requirements, guidance material and relevant standards.

7.0 Policy Owner

The Y Careers Executive Director is responsible for keeping this policy current - including ensuring amendments and reviews occur as scheduled.

8.0 Document Control

Review of this document will be undertaken every three years or prior as required by law, in consultation with appropriate Y Careers personnel.

This document is located in the Y Careers SharePoint Policy and Procedure Library.

Version	Description of Amendment	Amended by	Issue Date	Review date
1.0	Created to align Y Careers operations and legislative requirements	Ren Watts	28/06/2024	28/06/2027

Note: to ensure correct version control when amendments are made, the new issue date must be inserted in this document. To determine amendment rating, please refer to Section 5 in the Y Careers Policy Framework.

Appendix a

Hierarchy of Control

