

Workplace Health, Safety and Wellbeing Policy Summary –





Endeavour Foundation wrote this Easy Read.

When you see the word 'we', it means Endeavour Foundation.

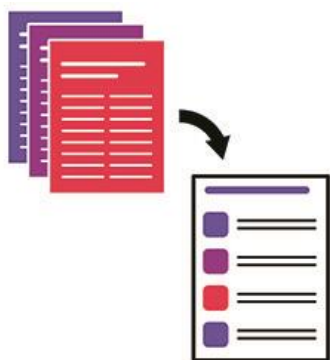
Bold
Not bold

We have written some words in **bold**.

This means the letters are thicker and darker.

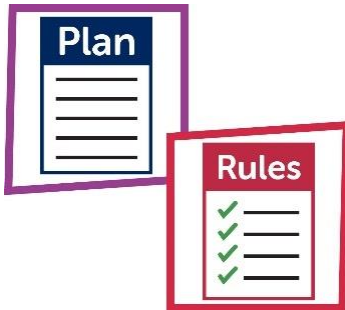


We recognise **First Nations** people as the traditional owners of our land.



This Easy Read is a short version of a policy.

It only includes the most important ideas.



A **policy** is:

- a plan for how we should do things.
- where rules come from.



You can ask someone you trust to read this document with you.



It is all of our job to make sure that we keep our work place safe.



We will make sure that you have training and information, so you feel comfortable doing your work.



We won't ask you to do anything that will hurt you.



We will make sure your workplace is safe.



You can talk to you manager or your workmates about your feelings.

We want you to tell us if you are worried about something or feel unsafe.



It is your responsibility to make sure that you are working as safely as possible.



We will make sure we talk to you about how to work safely.



You can talk to your support worker, employment coach, or site manager if you have any questions.