

INF Australia Workplace Health and Safety Policy v5

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Owner:	CEO	Latest Revision:	June 2025
Users:	Staff, Board, Volunteers, Partners, Contractors, Ambassadors	Review date	June 2028

Policy complies with	NSW Work Health and Safety Act 2011
Related Policies	Risk Policy
Related Practice Documents	Overseas travel guidelines

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1 Introduction

International Nepal Fellowship Australia Limited (INFA) and the INFA board recognise their responsibility under the NSW Work Health and Safety Act 2011 as an employer. They are committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for INFA's employees, volunteers, contractors, and visitors to its premises or who are undertaking INFA related work whether in Australia or Nepal.

INFA encourages open communication and concerns about health and safety, and suggestions for improvement should be raised immediately with the CEO. All employees, volunteers, contractors, and visitors should be aware of health and safety issues relating to their activities and take reasonable steps to reduce the risk to themselves and colleagues.

The INFA CEO has overall responsibility for health and safety and for implementation of this policy.

This policy applies to:

- (a) All staff members; and
- (b) Volunteers, contractors, and visitors to INFA's workplace, to the extent it is relevant to them.

In this policy, 'workplace' includes all locations when working for, or representing, INFA, including working in the office or from home, attendance at a work-related conference or function, attendance at a client or other work-related event, retreats and social events, travelling on INFA related business or participating in INFA related activities in Nepal.

A copy of this policy will be given to all employees, volunteers, contractors, and visitors. This policy will be reviewed:

- (a) at least every three years;
- (b) following accidents or near misses; and
- (c) when there are changes to the workplace or changes in legislation.

1.1 Definitions

Hazard means the potential to cause harm, while **Risk** means the likelihood of harm arising from exposure to any hazards and the consequences of that harm.

2 Policy

2.1 Health and Safety Implementation

INFA's goal is to prevent all occupational injuries and illness and will seek to achieve this by:

- a. Complying with all relevant legislative standards, and other requirements to which INFA subscribes.
- b. Identifying and eliminating or reducing the risks of all types of workplace activities that have the potential to produce personal injury or occupational illness.

- c. Providing advice to improve individual understanding of workplace hazards, including safe work practices and emergency procedures.
- d. Involving individuals in workplace health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards.
- e. Ensuring that everyone (including volunteers, contractors, and visitors) complies with appropriate standards and workplace directions to protect their own and others' health and safety at work.

2.2 Workplace Health and Safety Officer

INFA is to appoint a member of staff as its Workplace Health and Safety Officer who is responsible for assisting the CEO to implement this policy, including assessing working from home approvals and attendance at landlord WHS committee meetings.

2.3 Working Outside the INFA Office

It is recognised that much of INFA's work occurs away from the INFA office, (often in the homes of employees, volunteers, and contractors) or at third party premises for INFA related events. In this instance, it is up to the individual to identify potential hazards related to their activities and discuss them with INFA management and/or apply appropriate risk mitigation strategies to carry out their duties in a safe manner.

Where employees, volunteers or contractors are performing work for INFA in their homes or third-party premises, they must firstly complete the INFA Work from Home Assessment tool (which will include taking photos), to demonstrate that they have appropriate ergonomic equipment and have clear space around their working area. This assessment must be returned to the INFA CEO for review and approval before any work is undertaken at their home or third-party premises. Employees, volunteers, and contractors must comply with the details they have always included in the assessment and must not create any hazards for their own safety. INFA will arrange for an ergonomic assessment of the worker's place of work from time to time. INFA also reserves the right to inspect the worker's place of work, on reasonable notice, to ensure that any work is being carried out in accordance with its approval and that any new hazards have been identified and addressed.

Where some of INFA's work is carried out in Nepal, see Section 2.11 below.

