


<b>HEALTH + SAFETY</b>		
<b>POLICY</b>		
Approved by CoM on <b>7-Oct-2024</b>	Next Review Date: 3-Oct-2026	

## Introduction

Wingate Avenue Community Centre (WingCC) 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.

## Purpose

WINGCC recognises that workplace health and safety is integral to achieving excellence in service provision 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 centre users understand their rights and responsibilities and can identify and control risks in the workplace.
- Drive continuous improvement in workplace health and safety.

This policy applies to all people who attend WingCC, including employees, contractors, consultants, volunteers, personnel affiliated with third parties, community members, parents, students and program clients.

## Definitions

For the purpose of this policy, **'centre users'** refers to all community members, students, parents, employees, contractors, consultants and volunteers that engage in services, programs and activities office sites that WingCC identifies on the official website or in term brochures.

For the purpose of this policy, employees, contractors, consultants and volunteers will be referred to as **'staff'** or **'staff members'**.

In this policy, **'workplace'** means places where people undertake work in connection with WingCC, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.

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

## Policy

This policy applies to any location where duties are performed (i.e., any workplace), as outlined in the definition of workplace above.

### **Commitment To Workplace Health and Safety**

1. WingCC 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. WingCC 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 it will appointment of health and safety representatives to represent employees on health and safety matters.
3. WingCC 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.
4. WingCC is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.
5. WingCC is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

### **Workplace Health and Safety Working Group**

6. Where a Workplace Health and Safety Committee is required by legislation, or where the Committee of Management otherwise deems it necessary, WingCC will establish a Workplace Health and Safety Working Group (the Working Group) in accordance with the applicable legislation.
7. Any Workplace Health and Safety Working Group will meet at least quarterly. An agenda will be circulated by the head of the Working Group before the meeting. A designated note-taker will take minutes of the meeting.
8. Where required by law, or deemed necessary, designated sub-working groups shall each elect a workplace Health and Safety Representative (HSR) as their elected spokesperson. HSR are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.
9. The General Manager and HSR shall be a members of the Working Group.
10. Where the organisation is not required to establish a Workplace Health and Safety Committee, does not hold quarterly meetings, or does not otherwise establish such a committee, WingCC may conduct regular health and safety forums.

### **Review**

11. WingCC's Workplace Health and Safety Policy and Procedures will be reviewed at least every **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**

12. WingCC is committed to ensuring its safety procedures exceed minimum statutory requirements.
13. WingCC 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**

14. 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 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).

## Responsibilities

### 15. The General Manager and 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.
- Appoint a Workplace Health and Safety Co-ordinator.
- Consult with workers about, and participate in, WingCC's workplace health and safety program.
- Use risk identification, assessment and control principles to reach WingCC's health and safety objectives.
- Ensure that all workers receive appropriate information on the policy and related procedures, and on their obligations under workplace health and safety laws.
- Investigate health and safety related complaints before making representations to management.
- The General Manager is responsible for managing health and safety on behalf of the Committee of Management.

### 16. The General Manager and Managers will, in regard to human resource management:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- Ensure that all staff receive appropriate information and/or training on the policy and related procedures, and on their obligations under workplace health and safety laws.

### 17. 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 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 WingCC's undertaking and work.
- Assist managers to monitor and evaluate hazard- and risk-control measures.
- Assist 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 Committee of Management and the Health and Safety Working Group on WingCC's workplace health and safety performance.
- Help employees and health and safety representatives to follow policies and safe work procedures.

### 18. 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 WingCC 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.
19. Contractors of, visitors to and volunteers of WingCC will:
- Demonstrate a commitment to providing and maintaining a safe and healthy workplace.
  - Follow lawful and reasonable workplace health and safety instructions from WingCC.
  - Report any serious incidents, accidents, injuries or hazards in the workplace to WingCC 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.
20. Community members, parents, students and program clients will:
- Demonstrate a commitment to providing and maintaining safe and healthy service, programs, activities and workplace.
  - Follow lawful and reasonable workplace health and safety instructions from WingCC.
  - Report any serious incidents, accidents, injuries or hazards to WingCC.
21. The role of the Workplace Health and Safety Working Group 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 WingCC 's health and safety performance.
  - Monitor the rehabilitation of injured workers.
  - Assist in the resolution of health and safety disputes.
22. The role of Health and Safety Representative/s is to:
- Represent employees from their work group in relation to workplace health and safety matters.
  - Make representations and consult with management on any matter relating to workplace health and safety.
  - 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.

## Related Legislation and Documents

[Occupational Health and Safety Act 2004](#)

[Work Safe Victoria](#)

[Workcover](#)

[Risk Management Policy](#)

[Bullying Policy](#)

[Anti-discrimination Policy](#)

[Employment References Policy](#)

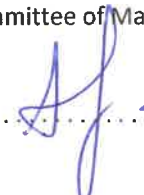
## Superseded Versions

Health and Safety Policy	Version 2	3-Oct-2024
Health and Safety Policy	Version 1	23-Aug-2023
Occupational Health and Safety Policy	Version 4	March 2017

Occupational Health and Safety Policy		November 2013
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Adopted (and Minuted) by the Committee of Management at meeting held on 7 October 2024.

Signed by CoM Chairperson: ..... Suman Joshi

  
7/10/24

