

INF Australia OCCUPATIONAL HEALTH AND SAFETY POLICY

Policy number:		Version:	3
Owner:	CEO	Approved on:	December 2018
Users:	All	Scheduled review date	December 2021

THIS POLICY COMPLIES WITH: NSW WORK HEALTH AND SAFETY ACT 2011; St Paul's Anglican Church Emergency Plan

RELATED INF AUSTRALIA POLICIES: Risk Policy

RELATED INF AUSTRALIA PRACTICE DOCUMENTS: OVERSEAS TRAVEL GUIDELINES

1. INTRODUCTION

INF Australia recognises its responsibility under the law and as an employer, and is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises.

INF Australia encourages open communication and concerns about health and safety, and suggestions for improvement should be raised immediately with the CEO. All employees and volunteers should be aware of Health and Safety issues and take steps to reduce the risk to themselves and colleagues.

The INF Australia CEO has overall responsibility for Health and Safety and the INF Australia Office Manager is responsible for implementation of this policy.

This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to INF Australia's premises, 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.

A copy of this policy will be given to all staff and volunteers. This policy will be reviewed at least every three years, following accidents or near misses, and 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

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

- a. Complying with all relevant legislation standards, and other requirements to which INF Australia subscribes.
- b. Identifying and reducing the risks of all types of work 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 occupational health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards.
- e. Ensuring that everyone (including visitors and contractors) complies with appropriate standards and workplace directions to protect their own and others' health and safety at work.

2.2 OFF SITE WORKING

It is recognised that much of INF Australia's work occurs away from the INF Australia office, often in the homes of staff and volunteers. In this instance, it is up to the individual to assess potential hazards related to their activities and inform their manager or supervisor if unable to carry out their duties in a safe manner.

2.3 HEALTH AND SAFETY IMPLEMENTATION

INF Australia will implement and maintain an ongoing occupational health and safety program, including awareness raising for new and on-going staff members and conducting regular inspections of the workplace aimed at preventing accidents and incidents.

All incidents and near misses should be recorded in the Incident file in the INF Australia office in Chatswood. These will be investigated by the Office Manager and a report made to INF Australia Board.

Where appropriate, incidents will be reported by the Office Manager to the OHS regulatory authorities (in New South Wales, this is WorkCover NSW).

2.4 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 followed at all times.
- d. Will ensure that regular discussions between themselves and employees regarding OH&S issues occur.

2.5 RESPONSIBILITIES OF EMPLOYEES AND VOLUNTEERS

All employees, volunteers and contractors are expected to:

- a. Comply with workplace and health and safety policy, safe work practices, procedures and directions.
- b. Take care of their own 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.

2.6 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.

2.7 EMERGENCY EVACUATIONS

INF Australia will comply with the St Paul's Anglican Church emergency plan in case of fire or other disaster requiring emergency evacuation of the workplace. Emergency procedures, including a list of fire-wardens, are posted in public areas of the building and are available from the church office.

Regular (at least annual) testing of emergency procedures will be conducted in collaboration with St Paul's Anglican Church

2.8 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. At the Chatswood office, first aid kits are located in common room outside the INF office and in the church kitchen. Kits should be maintained by people with a current first aid certificate. 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 and assessed to the INF Australia Office Manager.

2.9 USE OF INF AUSTRALIA OFFICES AT NIGHT

Where INF Australia personnel work at INF Australia offices after 5 pm, the office should be securely locked outside of normal business hours and there should be adequate lighting and in the office and car-parking areas.

2.10 TRAVEL

Where INF Australia 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.

2.11 OVERSEAS TRAVEL (SEE ALSO, OVERSEAS TRAVEL GUIDELINES)

INF Australia staff travel widely as part of their duties and INF Australia deploys volunteer fieldworkers for work with partner agencies. It recognises the risks involved in its overseas activities and requires that:

- The security situation in Nepal and other countries where volunteers are deployed will be regularly reviewed as part of INF Australia 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 Nepal, detailed travel plans should be lodged with (at a minimum) the CEO of INF Australia and office of INF International (or other partner hosting the visit).
- Travel advice from INF International (or other partner hosting the visit) must be followed.

REVISION HISTORY

Date	No	Summary of Changes	Section/s that changed	Authorised by:
October 2015	2	Format, reference to relevant legislation	1	Council
December 2018	3	General review		INFA Board