Workplace Health and Safety Policy

*Last updated September 2021*

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| Policy number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved by Board on | [insert date] |
| Responsible person | [insert name] | Scheduled review date | [insert date] |

### **[Please note: this policy has been drafted for the risk level generally associated with office work]**

### Introduction

* 1. [Organisation] is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and discharging its workplace health and safety obligations.
	2. This policy falls within the field of operation of [Organisation]’s overall Risk Management Processes, under the general supervision of the organisation’s [risk management officer/Risk Management Committee].

### Purpose

* 1. [Organisation] recognises that workplace health and safety is integral to achieving excellence in [education, service provision etc] and work performance outcomes. The purpose of this policy is to, as far as reasonably practicable:
* prevent workplace injuries and illnesses
* promote a safe and healthy workplace culture
* provide a framework for consulting, collaborating and communicating with workers and health and safety representatives
* consider workplace health and safety in project planning and work activities
* allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
* ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace
* drive continuous improvement in workplace health and safety.
	1. This policy applies to all employees, contractors, consultants, and volunteers at [Organisation], including all personnel affiliated with third parties.

### Definitions

* 1. For the purpose of this policy, employees, contractors, consultants and volunteers will be referred to as **‘staff’ or ‘staff members’**.
	2. In this policy, **'workplace'** means places where people undertake work in connection with [Organisation], whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.
	3. **‘Occupational violence’** refers to any incident where a person is physically attacked, abused, assaulted, or threatened in the workplace.

### Policy

* 1. This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier at 3.2

#### Commitment to workplace health and safety

* 1. [Organisation] aims to safeguard the rights of all people to work in an environment that is safe and without risks to health and safety, to the extent reasonably practicable.
	2. [Organisation] is committed to working in partnership with all workers to identify and address workplace health and safety issues. It encourages the formation of work groups and the appointment of health and safety representatives to represent employees on health and safety matters.
	3. [Organisation] is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:
* identify, assess and control workplace hazards
* reduce the incidence and cost of occupational injury and illness
* provide a rehabilitation system for those affected by occupational injury or illness.
	1. [Organisation] is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.
	2. [Organisation] is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

#### Workplace Health and Safety Committee and representatives

* 1. Where a Workplace Health and Safety Committee is required by legislation, or where the [CEO/management] otherwise deems it necessary, [Organisation] will establish a Workplace Health and Safety Committee in accordance with the applicable legislation.
	2. Any Workplace Health and Safety Committee will meet at least quarterly. An agenda will be circulated by the head of the Committee before the meeting. A designated note-taker will take minutes of the meeting.
	3. Where required by law, or deemed necessary, designated work groups shall each elect a workplace health and safety representative as their elected spokesperson. Representatives are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.
	4. Where feasible, the workplace health and safety co-ordinator shall be a member of the Committee.
	5. Where feasible, the risk management officer shall be a member of the Committee.
	6. Where the organisation is not required to establish a Workplace Health and Safety Committee, and does not otherwise establish such a committee, [Organisation] may conduct regular health and safety forums.

#### Review

* 1. [Organisation]’s Workplace Health and Safety Policy and Procedures will be reviewed at least every [one/two] years. The review will involve assessing the effectiveness of the policy and procedures by (among other things):
* reviewing overall health and safety performance
* ensuring continued compliance with the relevant legislation.

### Above and beyond provisions

#### Below is a list of provisions that go beyond the minimum and may help your organisation move into “employer of choice” territory. Consider whether any of these might be appropriate for your organisation. For example:

* 1. [Organisation] is committed to ensuring its safety procedures exceed minimum statutory requirements.
	2. [Organisation] will provide the following additional benefits to help ensure a safe system of work:
	a. Mental health days in accordance with its policies and procedures
	b. Access to counselling via a dedicated employee assistance program
	c. Access to workplace health and safety webinars, apps and resources
	d. Fostering a people-oriented organisational culture through supportive management.

### Legislation and industrial instruments

Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of employees and other stakeholders in the workplace. All officers, employees, contractors, suppliers and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:

* + Workplace health and safety laws that operate in each state and territory
	+ Workers’ compensation legislation that operates in each state and territory
	+ Criminal laws, including recently introduced industrial manslaughter offences that operate in Victoria, NT, WA, Queensland and ACT at the time of writing (broadly, these offences expose individuals to significant penalties and possible incarceration for negligent conduct causing death in the workplace)
	+ Anti-discrimination laws (each Australian jurisdiction regulates discrimination on the basis of certain protected attributes including sex, race and age)
	+ Employment laws (including measures to address bullying at work under the Fair Work Act 2009).

