

Policy

The Translational Research Institute (the Institute) Board and management are committed to the health and safety of the Institute's employees, contractors, facility users, tenants, occupants and visitors. The Institute is committed to:

- Achieving the highest possible standard of workplace health and safety so as to ensure, so far as reasonably practicable, the health and safety of members of the Institute community, including visitors and the public
- Establishing measurable objectives and targets and ensuring continual improvement aimed at preventing work related injury or illness
- Communicating the Institute's health and safety policy and procedures to all employees and others involved in its workplace
- Investigating all incidents to the level required in the Institute's workplace health and safety management system.

The Institute accepts its responsibility to provide the support and direction to achieve this commitment, where it has management and control of the workplace. The Institute will maintain a comprehensive health and safety management system, developed and implemented with employee involvement and with assigned appropriate responsibility and accountability at all levels within the company, so that the health and safety system operates effectively.

Tenants of the Institute (which includes licensees) have a responsibility to ensure the safety of any employees, contractors, facility users and visitors, where the tenant has management and control of the relevant work area. Tenants of the Institute are required to ensure that they have approved health and safety policies and procedures; and have implemented those policies and procedures in respect of areas that they have management and control of and in respect of their employees, contractors, facility users and visitors.

At the Institute, workplace health and safety is an integral part of all operations. It is the responsibility of all levels of management and employees to demonstrate this at all times through active participation in all their activities. No employee is, or will be, required to carry out any task that they reasonably consider being unsafe. The need for Safe Work Procedures will continue to be identified and such documents will be developed, implemented and their use monitored where appropriate. All members of the Institute community have responsibilities to:

- immediately report incidents, hazards or risks to the Institute and any relevant tenant
- not conduct any act or omission which may place a person's health or safety at risk unless appropriate risk assessment and management procedures have been approved by the Institute or the tenant with management and control of the relevant workplace
- be aware of emergency procedures
- comply with all health and safety policies and procedures, whether approved by the Institute or a tenant, that apply to their activities.

Copies of approved health and safety procedures and policies are available from the TRI Work Health and Safety Manager and the tenant responsible for the relevant area. All members of the Institute community, including contractors, facility users, tenants, occupants and visitors, should ensure that they understand the duties and responsibilities they hold under those documents, or a tenant's policies and procedures, prior to working at or utilising the facility.

All members of the Institute community will at all times work to continually improve and achieve best practice in health and safety using all available tools that effectively contribute to the company's workplace health and safety performance. The minimum health and safety standard at the Institute will be compliance with the *Queensland Work Health and Safety Act 2011* (Qld) and subordinate legislation.

The Institute does not have management and control over all parts of the facility. It is the responsibility of all members of the Institute community to familiarise themselves with the applicable policies and procedures, which apply to discrete areas of the facility, prior to working in or utilising those areas.

The Institute believes that through joint participation and co-operation between management, employees, contractors, facility users, tenants, occupants and visitors, the objectives of applicable safety management systems can be achieved to the satisfaction and benefit of all concerned.