



WORK HEALTH & SAFETY POLICY

Policy number	1.15	Version	1.1
Drafted by	M.Kruck	Approved by Committee	05 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2022

PURPOSE

SLNC is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its members and contractors.

SCOPE

This policy applies to:

- (a) All members; and
- (b) Contractors, volunteers and visitors to SLNC's workplace of environment, to the extent it is relevant to them.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

POLICY

Overview

SLNC supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.

SLNC is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

SLNC is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with SLNC's Representatives, of management systems and procedures designed to, so far as is reasonably practicable:

- identify, assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

Bullying and violence at work

SLNC is committed to reducing bullying and occupational violence so far as is practicable in the workplace.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying that impact on Work Health and Safety can include, but not limited to:

- physical violence;
- intimidation;
- abusive, insulting or offensive language or comments;
- psychological harassment;
- unjustified criticism or complaints
- spreading misinformation or malicious rumours
- constant taunting, teasing or playing practical jokes on a person who is not a willing participant;
- giving a person impossible assignments and deadlines;
- deliberately withholding information vital for effective &/or safe work performance; and
- denying access to supervision or resources to the detriment of the worker's safety.

Bullying can be verbal, or in writing (including online).

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 members, may lead to canceling of membership, or, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a contractor may result in cancellation by SLNC of the services provided by that contractor.

Work Health and Safety Coordinator

The Work Health and Safety Coordinator will be held accountable for coordinating SLNC's management of health and safety on behalf of the President. The Work Health and Safety Coordinator is the responsibilities of supervisor of any events held by SLNC.

Health and Safety Representatives

SLNC will encourage and facilitate the information session with members who participate in any events on health and safety matters.

AUTHORISATION

Signature of Secretary



Date of Approval by Committee

05 /AUG /2019

Springfield Lake Nature Care Inc (SLNC)





WORK HEALTH & SAFETY PROCEDURE

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Responsible person	D.Manning	Scheduled review date	30 Nov 2020

RESPONSIBILITIES

The President and core committee members will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach SLNC's health and safety objectives;
- inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations; and
- participate in SLNC's inductions and implement all safety procedures.

SLNC members will:

- be committed to the provision and maintenance of a healthy and safe workplace; and
- ensure that all members receive appropriate training in the policy and related procedures, and their obligations under occupational health and safety laws.

SLNC members will:

- coordinate the identification, development, implementation and review of Work Health and Safety policies and procedures;
- assist the Committee and supervisors/managers in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- assist supervisors/managers in monitoring and evaluating hazards and risk control measures;
- assist the Committee and supervisors/managers in the identification, development and provision of appropriate Work Health and Safety -related information, instruction and training;
- monitor and advise on legislative and technical changes relating to health and safety;
- monitor and provide regular reports to the President and the Health and Safety Coordinator on SLNC's Work Health and Safety performance;
- support members and employees Health and Safety Representatives to follow policies and safe work procedures developed.

Supervisors/managers will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach SLNC health and safety objectives;
- inform and train all staff in relevant policies, procedures and health and safety obligations; and
- participate in SLNC inductions and implement all safety procedures.

Employees and participating member volunteers will:

- participate in health and safety training, actions and activities and support SLNC in its efforts to reach its health and safety and, where relevant, rehabilitation objectives;
- follow reasonable health and safety instructions from managers or supervisors;
- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives;
- aim to 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; and
- participate in SLNC induction programs and implement all detailed safety procedures.

Contractors and visitors to SLNC will:

- assess risks to their health and safety arising from the provision of their services;
- have control measures in place to address those risks, including complying with any relevant SLNC policies and practices.

The role of the **Management Committee** is to:

- assist in the development, monitoring and review of health and safety policies and procedures;
- consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees;
- promote the importance of health and safety amongst management and employees;
- monitor SLNC's health and safety performance;
- monitor the rehabilitation of injured employees;
- assist in the resolution of health and safety disputes.

The Management Committee will meet on a quarterly basis, or more frequently if required, to specifically discuss Work Health and Safety. An agenda including this topic will be circulated by prior to the meeting. A sample agenda can be found at Appendix B to this procedure. A designated note-taker will take minutes of the meeting. A sample minutes document can be found at Appendix A to this procedure.

The role of **Health and Safety Representative** is to:

- represent members in relation to health and safety matters;
- investigate health and safety related complaints prior to representations to management;

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- make representations to management and report back to employees on any matter relating to health and safety;
- discuss with the employees, any proposals or matters which may affect the health and safety of employees;
- assist management in the identification of hazards, the assessment of risks and implementation of 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

Manual

Detailed Work Health and Safety procedures are as set out in the SLNC's Work Health and Safety manual.

Health and Safety Committee

The Management Committee should review the relevant legislation for Queensland to determine whether a Health and Safety Committee is required for the workplace. The Committee should also consult with the Health and Safety Coordinator to determine if a Committee is required at their site.

Where a Health and Safety Committee is required by legislation, or where the President otherwise deems it necessary, SLNC will establish a Health and Safety Committee.

The Management Committee must ensure that employee representatives are selected appropriately and that the Committee is established and conducted in accordance with the applicable legislation.

Work Health and Safety Committee Membership

The number of Committee members will be decided and agreed by the Management Committee, in consultation with members.

Elected health and safety representatives may also be Health and Safety Committee members. At least half the Health and Safety Committee members must be employee representatives.

Health and Safety Committee meetings are to be conducted at least every three months. An agenda will be established prior to the meeting and issued to all persons attending the meeting. Minutes will be taken and forwarded to all Health and Safety Representatives, and copies shall be made available to all employees.

SLNC encourages sites to invite appropriate visitors to attend the Work Health and Safety meetings and positively contribute.

Occupational Health and Safety Representative

Where required by law, or where deemed necessary, designated work groups shall each elect a Health and Safety Representative as their elected spokesperson.

Health and Safety Representatives are encouraged to work with management to discuss Work Health and Safety issues, and to work with management to improve health and safety standards.

Occupational Health and Safety Forums

Where the organisation is not required to establish a Health and Safety Committee, and does not otherwise establish such a Committee, the organisation may conduct regular Health and Safety forums.

Review of Policy and Procedure

This procedure will be reviewed annually by the President in consultation with the Health and Safety Committee (if relevant) and Health and Safety Representatives.

The review will involve assessing the effectiveness of the procedures by (among other things):

- reviewing overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

Dissemination of Policy and Procedure

The Workplace Health & 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 members will be offered copies of policies as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

RELATED DOCUMENTS

- [Bullying Policy](#)
- [Work Health Safety Policy](#)
- [WHS: First Aid Policy 2015](#)

AUTHORISATION

Signature of President
Name of President
Date:


Luise Manning
05 /AUG /2019

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