2.4 Health and Safety Implementation

INFA will implement and maintain an ongoing work health and safety program, including awareness raising for new and on-going employees, volunteers, contractors, and visitors to its premises and conducting regular inspections of the workplace aimed at preventing accidents and incidents. INFA will also work with its landlord to comply with any of its overarching reasonable workplace health and safety requirements, including being a representative on its WHS committee as required.

All incidents and near misses must be recorded in the Incident file in the INFA office. These will be investigated by the CEO and a report made to the INFA Board.

Where appropriate, incidents will be reported by the CEO to the WHS regulatory authorities (in New South Wales, this is SafeWork NSW).

2.5 Responsibilities of Managers and Supervisors

All managers and supervisors:

- a. Are responsible for the effective implementation of this policy.
- b. Will provide an example to others by always directing and performing work in a safe manner.
- c. Will ensure that all regulations, procedures, and safe work practices are always followed.
- d. Will ensure that regular discussions between themselves and employees regarding workplace health and safety issues occur.

2.6 Responsibilities of Employees, Volunteers, Contractors, and Visitors

All employees, volunteers, contractors, and visitors are expected to:

- a. Comply with workplace health and safety policy, safe work practices, procedures, and directions.
- b. Take reasonable care of their own work health and safety and that of others affected by their actions or failure to act at work.
- c. Report all injuries and safety incidents including near accidents to their manager/supervisor.
- d. Actively participate in safety improvement activities.
- e. Maintain a clean and orderly work area.

2.7 Action in Case of Breach

Relevant disciplinary action will be taken against anyone found to have breached this policy, ranging from counselling through to termination of their employment or contract.

2.8 Emergency Evacuations

INFA will comply with the office emergency plan in case of fire or other disaster requiring emergency evacuation of the workplace.

2.9 First Aid

In the event of an accident or medical emergency, an assessment should be made as to whether first aid or emergency care is required. Office first aid kits must be maintained. The list of personnel recognised as being first aid trained should be kept near to the first aid kits.

Incident sheets should also be present close to the first aid kits and should be completed in the event of anyone needing first aid or when a hazard is identified to and assessed by the INFA CEO.

2.10 Use of INFA offices at night

Where INFA personnel work at INFA offices after 6 pm during Mondays-Fridays, they should always have a working mobile telephone with them and ensure that the office is securely locked against external access while working alone. They should check that there is adequate lighting in the office and car-parking areas. Personnel should also confirm with the INFA CEO if they intend working at INFA offices on weekends or public holidays.

2.11 Travel

Where INFA employees use their own vehicles for work travel and receive a kilometric allowance, they are expected to maintain their vehicles according to the manufacturer's recommendations. Regular servicing, good tyres and carrying a basic tool kit are mandatory.

2.12 Overseas Travel and Work (see also, Overseas travel guidelines)

INFA employees travel widely as part of their duties and INFA deploys volunteer fieldworkers for work with partner agencies. It recognises that there are risks involved in its overseas activities and requires that:

- The security situation in Nepal and other countries where employees or volunteers are deployed and the nature of work to be performed will be regularly reviewed and managed as part of INFA's Risk Policy.
- Before travelling to Nepal, the travel advice of the Australian government should be checked, a security assessment should be received from INF International (or other partner hosting the visit), all recommended vaccinations should be up to date, and comprehensive travel insurance (covering work activities and including emergency repatriation) should be bought.
- When travelling to and within Nepal, detailed travel plans should be lodged with (at a minimum) the CEO of INFA and office of INF International (or other partner hosting the visit).
- Travel advice and workplace health and safety directions from INF International (or other partner hosting the visit) must be followed.

Revision History

Date	No.	Summary of Changes	Sections changed	Authorised by:
October 2015	2	Format, reference to relevant legislation	1	Council
December 2018	3	General review		INFA Board
August 2023	4	Updated policy name. Minor updates	Title, 2.2, 2.7, 2.8	INFA Board
June 2025	5	Updated policy, Minor updates	1, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.8, 2.9, 2.11.	INFA Board