

## Occupational Health and Safety Policy

Drafted by	Julia Roache	Approved by	Board
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### Purpose

Our Village Network Inc (“Our Village”) is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance.

The purpose of this policy is to establish and maintain an effective health and safety culture, supported by management systems that ensure the organisation not only meets its health and safety obligations in accordance with work health and safety legislation, but that OHS is an organisational priority in all decision making.

In fulfilling these responsibilities, all the organisation’s managers have a duty to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risks to health.

Failure by any staff member or volunteer to comply with the requirements of this policy may lead to disciplinary action.

### Scope

This policy covers the organisation’s volunteers, employees, contractors, agency staff and visitors.

It applies to all the organisation premises, vehicles and any other areas where employees, contractors or agency staff are performing authorised work for the organisation.

It is the responsibility of all personnel to understand and comply with this policy.

### Definitions

**The organisation, Our Village, we, us, our** - Our Village Network Inc

**CEO** – the organisation’s Chief Executive Officer.

**Personnel** - staff and volunteers of the organisation, whether paid or not.

**Occupational Health and Safety (OH&S)** - is concerned with protecting the safety, health and welfare of people engaged in work or employment.

Turning pre-loved into re-loved so every child thrives.

**The Occupational Health and Safety Act 2004 (OH&S Act)** - the main workplace health and safety law in Victoria. It sets out key principles, duties and rights about OHS.

**Health and Safety Management Representatives (HSMR)** - A manager designated by the CEO to represent the organisation in occupational health and safety matters

**Occupational Health and Safety Committee (OHSC)** - the forum for the constructive discussion of measures to assure occupational health and safety in the workplace.

**Return to Work Coordinator** - the key person in a workplace that assists injured employees to remain at or return to work as soon as safely possible after injury. The coordinator is also responsible for ensuring their employer meets their return to work obligations under the Victorian Workers Compensation Legislation.

**Hazard** - Anything which has the potential to cause injury or illness.

**Incident/Accident** - Any unplanned event resulting in, or having the potential for injury, ill health, damage or other loss.

**Risk** - An OH&S risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

## Policy

### A Healthy and Safe Workplace

The organisation is committed to conducting its business in a manner that contributes to the health and well-being of its volunteers and employees and to ensure the safety of volunteers, employees, contractors, customers and the wider community.

In the event of any employee incurring an injury or illness resulting from their engagement or employment, the organisation aims to provide a safe and early return to work for every employee, commensurate with appropriate medical advice by:

- Providing suitable return to work program for employees who have experienced injury or illness resulting from their employment,
- Ensuring all volunteers and employees are aware of their responsibilities regarding workplace health and safety and rehabilitation after injury or illness in the workplace, and,
- Ensuring compliance with legislative requirements and current industry standards.

## **Health and Safety Policy Inclusions**

An outline of health and safety matters overseen by this policy and related plans and procedures include, but are not limited to:

### *Manual Handling*

Manual handling involves any activity that requires the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object.

A manual handling hazard is a load, (i.e. object) which needs to be moved and has the potential to cause harm.

Where it is reasonably foreseeable that a manual handling task may cause injury, then the Risk Assessment form must be completed in consultation with the manager, volunteer or employee performing the task and a HSR.

### *Working in Heat Policy*

Where inside temperatures exceed 30°C, the organisation may choose to cease operations at no financial cost to staff.

### *Smoking in the Workplace*

It is the organisation policy that all personnel, contractors and visitors are provided with a smoke-free workplace in all the organisation's premises. There is to be no smoking onsite, including in car park areas and other outdoor spaces used by the organisation.

### *Travel*

Personnel operating a vehicle on behalf of the organisation and/or driving for work related purposes, are not to be under the influence of alcohol or any illicit or prescribed substances which affect performance while operating the vehicle.

If you are undertaking travel on behalf of the organisation you must adhere to the procedures outlined in the travel policy including;

- the organisation knowing when and where you are travelling to and from and who you are traveling with/meeting
- reporting any accident or incident to the organisation
- taking all practical safety precautions before undertaking any travel.

### *Incident Reporting*

Incident Reports must be raised for any incident occurring during the organisation's operations or at the organisation's workplace, including those involving volunteers, employees, contractors, customers and visitors. This includes whilst travelling for the purposes of the organisation's activities as per this policy.

#### *Health and Safety Inspections*

Planned comprehensive inspections will be conducted in various work areas using a Health and Safety Inspection Checklist every quarter. A basic health and safety check is completed every morning before Personnel are allowed on to the warehouse floor.

### Reference Documents

The following legislation relates to the organisation's occupational health & safety:

- a. Victorian State Legislation
- b. Occupational Health & Safety Act 2004
- c. Workplace Injury Rehabilitation and Compensation Act 2013

The areas covered by the legislation include but are not limited to employment and the provision of a healthy and safe work environment.

WorkSafe details

WorkSafe Victoria Website: [worksafe.vic.gov.au](http://worksafe.vic.gov.au)

Email: [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au)

Phone: 1800 136 089

### Related Documents

- OHS Plan
- Volunteer Policy and Procedures Manual.
- Injury Register
- Crisis Management Action Policy
- Crisis Management Action Plan

- Return to Work Procedure
- Risk Assessment Template
- Manual Handling Hazard Identification Form
- Manual Handling Risk Control Checklist
- Workplace Inspection Checklist
- OHS Committee Terms of Reference
- Daily Inspection Checklists (GoCanvas)
- Incident and Injury Response Procedures
  - Accident and Incident Report Form (GOCanvas)
  - Hazard Report Form (GoCanvas)

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