Aspect Policy

Work Health and Safety Policy

Aspect is committed to providing a safe, healthy and supportive environment for workers, students, participants, volunteers, contractors and visitors.

This Policy establishes Aspect's commitment, principles, expectations and accountabilities for work health and safety (WHS) and provides the foundation for the Aspect Safety Management System (ASMS) and associated WHS governance arrangements.

This Policy applies to:

- all Aspect workers, officers and volunteers
- contractors, labour hire workers, consultants and service providers engaged by Aspect
- students, participants, visitors and others affected by Aspect's activities
- all workplaces, services, programs and activities undertaken by or on behalf of Aspect

This Policy applies across all Australian states and territories in which Aspect operates. References to WHS include the corresponding occupational health and safety terminology and requirements applying in Victoria.

Aspect will comply with the legislation, regulations, approved codes of practice and regulator requirements applying in the jurisdiction where the work is undertaken.

Aspect is committed to ensuring, so far as is reasonably practicable, the health, safety and wellbeing of workers and others who may be affected by our activities.

Aspect maintains a single enterprise WHS management system that establishes minimum organisational requirements across all operations. Operational leaders are accountable for implementing approved WHS requirements within their areas of responsibility. The WHS function maintains the ASMS framework, standards and assurance arrangements.

Safe workplaces and systems of work

Provide and maintain, so far as is reasonably practicable, safe and healthy workplaces, work environments, plant, equipment, facilities and systems of work that prevent work-related injury and ill health and protect workers and others who may be affected by Aspect's activities.

Aspect Safety Management System

Maintain an integrated Aspect Safety Management System that establishes organisational responsibilities, minimum requirements, risk-management processes, controls, records, reporting and assurance arrangements across Aspect's operations.

Risk-based management

Aspect manages WHS risks as part of its broader Enterprise Risk Management Framework. WHS risks are identified, assessed, controlled and monitored through dedicated WHS risk management arrangements that align with organisational risk management, business continuity, operational resilience and assurance processes.

This includes physical and psychosocial hazards arising from Aspect's work, workplaces and activities.

Aspect will eliminate hazards so far as is reasonably practicable and, where elimination is not reasonably practicable, minimise risks so far as is reasonably practicable using the hierarchy of controls.

Risk appetite and delegated risk acceptance do not authorise non-compliance with applicable WHS or OHS duties or replace the requirement to eliminate risks, or where elimination is not reasonably practicable, minimise risks so far as is reasonably practicable.

Physical and psychological health and safety

Aspect will prevent physical and psychological harm by eliminating or minimising hazards arising from work, the work environment and workplace interactions or behaviours.

Physical and psychosocial hazards will be managed through systematic identification, assessment, control, consultation, monitoring and review. Aspect will monitor relevant risk indicators and injury trends and use this information to review risks, controls and organisational responses.

Consultation, cooperation and participation

Aspect will consult workers and, where applicable, their Health and Safety Representatives on matters that may directly affect their health and safety and support worker participation in improving health and safety.

Where WHS duties are shared, Aspect will consult, cooperate and coordinate with contractors, host organisations, landlords, labour-hire providers, suppliers and other duty holders.

Information, training and support

Aspect will provide workers and leaders with the information, instruction, training, supervision, resources and capability necessary to work safely and fulfil their WHS responsibilities. WHS information and training will be accessible and appropriate to the work and risks involved.

Reporting, learning and just culture

Promote a positive and just culture that supports timely reporting of hazards, occurrences, injuries, illnesses, near misses, control failures and psychosocial concerns. Aspect will protect people from retaliation, victimisation or other detrimental treatment for raising genuine WHS concerns, reporting WHS matters or participating in WHS processes.

Aspect will use information from reports, investigations, consultation, complaints, assurance and operational experience to prevent recurrence, strengthen controls and improve systems of work.

Aspect will comply with applicable requirements for internal escalation, regulator notification and the preservation of incident sites and evidence.

Legal and other requirements

Comply with applicable WHS and OHS legislation, regulations, approved codes of practice, regulator requirements, licences, relevant standards, accreditation requirements and approved organisational obligations.

Emergency preparedness and organisational resilience

Prepare for, respond to, recover from and learn from emergencies, critical incidents and disruptive events that may affect workers, students, participants, services, facilities or operations.

Contractor and partner safety

Aspect will apply proportionate WHS requirements when engaging and managing contractors and other service providers. Engaging another party does not remove WHS duties that remain within Aspect's influence or control.

Management of change

Aspect will identify and manage physical and psychosocial risks associated with organisational and operational change and consult workers who may be directly affected.

Assurance and continual improvement

Monitor WHS performance using relevant leading and lagging indicators, including psychosocial risk indicators and psychological injury trends; verify the implementation and effectiveness of controls; seek reliable assurance; learn from experience; and continually improve the suitability, adequacy and effectiveness of the Aspect Safety Management System.

Roles and Responsibilities

The allocation of WHS responsibilities within Aspect supports effective implementation and accountability but does not transfer, limit or remove any statutory WHS or OHS duty. Where duties overlap, each duty holder remains responsible for discharging their duty to the extent of their capacity to influence or control the matter, including consulting, cooperating and coordinating with other duty holders where required.

Breach and consequences

Non-compliance with this Policy may expose people to harm and Aspect to regulatory, financial, operational or reputational consequences. Deliberate or serious non-compliance by staff may result in disciplinary action in accordance with the People Policy and Staff Code of Conduct. Contractor non-compliance may result in corrective action or termination of engagement.

Definitions

Term	Definition
Aspect Safety Management System (ASMS)	The enterprise system through which Aspect establishes, implements, monitors and improves its WHS governance, responsibilities, risk controls, records, reporting and assurance arrangements.
Officer	A person who is an officer for the purposes of applicable WHS or OHS legislation and who must exercise due diligence in relation to Aspect's health and safety duties.
Worker	A person who carries out work in any capacity for Aspect, including an employee, contractor, subcontractor, labour hire worker, apprentice, trainee, student gaining work experience or volunteer, as applicable under legislation.
Psychosocial hazard	A hazard that may cause psychological harm, whether or not it may also cause physical harm, arising from or relating to the design or management of work, a work environment, plant at a workplace, or workplace interactions or behaviours.
So far as is reasonably practicable	The statutory standard applied when determining what can reasonably be done to eliminate or minimise a WHS risk.
WHS / OHS	Work health and safety, including the corresponding occupational health and safety terminology and requirements applying in Victoria.