

	Occupational Health and Safety Policy
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PURPOSE

Fitzroy Learning network (FLN) 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.

Occupational health and safety, in this context, includes physical and mental health and wellbeing, and personal safety and security. It includes prevention of injury and illness, physical or mental, and optimal response to incidents of injury and illness.

Record of policy development		
Version	Date approved	Date for review
V1. 5/10/2019		

Responsibilities and delegations

This policy applies to	Employees, contractors, volunteers and visitors to FLN, to the extent it is relevant to them.
Specific responsibilities	CEO: accountable for coordinating FLN's management of health and safety. Occupational Health and Safety Coordinator: may be appointed to undertake the responsibility for coordinating FLN's management of health and safety. See Appendix for further specific responsibilities
Policy approval	Board

Policy context – this policy relates to:

Standards	
Legislation	Occupational Health & Safety Act 2004 (Vic) & Regulations 2017 (Vic)



<p>Related policies</p>	<p>OHS Policy</p> <ul style="list-style-type: none"> • OHS Training • OHS First Aid • OHS – Mental Health First Aid Officer Workplace Policy • OHS – Food Safety • OHS Incident Procedures – Incident Reporting Form • Risk Register • Employment Conditions <p>Staff Handbook</p> <p>Harassment and Bullying Policy</p> <p>Child Safety Policy</p> <p>Child Safety and Wellbeing Policy</p> <p>Hire of Premises</p>
<p>Forms, record keeping, other documents</p>	<p>i.e. documents/forms referred to in the policy</p>

Definitions

'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

FLN 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.

FLN is committed to the promotion of a joint and united approach to consultation and resolution of occupational health and safety issues.

FLN is committed to maintaining and improving health and safety for its employees and others, with a view to protecting and promoting the health of individuals, as well as improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with FLN's employees and their representatives who may be elected from time to time, 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
- provide a rehabilitation system for those affected by occupational injury or illness.

Occupational health and safety statutory requirements, including regulations and codes of practice, are minimum standards but the aim is for them to be improved upon, where practicable.

Bullying and violence at work

FLN 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. (See Harassment and Bullying Policy)

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 employees, may lead to dismissal, 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 FLN of the services provided by that contractor.

Health and Safety Representatives

At the request of a majority of employees, FLN will facilitate the formation of work groups and the election of Health and Safety Representatives to represent employees on health and safety matters.

Health and Safety Committee

If required under legislation¹, FLN will establish a Health and Safety Committee consisting of management and employee representatives. The Health and Safety Committee will be the principal forum in which management consults with employees on broad health and safety and policy issues.

¹ Not required under the *Occupational Health & Safety Act 2004 (Vic)*

Appendix: Responsibilities

The **Board** will:

- be committed to the provision and maintenance of a healthy and safe workplace
- be aware of the provisions of the OHS legislation relating to OHS Duties and Liabilities of Directors
- ensure that concerns relating to OHS are addressed as a priority.

The **CEO** will:

- be committed to the provision and maintenance of a healthy and safe workplace
- inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations
- monitor and advise on legislative and technical changes relating to health and safety
- report on OHS matters in each report provided to the Board and the Finance & Staffing Committee
- ensure that all staff meetings include an item on OHS, to discuss OHS matters, including staff concerns.

The **Training Manager** (appointed team member) will:

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

The **Volunteer Coordinator** will:

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

Employees will:

- participate in health and safety training, actions and activities and support FLN 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
- participate in FLN OHS exercises and induction programs and implement all detailed safety procedures.

Contractors and visitors providing services to FLN 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 FLN policies and practices.