



Wellbeing, Health, and Safety Policy

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Team:	Strategy and People
Policy Owner:	Head of People and Culture
Approved By:	Chief Executive Officer
Effective Date:	1 January 2023
Next Review Date:	1 January 2025
Relevant legislation/codes	Work Health and Safety Act 2011 (NSW) Work Health and Safety Act 2011 (Qld) Work Health and Safety Act 2011 (ACT) Work Health and Safety (National Uniform Legislation) Act 2011 Act 2011 (NT) Work Health and Safety Act 2012 (SA) Work Health and Safety Act 2012 (TAS) Occupational Health and Safety Act 2004 (Vic) Work Health and Safety Act 2020 (WA) Work Health and Safety Act 2011 (Cth) Health and Safety at Work Act 2015 (NZ)
Related Policies & Procedures:	Wellbeing, Health and Safety System RACP Whistleblower Policy
Applicability	Australia and Aotearoa New Zealand

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1. PURPOSE

The Royal Australasian College of Physicians (the College) promotes a strong focus on physical and psychosocial wellbeing and safety to enable all employees to perform at their peak, be resilient in times of change, to be engaged and focus on greater member outcomes.

The College focus on wellbeing, health and safety is a holistic approach that recognises the importance of overall wellbeing in a hybrid workplace model. This emphasis on wellbeing aligns with our strategy, College culture and the modern workplace.

The purpose of the Wellbeing, Health, and Safety Policy is to outline the College's commitment to implement a healthy and safe working environment in the College across Australia and New Zealand and describe the role of Workers, members and visitors.

Our Workers who perform College work at third party locations such as hospitals must comply with this Policy and the policies and processes mandated by third parties at each Workplace.

2. SCOPE

The Wellbeing, Health and Safety Policy applies to all College Workers, members and visitors to College Workplaces within Australia and Aotearoa New Zealand.

3. POLICY

Keeping everyone safe is a critical commitment of the College and our Board and Workers are all required to take an active role in ensuring a safe and healthy workplace by managing health and safety risks to prevent injury and illness. The College will do everything reasonably practicable to prevent injury and harm to everyone covered by this policy.

To achieve a safe and healthy working environment, the College will:

- Build and maintain a workplace environment and culture that recognises the impact of positive physical and psychological wellbeing.
- Apply a systematic approach to the management of wellbeing, health and safety risks in the College that meets our legislative and other relevant obligations in each jurisdiction.
- Consult with our team members, including through the Wellbeing, Health and Safety Taskforce, when making decisions on matters that may affect wellbeing, health and safety.
- Commit to continuous improvement in the Wellbeing, Health and Safety System.
- Establish measurable objectives and targets for continuous improvement of wellbeing, health and safety performance.
- Monitor and report on wellbeing, health and safety performance to enable leaders to proactively exercise their due diligence obligations.
- Provide wellbeing, health and safety training to all employees in line with their role responsibilities.
- Communicate wellbeing, health and safety information to our employees, contractors, volunteers, visitors and members attending our Workplace.
- Encourage and support our employees to take responsibility for their physical and psychological wellbeing and that of their peers.
- Provide early intervention and support for employees with injury or illness, to optimise recovery and enable safe and sustainable continuation of work.
- Provide adequate resources to implement this policy.

4. WELLBEING, HEALTH AND SAFETY SYSTEM

The Wellbeing, Health and Safety Policy outlines the College's commitment to embedding a culture of safety in all our Workplaces supported by the Wellbeing, Health and Safety System (WHS System).

5. WELLBEING, HEALTH AND SAFETY RESPONSIBILITY

Every individual in the College has a responsibility in wellbeing, health, and safety as follows:

Activity	Position
Holds overall responsibility for commitment and adherence to the relevant legislation and this Policy	CEO
Supports the CEO and all other senior staff to meet their responsibilities	Board
Oversees the monitoring of the College's wellbeing, health and safety objectives	Senior Leadership Team
Have responsibility to take reasonable care for their own safety and the safety of others and comply with any reasonable instructions, this Policy and WHS requirements	Employees, volunteer members, contractors and visitors
Holds responsibility for: <ul style="list-style-type: none"> • advice on wellbeing health and safety • the development, implementation and monitoring of this Policy, • the WHS System and all relevant guidelines 	Head of People and Culture and Risk Manager
Reports to the Chief Executive Officer and the Senior Leadership Team in writing annually and provide verbal and/or written reports and updates in the event of a WHS incident or material change to a WHS risk	Head of People and Culture and Risk Manager
Represents the RACP employee workforce on wellbeing, health and safety matters	Wellbeing, Health and Safety Task Force

6. REVIEW OF POLICY

This policy will be reviewed every two years or as required in the event of legislative changes or requirements.

The policy may also be changed as a result of other amendments.

Staff and members of the College may provide feedback about this document by emailing RACPPolicy@racp.edu.au

7. DEFINITIONS

Term	Means
Board	the Board of Directors of the College.
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
WHS	Workplace Health and Safety
Workplace	College premises or any other place where Workers perform work on behalf of the College

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Worker	Any person that carries out work in any capacity for the College, and includes: employees, contractors and sub-contractors (and each of their employees), employees of a labour hire company, outworkers, apprentices or trainees, a person gaining work experience or undertaking a work trial, and volunteers.
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8. HISTORY

Item	Amendment	Date
1	Policy created to reflect areas for improvement in the 2021 WHS Audit and strengthen the focus on creating a culture of safety at the College.	5 October 2022