



# ASAR

Australian Sonographer  
Accreditation Registry

## **POL006 Workplace Health and Safety Policy**

### **1. Preamble**

#### **1.1. Purpose**

The Australian Sonographer Accreditation Registry (ASAR) is committed to the health, safety and welfare of all ASAR staff, ASAR position holders, visitors, contractors and temporary staff who interact with the ASAR.

#### **1.2. Objects of the ASAR**

The objects for which the Registry is established are to promote high standards of medical sonography in Australia, including:

- to set uniform, minimum standards of sonographer training and education in Australia.
- to assess and to accredit programs of sonographer training and education.
- to accredit medical sonographers.
- to maintain the Registry.
- to maintain a minimum standard of continuing professional development for sonographers.
- to advance recognition of sonography as a profession; and
- to advise education, government and statutory bodies and professional and scientific societies on any aspect of accreditation of medical sonography.

### **2. Scope**

This policy applies to ASAR position holders and ASAR staff (employees/workers).

### **3. Definitions**

#### **3.1. ASAR position holders:**

##### **3.1.1. ASAR Board of Directors**

The number and nature of Directors is defined in section V of the ASAR Constitution.

##### **3.1.2. Members of ASAR (the company)**

Members of ASAR (the company) are defined in section 14a) of the ASAR Constitution:



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The Members of ASAR are the individuals who are Accredited Medical Sonographers on the Registry in accordance with rule 10.b)2) who are interested in the Objects of ASAR who agree to become Members and who the Board in its absolute discretion admits to membership in accordance with this Constitution.

### 3.1.3. Members of Board Committees

The ASAR Board may form committees to further the objects of ASAR. Members of Board Committees must adhere to this policy

**3.2. Consultation:** Is the sharing of information between the employer and employees and directors. The information sharing process ensures that employees and directors have the opportunity to respond and express their views and that these views are valued and contribute to the resolution of potential or actual WHS issues.

**3.3. PCBU:** Person conducting a business or undertaking. Includes corporations, associations, partnerships, labour hire businesses, franchisees

**3.4. Employees/workers** includes employees, independent contractors, apprentices, outworkers, trainees, work experience and volunteers.

**3.5. Health and Safety Representative:** Responsible for identifying workplace hazards and preventing workplace incidents.

**3.6. Hazard:** A hazard is a source of potential harm or a situation with the potential to cause harm to people, property or the environment.

**3.7. Workplace Health & Safety Management System (WHSMS):** Actions and procedures to systematically manage health and safety in the workplace that are actively endorsed by a committed employer.

**3.8. Risk Management:** The procedures used to facilitate the early identification of foreseeable hazards, to assess the risk associated with these hazards, and implement appropriate control mechanisms.

## 4. Legal & Policy Framework

ASAR will comply with the *model Work Health and Safety (WHS) Act*.

ASAR will also ensure it has appropriate workers compensation insurance and that policies are maintained and updated as required.

## 5. Roles & Responsibilities



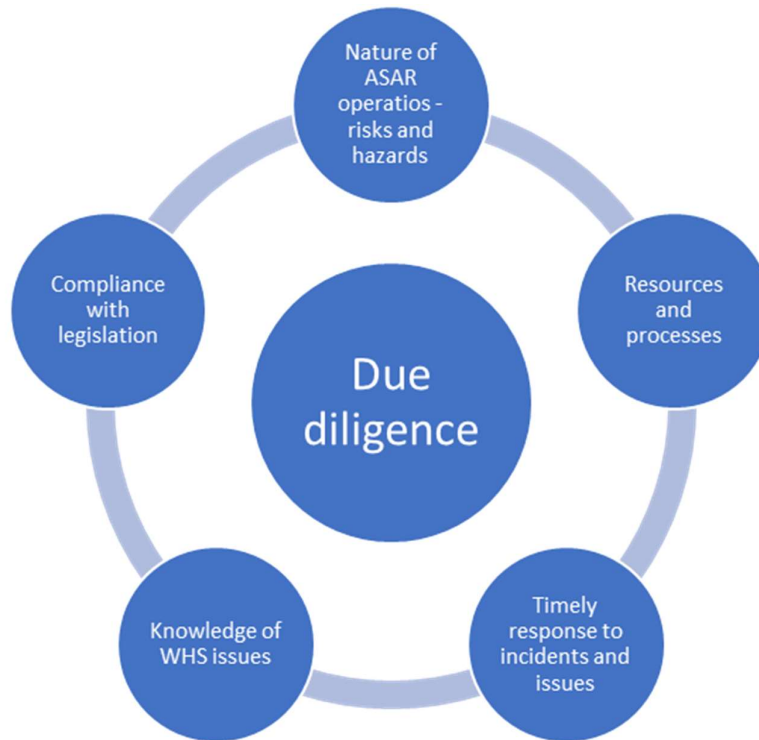
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## **Due diligence must be observed by all employees/workers**

- 5.1. The ASAR Board** has ultimate responsibility for providing a safe and healthy working environment for ASAR position holders, visitors, contractors and temporary staff who interact with the ASAR.
- 5.2. General Manager:** The General Manager will facilitate the early identification of foreseeable hazards, assess the risk associated with these hazards, recommend appropriate control mechanisms to the ASAR Board and implement recommendations as directed by the ASAR Board.
- 5.3. Parties identified in item 2:** are responsible for following the WHS policy and procedures and ensuring that their conduct does not endanger themselves, others or the environment.
- 5.4. Workplace HS Committees** are responsible for ensuring effective consultation takes place within their responsible area, providing WHS advice and may assist with the implementation of the WHSMS.
- 5.5. Working Groups:** Under section 50 of the model WHS Act, a work group must be established by the person conducting a business or undertaking (PCBU) when a worker, or workers, request that an HSR be elected. The work group is formed after consultation between the PCBU and the worker (or workers).

## **Due Diligence**



## 6. Communication

The WHS Policy will be accessible on the ASAR website, a copy kept in the ASAR policy manual and a summary of relevant WHS legislation will be displayed in the ASAR office.

## 7. Review

This policy will be reviewed annually by the ASAR Board and in accordance with changes in legislation.

## 8. References

- *Work Health and Safety Act 2012 (WHS Act)*
- *Work Health and Safety Regulation 2012 (WHS Regulation).*
- *Guide to the model Work Health and Safety Act*
- *Guide to the model Work Health and Safety Regulations*