

Workplace Health and Safety Policy

Policy number	P009	Version	V1
Drafted by	K & L Noble	Approved by Board on	24/03/2021
Responsible person	Chairperson	Scheduled review date	2022 AGM

1. Introduction

- 1.1 Clarence Native Bees Inc is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and complying with its occupational health and safety obligations.
- 1.2 Detailed work health and safety procedures are set out in Clarence Native Bees Inc's Workplace Health and Safety Manual.
- 1.3 The Workplace Health and Safety Manual Policy and related procedures will be displayed in the workplace and all employees, members and volunteers will be provided with a copy by their supervisor/manager. New employees/members/volunteers will be provided with a copy of the documents as part of their induction.

2. Purpose

- 2.1 Clarence Native Bees Inc recognises that workplace health and safety is integral to achieving excellence in education, service provision etc and work performance outcomes. The purpose of this policy is to, as far as reasonably practicable:
 - a. prevent workplace injuries and illnesses.
 - b. promote a safe and healthy workplace culture.
 - c. provide a framework for consulting, collaborating and communicating with workers and health and safety representatives.
 - d. consider workplace health and safety in project planning and work activities.
 - e. allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace.
 - f. ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace.
 - g. drive continuous improvement in workplace health and safety.

3. Scope

- 3.1 This policy applies to the following, together referred to as '**workers**':

Employees	Committee & members	Supervisors	Contractors (including employees of contractors)	Volunteers	Suppliers	Consultants
✓	✓	✓	✓	✓	✓	✓

4. Definitions

- 4.1 In this policy, '**workplace**' means places where people work in connection with Clarence Native Bees Inc, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.
- 4.2 '**Occupational violence**' refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

5. Commitment to workplace health and safety

- 5.1 Clarence Native Bees Inc aims to safeguard the rights of all people to work in an environment that is safe and does not pose risks to health.
- 5.2 Clarence Native Bees Inc 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 the appointment of health and safety representatives to represent employees on health and safety matters.
- 5.3 Clarence Native Bees Inc is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:
 - a. identify, assess and control workplace hazards.
 - b. reduce the incidence and cost of occupational injury and illness.
 - c. provide a rehabilitation system for those affected by occupational injury or illness.
- 5.4 Clarence Native Bees Inc is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

6. Workplace Health and Safety Committee and representatives

- 6.1 Where a Workplace Health and Safety Committee is required by legislation, or where the Committee otherwise deems it necessary, Clarence Native Bees Inc will establish a Workplace Health and Safety Committee in accordance with the applicable legislation.
- 6.2 Any Workplace Health and Safety Committee will meet at least quarterly. An agenda will be circulated by the head of the committee before the meeting. A designated note-taker will take minutes of the meeting.
- 6.3 Where required by law, or where deemed necessary, designated work groups shall each elect a workplace health and safety representative as their elected spokesperson. Representatives are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.
- 6.4 Where the organisation is not required to establish a Workplace Health and Safety Committee, and does not otherwise establish such a committee, Clarence Native Bees Inc may conduct regular health and safety forums.

7. Responsibilities

- 7.1 The **Chairperson and other committee members and supervisors** will:
 - a. demonstrate a commitment to providing and maintaining a safe and healthy workplace.
 - b. consult with workers about, and participate in, Clarence Native Bees Inc's workplace health and safety program.

- c. use risk identification, assessment and control principles to reach Clarence Native Bees Inc's health and safety objectives.
- d. ensure that all workers receive appropriate training/information on the policy and related procedures, and on their obligations under occupational health and safety laws.
- e. coordinate the identification, development, implementation and review of workplace health and safety policies and procedures.
- f. assist supervisors/managers to identify, assess and select measures to control hazards and risks to health and safety.
- g. assist supervisors/managers to monitor and evaluate hazard- and risk-control measures.
- h. assist supervisors/managers to identify, develop and provide appropriate workplace health and safety-related information, instruction and training.
- i. monitor and advise on legislative and technical changes relating to workplace health and safety.
- j. monitor and provide regular reports to the Chairperson and Committee on Clarence Native Bees Inc's workplace health and safety performance.
- k. help employees and health and safety representatives to follow policies and safe work procedures.

7.2 The **Committee** is responsible for coordinating management of health and safety on behalf of the Chairperson. The Workplace Health and Safety Coordinator does not assume the responsibilities of supervisors/managers.

7.3 **Supervisors/managers** will:

- a. demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- b. review relevant workplace health and safety legislation to determine whether Committee should further the workplace and/or at any particular site.
- c. consult with workers about, and participate in, Clarence Native Bees Inc's workplace health and safety program.
- d. use risk identification, assessment and control principles to achieve Clarence Native Bees Inc's workplace health and safety objectives.
- e. Provide information/training to workers on relevant policies, procedures and workplace health and safety obligations.

7.4 **Employees, members and volunteers** will:

- a. demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- b. participate in workplace health and safety training, actions and activities and support Clarence Native Bees Inc in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives.
- c. follow lawful and reasonable workplace health and safety instructions from managers or supervisors.
- d. report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives.
- e. work in a way that does not endanger the health or safety of themselves or others.
- f. properly use and maintain safety equipment.
- g. make sure visitors follow safety rules in the workplace.