## Workplace Health and Safety Procedures

*Last updated September 2021*

|  |  |  |  |
| --- | --- | --- | --- |
| Procedure number | [insert number] | Version | [insert number] |
| Drafted by | [insert name] | Approved on | [insert date] |
| Authorised person | [insert name] | Scheduled review date | [insert date] |

### Responsibilities

* 1. The **CEO and other executive officers** will:
		+ demonstrate a commitment to providing and maintaining a safe and healthy workplace
		+ appoint a workplace health and safety co-ordinator
		+ consult with workers about, and participate in, [Organisation]’s workplace health and safety program
		+ use risk identification, assessment and control principles to reach [Organisation]'s health and safety objectives
		+ ensure that all workers receive appropriate [training/information] on the policy and related procedures, and on their obligations under workplace health and safety laws.
	2. The **Human Resources Department** will:
		+ demonstrate a commitment to providing and maintaining a safe and healthy workplace
		+ ensure that all staff receive appropriate [training/information] on the policy and related procedures, and on their obligations under workplace health and safety laws.
	3. The **workplace health and safety coordinator** will:
		+ demonstrate a commitment to providing and maintaining a safe and healthy workplace
		+ coordinate the identification, development, implementation and review of workplace health and safety policies and procedures
		+ assist supervisors/managers to identify, assess and select measures to control hazards and risks to health and safety in the workplace, and to others as a result of the [Organisation]’s undertaking and work
		+ assist supervisors/managers to monitor and evaluate hazard- and risk-control measures
		+ assist supervisors/managers to identify, develop and provide appropriate workplace health and safety-related information, instruction and training
		+ monitor and advise on legislative and technical changes relating to workplace health and safety
		+ monitor and provide regular reports to the CEO and the Health and Safety Committee on [Organisation]’s workplace health and safety performance
		+ help employees and health and safety representatives to follow policies and safe work procedures.
	4. The **workplace health and safety coordinator** is responsible for coordinating management of health and safety on behalf of the CEO. The workplace health and safety coordinator does not assume the responsibilities of supervisors/managers.
	5. **Supervisors/managers** will:
		+ demonstrate a commitment to providing and maintaining a safe and healthy workplace
		+ review relevant workplace health and safety legislation to determine whether a Workplace Health and Safety Committee is required for the workplace and/or at any particular site
		+ consult with workers about, and participate in, [Organisation]’s workplace health and safety program
		+ use risk identification, assessment and control principles to achieve [Organisation]’s workplace health and safety objectives
		+ provide [information/training] to workers on relevant policies, procedures and workplace health and safety obligations.
	6. **Employees and volunteers** will:
		+ demonstrate a commitment to providing and maintaining a safe and healthy workplace
		+ participate in workplace health and safety training, actions and activities and support [Organisation] in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives
		+ follow lawful and reasonable workplace health and safety instructions from managers or supervisors
		+ report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives
		+ work in a way that does not endanger the health or safety of themselves or others
		+ properly use and maintain safety equipment
		+ make sure visitors follow safety rules in the workplace.
	7. **Contractors of, visitors to and volunteers** of [Organisation] will:
		+ demonstrate a commitment to providing and maintaining a safe and healthy workplace
		+ follow lawful and reasonable workplace health and safety instructions from [Organisation]
		+ report any serious incidents, accidents, injuries or hazards in the workplace to [Organisation] assess risks to their health and safety arising from the provision of [their services etc]
		+ have control measures in place to address those risks, including complying with any relevant policies and practices.
	8. The role of the **Workplace Health and Safety Committee** is to:
		+ assist in developing, monitoring and reviewing health and safety policies and procedures
		+ consider any proposed or actual changes to the workplace, policies, work practices or procedures which may affect the health and safety of workers
		+ promote the importance of health and safety among workers
		+ monitor [Organisation]'s health and safety performance
		+ monitor the rehabilitation of injured workers
		+ assist in the resolution of health and safety disputes.
	9. The role of **health and safety representatives** is to:
		+ represent employees from their work group in relation to workplace health and safety matters
		+ investigate health- and safety-related complaints before making representations to management
		+ make representations to management and report back to employees on any matter relating to workplace health and safety
		+ discuss with the employees any proposals or matters which may affect the health and safety of employees
		+ assist management in identifying hazards, assessing risks and implementing risk control measures
		+ assist in promoting adherence to health and safety policies and procedures
		+ assist in the monitoring of risk controls and health and safety policies and procedures.

### Processes

* 1. This procedure outlines the process that [Organisation] and its workers should use to raise workplace health and safety concerns, and how [Organisation] will respond.
	2. Detailed work health and safety procedures are set out in [Organisation]’s [Workplace Health and Safety Manual].
	3. The Workplace Health and Safety Policy and related procedures will be displayed in the workplace and all employees and volunteers will be provided with a copy by their supervisor/manager. New employees/volunteers will be provided with a copy of the documents as part of their induction.

#### Emergency evacuation

* 1. Fires, bomb threats, gas leaks and similar incidents are risks in all workplaces. [Organisation] will provide workers with information on emergency evacuation procedures to cover all identified scenarios relevant to the workplace.
	2. It is imperative that all workers are aware of the procedures to follow in the event that evacuation is required and follow any direction given by employer representatives in the event of an evacuation. All workers must participate as directed in any emergency evacuation drills.

#### Reporting

* 1. If a worker identifies:
		+ a workplace health or safety incident, accident, injury or hazard, including a near miss
		+ any non-compliance with [Organisation]’s Workplace Health and Safety Policy or Procedures,

they must report it to their manager as soon as possible.

