|  |  |
| --- | --- |
| **Purpose:** | Name of organisation is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its Trustees / Board Members *delete not applicable*, volunteers, contractors and visitors |
| **Scope:** | This policy applies to Trustees / Board Members *delete not applicable*, contractors and volunteers and visitors |
| **Principles:** | To respect and uphold health and safety practices |
| **Version:** | Draft | **Date:** | Add date |
| **Approved by:** | Board  | **Due for Review:** | 12 months |
| **Templates** | * First Aid Assessment
* First Aid Register
* Risk & Hazard Register
* Accident / Incident Register
 |
| **Legislation:** | * Health and Safety at Work Act 2015 (HSWA)
* Accident Compensation Act 2001
* Smokefree Environments Act 1990
 |
| **Reference Documents:** | Procedure – Health & SafetyVolunteer Policy |

**Policy**

Name of organisation is committed to a joint and united approach to maintaining health and safety. This will be accomplished by identifying, assessing and controlling workplace hazards.

We will adhere to work Health and Safety statutory requirements, including regulations and codes of practice.

Name of organisation is committed to effectively managing all risks arising from its activities by:

* providing a safe and healthy working environment, equipment and systems
* providing a workplace health and safety induction
* providing clear instructions, supervision and training, to ensure workers are competent to do their work safely
* engaging and consulting with workers on day-to-day health and safety matters; and
* continually looking at ways to improve health and safety

All PCBUs (person conducting a business or undertaking) are accountable for health and safety within their work area, this includes:

* identifying hazards and assessing risks
* implementing controls and monitoring those controls to ensure they remain effective
* ensuring the competency of workers
* accurate and timely reporting of health and safety issues; and
* ensuring high standards of hygiene and housekeeping

Health and safety is everybody’s responsibility and all workers must:

* be aware of their responsibilities
* take reasonable care of their own health and safety and ensure that their actions don’t cause harm to themselves or others
* report all incidents and injuries as soon as possible; and
* comply with any reasonable instructions, policies and procedures

**Health and Safety Coordinator**

The Board / Trustees may appoint a Health and Safety Coordinator at the first meeting of the board following the annual meeting. The Coordinator will be responsible for overseeing Name of organisation’s management of health and safety.

The designated Health and Safety Coordinator will undertake any training required to support them in carrying out the duties and tasks associated with this role.

**Reporting**

The designated Health and Safety Coordinator will provide a monthly report to the Board.

Any WorkSafe notifiable incidents must be reported to all Trustees / Board Members *delete not applicable* immediately.

Bullying, Harassment and Discrimination

Name of organisation is committed to creating an environment where there is no bullying, harassment or discrimination of any sort in the organisation.

All people who are involved with name of organisation are respected and any bullying, harassment or discrimination will not be tolerated. It is a form of misconduct and will be dealt with.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety. Bullying can be verbal, or in writing (including online).

Examples of bullying can include but is not limited to:

* verbal abuse
* excluding, ignoring or isolating a person
* psychological harassment
* intimidation
* assigning meaningless tasks unrelated to a person's job
* giving a person impossible assignments and deadlines
* unjustified criticism or complaints
* deliberately withholding information vital for effective work performance; and
* taunting, teasing or playing practical jokes on a person who is not a willing participant

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

**Breach of this Policy**

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of Trustees or contractors, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a team member may result in cancellation by name of organisation of the services provided by that team member.