



australian
pharmacy
council

B-06 Safe Work

Policy

24 September 2025 | Version [9.1]

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Safe Work Policy

1. Purpose

The Safe Work Policy establishes the Australian Pharmacy Council's (APC's) commitment to providing a safe, healthy and supportive work environment for all employees, contractors and visitors. The policy aims to foster a culture of safety, prevention and wellbeing, ensuring that all individuals are protected from harm and that APC's operations comply with relevant Workplace Health and Safety (WHS) legislation and best practices.

2. Scope

This policy applies to all APC employees, contractors, visitors and any other persons engaged in APC activities, regardless of location. It is designed to ensure a consistent approach to health and safety across all APC workplaces, including office sites, remote work locations and off-site activities.

3. Overview

The Safe Work Policy outlines APC's commitment to providing and maintaining a safe, healthy and supportive environment for all employees, contractors, visitors, and others engaged in APC activities. It affirms that workplace health, safety and wellbeing are integral to APC's operations, culture, and governance, and that legal compliance with relevant WHS requirements is the minimum standard. By setting clear responsibilities for leaders and individuals, embedding proactive risk management, promoting physical and psychological wellbeing, and fostering an inclusive, respectful and hazard-free workplace, this policy supports the prevention of harm and the continuous improvement of safety systems. Through shared responsibility, open communication and active participation, APC ensures that safety considerations are consistently prioritised across all work environments, whether in the office, remote locations or off-site activities

4. Policy Statement

4.1. Leadership Commitment

- APC's leadership is accountable for ensuring WHS is embedded in all activities.
- Adequate resources, training and support will be provided to enable effective WHS management.
- WHS performance is regularly reviewed and forms part of organisational governance.

4.2. Shared Responsibility

- Every person at APC (regardless of role) has a responsibility to act safely, report hazards and support a positive safety culture.
- APC encourages open communication, consultation and participation in WHS matters.

4.3. Risk Management

- APC will proactively identify, assess and control workplace hazards and risks.
- All incidents, near misses and hazards must be reported promptly and investigated to prevent recurrence.
- Risk management processes are integrated into planning, decision making and daily operations.

4.4. Wellbeing and Inclusion

- APC recognises the importance of physical and psychological wellbeing.
- The organisation is committed to providing a respectful, supportive and inclusive environment free from bullying, harassment and discrimination.
- Wellbeing initiatives and support resources are promoted and accessible.

4.5. Compliance and Continuous Improvement

- APC will comply with all relevant WHS legislation, regulations and codes of practice.
- Safe Work systems and procedures are regularly reviewed and improved based on feedback, incidents and best practice.
- All staff are expected to participate in Safe Work training and continuous learning.

5. Breach of Policy

Failure to comply with this policy or related procedures may result in disciplinary action, up to and including termination of employment or contract.

Glossary of Terms

Term	Meaning
APC	Australian Pharmacy Council – the organisation to which this policy applies.
Hazard	Anything with the potential to cause harm to people, property or the environment.
Incident	Any unplanned event that results in, or has the potential to result in, injury, illness, damage or loss.
Near Miss	An unplanned event that did not result in harm but could have under different circumstances.
Psychological Wellbeing	A state in which a person can cope with normal life pressures, work productively and contribute positively to the workplace without undue stress or harm.

Term	Meaning
WHS	Workplace Health and Safety – the discipline and legislative framework focused on protecting people’s health, safety and welfare at work.

List of Abbreviations

Abbreviation	Term
APC	Australian Pharmacy Council
CEO	Chief Executive Officer
WHS	Workplace Health and Safety



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