

THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES



Work Health and Safety Policy

2024-1

Final

THE RICE MARKETING BOARD FOR THE STATE OF NEW SOUTH WALES

WORK HEALTH AND SAFETY POLICY

1. Objectives

The Rice Marketing Board for the State of NSW (the Board) is committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or reduce) risks to the health, safety and welfare of Board Members, employees, contractors, authorised visitors, and anyone else who may be affected by our activities.

The Board is committed to comply with the *Work Health and Safety Act 2011*.

1.1 Responsibilities

1.1.1 The Board and Management:

Will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- assets in a safe condition eg vehicle
- facilities for the welfare of employees
- information, instruction, training and supervision that is reasonably necessary to ensure that each employee is safe from injury and risks to health
- a commitment to consult and co-operate with employees in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

1.1.2 Employees:

Each employee has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- comply with reasonable WHS instructions, as far as reasonably able,
- cooperate with reasonable WHS policies or procedures that have been provided
- follow appropriate workplace behaviour or other policies (e.g. not bullying or harassing others including online abuse)
- wear personal protective equipment and clothing where necessary and not misuse or interfere with anything provided for health and safety

- comply with any direction given by management or the Board for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their manager or the Board Secretary for action

1.1.3 Working from Home

- Working from home is permitted by the Board and employees must assist in the identification of hazards and have an awareness of WHS requirements in relation to working from home.
- Employees are required to complete the WHS working from home assessment checklist. Key is that any hazards are identified, the employee is aware of them, and treatments will be put in place to an agreed schedule.
- Employees must
 - cooperate with reasonable conditions on their working from home arrangement (e.g. performing a workstation assessment or working from an agreed location)
 - take reasonable care to maintain a safe work area (e.g. maintaining smoke alarms, safety switches and removing trip hazards), or
 - report if their home workplace becomes unsafe or there are other changes that may affect WHS (e.g. reporting faulty equipment or if the home is damaged by extreme weather).
- Employees are responsible for assisting in the minimisation of fatigue by managing their workload and taking regular breaks.

2 Application of this policy

The Board and Management seek the co-operation of all employees, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where employees work off-site ie from home or whilst travelling.

For further information concerning the Board's Information Management Policy, please contact:

The Secretary
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3 Document Approval and Control

a. Version

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|---------------|-------------------------------|
| Reference | Details |
| File Name | Work Health and Safety Policy |
| File location | Z:/RMB Policies |
| Version | 2024-1 |
| Status | FINAL |

b. Revision History

| Version | Revision Date | Summary of Change | Author |
|---------|---------------|-------------------------|--------|
| 2023-1 | 3/10/2023 | Creation | N Dunn |
| 2024-1 | 28/8/2024 | Update with declaration | N Dunn |
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c. Document Approval

| Board/Committee Approval | Date |
|--------------------------|------------|
| Board | 16/10/2024 |

The Rice Marketing Board for the State of NSW WHS Employee Declaration

I <insert name> confirm that I have read the Work, Health and Safety Policy of the Rice Marketing Board for the State of NSW and agree to abide by the policy. If I work from home I will ensure I have completed the Working From Home Checklist.

[Sign Here]

[Print Position Here]

[Enter Date Here]