[Insert organisation name/logo]

[INSERT POLICY NAME] POLICY

**Version: [Year/no]**

**Document status: Draft or Final**

**Date issued: [date]**

**Approved by: [insert organisation name] Board of Directors on [date]**

**Date for review: [date]**

**Record of policy development:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version number** | **Date of issue** | **Lead author/ reviewer** | **Consultative panel** | **Significant changes on previous version** |
| **[Yr/no]** | **[Date]** | **[Name/role]** | **[Name/role/ organisation]** | **[For example, incorporate changes to new legislation]** |
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**SECTION 1: [INSERT POLICY NAME] FRAMEWORK**

**1.1 Policy statement**

[Provide, at the most, two broad visionary statements about the goals of the policy and what it should achieve.]

[For example, “The Organisation is committed to providing a healthy and safe work environment for employees, Board members, students and visitors.”]

**1.2 Purpose and scope**

[Provide a purpose as to why this policy exists. Identify who this policy applies to]

[For example: This policy aims to provide guidance to the organisation in developing and implementing work health and safety (WHS) systems that are compliant with health and safety legislation, and effectively prevents and responds to health and safety risks and incidents.

This policy applies to all workers, including permanent, contract and casual employees, Board members, contractors and students.]

**1.3 Definitions**

|  |  |
| --- | --- |
| **[insert word]** | [insert definition] |
|  |  |
|  |  |
|  |  |

**1.4 Principles**

[What governs and guides the development and enactment of the policy.]

* **[Insert policy principle]**
* **[insert policy principle]**

**1.5 Outcomes**

[Describe the broad outcomes of implementing this policy – limit to four.]

* **[Insert policy outcome]**
* **[Insert policy outcome]**

**1.6 Delegations**

|  |  |
| --- | --- |
| **Board of directors** | * [Insert delegations and responsibilities] * [Insert delegations and responsibilities] |
| **Business services/ management** | * [Insert delegations and responsibilities] * [Insert delegations and responsibilities] |
| **Program services/clinical** | * [Insert delegations and responsibilities] * [Insert delegations and responsibilities] |

**1.7 Policy implementation**

This policy is developed in consultation with all employees and approved by the Board of Directors.

All workers are responsible for understanding and adhering to this Policy.

Specific monitoring and support activities undertaken include:

[What mechanisms/systems/activities are in place to ensure this policy is applied and monitored]

* [insert mechanism/system/activity]
* [insert mechanism/system/activity]
* [insert mechanism/system/activity]
* [For example: WHS agenda item in staff and Board meetings, where system and application issues are raised and addressed]
* [For example: Quarterly workplace environment audits]

**1.8 Risk management**

This Policy is informed by and complies with relevant legislation, including the [insert relevant legislation].

[Detail how risks related to this policy subject matter are managed]

[For example: Employees undertaking specific WHS responsibilities are provided with suitable training and support to fulfil their responsibilities.]

**SECTION 2: [INSERT SECTION NAME]**

**[Insert section introduction for example: section purpose, scope and outcomes**]

**2.1 [Insert subsection name]**

[Insert subsection detail]

**2.2 [Insert subsection name]**

[Insert subsection detail]

**2.3 [Insert subsection name]**

[Insert subsection detail]

**2.4 [Insert subsection name]**

[Insert subsection detail]

**2.5 [Insert subsection name]**

[Insert subsection detail]

### 2.5.1 [Insert subsection, heading 3 name]

[Insert subsection detail]

### 2.5.2 [Insert subsection, heading 3 name]

[Insert subsection detail]

**SECTION 3: [INSERT SECTION NAME]**

**[Insert section introduction for example: section purpose, scope and outcomes**]

**3.1 [Insert subsection name]**

[Insert subsection detail]

**3.2 [Insert subsection name]**

[Insert subsection detail]

**3.3 [Insert subsection name]**

[Insert subsection detail]

**3.4 [Insert subsection name]**

[Insert subsection detail]

**SECTION 4: [INSERT SECTION NAME]**

**[Insert section introduction for example: section purpose, scope and outcomes**]

**4.1 [Insert subsection name]**

[Insert subsection detail]

### 4.1.1 [Insert subsection, heading 3 name]

[Insert subsection detail]

### 4.1.2 [Insert subsection, heading 3 name]

[Insert subsection detail]

**4.2 [Insert subsection name]**

[Insert subsection detail]

**4.3 [Insert subsection name]**

[Insert subsection detail]

**SECTION 5: INTERNAL REFERENCES**

**5.1 Forms and templates**

**5.2 Policies and procedures**

**5.3 Others**

**SECTION 6: EXTERNAL REFERENCES**

**6.1 Legislation**

**6.2 Resources**

**6.3 Websites**