* 1. Where a hazard or near miss is identified and/or reported, the worker must submit an incident report to their supervisor/manager, who will work with the worker and the workplace health and safety coordinator to:
		+ identify, assess and select measures to control hazards and risks to health and safety
		+ monitor and evaluate hazard- and risk-control measures.
	2. Incident reports are available [at/from] [insert location/person].

#### Workers’ compensation

* 1. If an employee develops an illness or injury in connection with work, they should report the incident to their supervisor as soon as possible and consider whether to submit a worker’s compensation claim.

#### Breaches

* 1. Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which may include counselling, dismissal, or cessation of the person’s engagement with [Organisation].

#### First aid

* 1. A first aid kit is located at [insert location].
	2. The qualified first aid officers at [Organisation] are [insert individuals’ names].

#### Emergency contact

* 1. It is important that [Organisation] has details of the person/s whom each employee would wish to be notified in the event of any emergency at work. Details will be noted in each employee’s personnel file. Employees should notify human resources of any changes.

#### Workers’ compensation

* 1. Any worker who is injured at work should report the incident to their supervisor as soon as possible and consider whether to submit a worker’s compensation claim.

#### Rehabilitation

* 1. Early return to work should be a normal expectation in this process. Where appropriate, rehabilitation programs will be individually developed by [Organisation]’s rehabilitation co-ordinator in consultation with the employee, supervisor, provider and any other relevant party.

### Related Documents

[Risk Management Policy](https://communitydirectors.com.au/policies/risk-management-policy)

[Bullying Policy](https://communitydirectors.com.au/policies/bullying-policy)

[Anti-discrimination Policy](https://communitydirectors.com.au/policies/anti-discrimination-policy)

[Employment References Policy](https://communitydirectors.com.au/policies/employment-references-policy)

About this document

This policy sample has been developed by the [Institute of Community Directors Australia](https://www.communitydirectors.com.au?utm_campaign=policybank&utm_medium=doc&utm_source=website&utm_content=template) (ICDA), in conjunction with [Maddocks](https://www.maddocks.com.au/), and is free for any not-for-profit organisation to download and use, so long as it is for a non-commercial purpose and that the organisation is not paying a consultant to carry out this work. [See here](http://www.ourcommunity.com.au/general/general_article.jsp?articleId=2153#16) for our full copyright guidelines.

### Important notes

You should not rely on these sample policies and procedures alone. They are a starting point only. You need to adapt the sample policies and procedures to suit your own language and the specific requirements of your organisation.

Most samples include both policies and procedures. The policies are designed to provide guidance on standards, while the procedures give instructions on implementing the standards. We recommend adopting policies at a board level, while procedures can be developed and signed off by the organisation's CEO.

We use the term ‘Board’ to cover boards, committees of management, or anybody that has final authority in your organisation. The term ‘CEO’ extends to executive directors, or your chief administrator. You should change the terms in these policies to match the terms used by your organisation.

### Other policies

There are a number of policies available on the [Community Directors website](https://communitydirectors.com.au/tools-resources/policy-bank). You can search for what you need with our site search function.

### Make a deposit into our Policy Bank

If you have some policies that your organisation believes would be of benefit to other groups, email them to service@ourcommunity.com.au. We will review them, amend them so that they are applicable to the greatest number of not-for-profit organisations as possible, update them into our format, and upload them to our Policy Bank as an easily accessible resource.

### Join us!

ICDA is a best-practice governance network for the directors serving on Australia’s 600,000 not-for-profit boards, committees and councils, and the senior Workers who support them. ICDA members get access to a range of educational, capacity building and networking opportunities that build knowledge, connections and credentials.

If you appreciated this free policy, we would appreciate your ongoing support by joining ICDA from only $65 per year.

### The benefits of membership

1. Receive ‘responsible person’ status – ICDA members are recognised by the ATO under ‘responsible person’ rules, provided (among other things) that the member is not:
	1. a founder of the organisation;
	2. a donor to the organisation who has contributed more than $10,000; or
	3. an associate of a founder or a donor who has contributed more than $10,000 to the organisation.
2. Recognition – three membership post-nominal options, providing community and professional recognition for educated and engaged not-for-profit members;
3. Capacity building publications – including current trends, issues and emerging areas of risk via member-only newsletters and governance help sheets;
4. Policy alerts – receive notification when changes are made to governance, human resources, financial management, values and communication policies which have previously been downloaded through the Policy Bank;
5. Preferential member pricing – members receive discounts for the Festival of Community Directors events and online Compact Courses;
6. Alumni events – access to deep connections and a vibrant network of believers and doers. There is an online forum, as well as regular invitations to events such as the Communities in Control Conference;
7. Access to forums, networks, information and opportunities – boost your confidence (and competence) and open career doors; and
8. Budget-friendly – for as little as $65 a year you get all the benefits outlined above and so much more.

### Legal advice at a pre-agreed price

Please note that this is a template policy for guidance only. For assistance in tailoring this policy to suit your organisation, or for legal advice at a pre-agreed price or training in this area, please do not hesitate to contact Our Community’s preferred legal supplier [Maddocks](https://maddocks.com.au).

E: NFPHelp@maddocks.com.au | W: <https://maddocks.com.au>