7.5 **Contractors of, visitors to, members and volunteers** of Clarence Native Bees Inc will:

- a. demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- b. follow lawful and reasonable workplace health and safety instructions from Clarence Native Bees Inc report any serious incidents, accidents, injuries or hazards in the workplace to Clarence Native Bees Inc's

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

8. Breaches

- 8.1 Clarence Native Bees Inc takes its health and safety obligations seriously.
- 8.2 Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which may include counselling, dismissal, or cessation of the person's engagement with Clarence Native Bees Inc.

9. First aid

- 9.1 A first aid kit will be located at each sanctioned Clarence Native Bees Inc event and participants will be advised of its location.
- 9.2 An event organiser will endeavour to arrange for each event to have an attendee present who is capable applying first aid assistance.

10. Emergency contact

- 10.1 It is important that Clarence Native Bees Inc has details of the person/s whom each worker would wish to be notified in the event of any emergency at work. Details will be noted in each worker's personnel file. Workers should notify your supervisor of any changes.

11. Workers' compensation

- 11.1 Any worker who is injured at work should report the incident to their supervisor as soon as possible and consider whether to submit a worker's compensation claim.

12. Rehabilitation

- 12.1 Clarence Native Bees Inc is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.
- 12.2 Early return to work should be a normal expectation in this process. Where appropriate, rehabilitation programs will be individually developed by Clarence Native Bees Inc's rehabilitation co-ordinator in consultation with the employee, supervisor, provider and any other relevant party.

13. Hazard reporting

- 13.1 Reporting hazards helps prevent accidents from occurring. Any worker who sees a hazard in their work area must report it to their line manager or safety representative immediately in line with the Workplace Health and Safety Procedures.

14. Application to the workplace

14.1 This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier at 4.1.

15. Review

15.1 Clarence Native Bees Inc'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):

- a. reviewing overall health and safety performance
- b. ensuring continued compliance with the relevant legislation.

16. Above and beyond provisions

16.1 Clarence Native Bees Inc is committed to ensuring its safety procedures exceed minimum statutory requirements.

16.2 Fostering a people-oriented organisational culture through supportive management.

17. Related documents

17.1 P001 - Anti-Discrimination Policy

17.2 P003 – Sexual Harassment Policy

17.3 P004 – Bullying Policy

18. Legislation and industrial instruments

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, members and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:

- 18.1 Occupational health and safety laws that operate in each state and territory.
- 18.2 Workers' compensation legislation that operates in each state and territory.
- 18.3 Criminal laws, including recently introduced industrial manslaughter offences that operate in Victoria, NT, WA, Queensland and ACT at the time of writing (broadly, these offences expose individuals to significant penalties and possible incarceration for negligent conduct causing death in the workplace).
- 18.4 Anti-discrimination laws (each Australian jurisdiction regulates discrimination on the basis of certain protected attributes including sex, race and age)
- 18.5 Employment laws (including measures to address bullying at work under the Fair Work Act 2009).

This policy and associated procedures are not intended to override any industrial instrument, contract, award or legislation.

Workplace Health and Safety Procedures

Procedure number	P009	Version	V1
Drafted by	K & L Noble	Approved on	24/03/2021
Authorised person	Chairperson	Scheduled review date	2022 AGM

1. Procedures

- 1.1 This procedure outlines the process that Clarence Native Bees Inc's and its workers should use to raise workplace health and safety concerns, and how Clarence Native Bees Inc's will respond.
- 1.2 Detailed work health and safety procedures are set out in Clarence Native Bees Inc's Workplace Health and Safety Manual.
- 1.3 The Workplace Health and Safety Policy and related procedures will be displayed in the workplace and all employees, members and volunteers will be provided with a copy by their supervisor/manager. New employees/members/volunteers will be provided with a copy of the documents as part of their induction.

2. Emergency evacuation

- 2.1 Fires, bomb threats, gas leaks etc are risks in all workplaces. Clarence Native Bees Inc will provide workers with information on emergency evacuation procedures.
- 2.2 It is imperative that all workers are aware of the procedures to follow in the event that evacuation is required.

3. Reporting

- 3.1 If a worker identifies:
 - a workplace health or safety incident, accident, injury or hazard, including a near miss or any non-compliance with Clarence Native Bees Inc's Workplace Health and Safety Policy or Procedures, they must report it to their supervisor or a committee member as soon as possible.
- 3.2 Where a hazard or near miss is identified and/or reported, the worker must submit an incident report to their supervisor/manager, who will work with the worker and the Committee to:
 - identify, assess and select measures to control hazards and risks to health and safety.
 - monitor and evaluate hazard-and-risk-control measures.
- 3.3 Incident reports are available your supervisor or committee.

4. Workers' compensation

- 4.1 If an employee develops an illness or injury in connection with work, they should report the incident to their supervisor as soon as possible and consider whether to submit a worker's compensation claim.