

## WORKPLACE HEALTH AND SAFETY POLICY TT-21

### Version Control

| Version | Date     | Approved By | Description | Review Date |
|---------|----------|-------------|-------------|-------------|
| 1.0     | Mar 2024 | Board       | Approved    | Mar2026     |

### Background

This policy outlines how Little Things for Tiny Tots ('the charity') will, so far as reasonably practicable, maintain a safe and healthy working environment, free from physical and psychological hazards and risks.

### Context

The charity is committed to establishing and maintaining an effective health and safety workplace and to ensure the charity meets its health and safety obligations in accordance with work health and safety legislation.

### Definitions

**Fitness for work:** Fitness for work requires an individual to be in a physical, mental, and emotional state that enables them to perform their assigned duties effectively and in a manner that does not increase the risk to themselves and others.

**Psychological hazards:** Psychological hazards are aspects of work which have the potential to cause psychological or physical harm. These can include, but are not limited to, bullying, fatigue, stress, remote work and poorly managed organisational change.

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| <b>Relevant Legislation</b> | <ul style="list-style-type: none"> <li>• Work Health and Safety Act 2020 (WA)</li> <li>• Work Health and Safety (General) Regulations 2022 (WA)</li> </ul> |
| <b>Related Policies</b>     | <ul style="list-style-type: none"> <li>• Workplace Anti Bullying and Harassment Policy TT-20</li> <li>• Code of Conduct</li> </ul>                         |

### Scope

The policy applies to employees, contractors, subcontractors, apprentices, trainees, students and/or volunteers ('worker') of the charity. It applies to all the charity's premises, vehicles and any other areas where workers are performing authorised work for the charity.

## **Policy**

It is the charity's policy that it will adhere to the following workplace health and safety commitments and obligations:

- Comply with all applicable laws, regulations, licenses, and refer to guidance in codes of practice where relevant
- Engage risk management processes to identify hazards, assess risks, and implement controls
- Seek continuous improvement in all charity activities and health, safety and environment management performance by setting and reviewing targets to reduce incident, injury and illness rates and improve systems and work practices
- Investigate incidents and near misses to prevent or minimise reoccurrence
- Involve stakeholders in the development and improvement of Workplace Health and Safety ('WHS') policies, procedures and work instructions
- Provide appropriate amenities to ensure the comfort and welfare of people at the workplace, for example cold drinking water, toilets, showers and personal storage
- Provide specific training for each role and clear training objectives for improvement
- Enable workers to undertake their work safely and hold them accountable for their area of responsibility
- Communicate openly with workers about WHS, and provide forums and opportunities for input
- Continue to take reasonable steps to improve its WHS practices and systems

In addition, the charity expects that Workers take reasonable care for their own workplace health and safety as well as those of other Workers in the workplace as follows:

- Conform to acceptable behaviour standards and treat their colleagues and work areas with respect
- Report all incidents and injuries to the charity, no matter how minor
- Use personal protective clothing and equipment suited for the task
- Not misuse or damage equipment provided in the interest of safety or health
- Not participate in violence, aggression, harassment or bullying
- Smoke only in permitted smoking areas away from entrances
- Maintain personal and uniform hygiene
- Ensure that all equipment is operated in accordance with the manufacturer's instructions
- Actively participate in any injury management processes, and keep the charity updated on progress

## **Hazard reporting**

Reporting hazards in the workplace is critical to ensure that appropriate action is taken to remedy any hazards.

All workers must report any hazards identified as soon as possible.



The workers must complete a Hazard Report Form as soon as reasonably practicable and provide it to their manager.

## **Incident management**

Workers must report all incidents, injuries, accidents, illnesses, diseases and near misses to their direct manager immediately. The worker must complete an Incident and Near-Miss Report Form as soon as reasonably practicable and provide it to their manager.

The manager will:

1. Record the incident in the Register of Incidents
2. Conduct an appropriate incident investigation (depending upon the severity or potential severity of the event) with the probable cause/s of the incident identified, and any actions identified to prevent a recurrence of the incident
3. Provide copies of completed incident investigations to the Operations Manager, and any principal contractor, as required
4. Report any notifiable incidents to the relevant regulatory body as required. The scene of any notifiable incident must be preserved

## **Injury management**

In the event of an injury in the course of work, the charity will implement a rehabilitation process aimed at returning the injured worker to gainful and meaningful employment. In some circumstances, and to ensure the rehabilitation process is effective and efficient, the charity may require the worker to attend a medical appointment with a medical practitioner of the charity's choosing.

The reporting process for injuries which occur in the course of work will be followed per the Incident Management reporting as above.

## **Fitness for work**

It is the responsibility of each worker, in accordance with their duty of care obligations, to ensure they are fit (ie. safe) for work. Fitness for work requires an individual to be in a physical, mental, and emotional state that enables them to perform their assigned duties effectively and in a manner that does not increase the risk to themselves and others. It is the responsibility of the individual to manage personal factors which impact on their ability to perform work unimpaired and to the full extent of their capability.

In cases where any worker is not fit for work (inclusive of physical, mental, and emotional capacity), the worker must raise it with their direct manager. Where possible, the charity will work with the worker and assist them to overcome the factors impacting their work. In some cases, the worker may be sent home until they are fit to work.

## **Alcohol and other drugs**

All workers, when performing work duties, must not be working under the influence of illegal or non-prescription drugs ('drugs') or alcohol. If a worker arrives at work, conducts or attempts to conduct work under the influence of drugs or alcohol, they will be sent home without pay (where applicable), and will remain off work until they are fit to return. Conduct in breach of this section may result in disciplinary action, including but not limited to termination of employment or volunteering duties.

The charity strictly prohibits workers from using or being under the influence of drugs of any kind; being in possession of drugs or drug paraphernalia of any kind and soliciting, selling, manufacturing or distributing drugs.

The consumption of alcohol during work periods is not permitted (unless at a charity-endorsed function). Limiting the consumption of any alcohol made available is the responsibility of the worker. Driving over the legal limit, or under the influence of drugs, is unlawful.

If any prescription medication has the potential to adversely affect a worker's ability to safely and effectively perform their duties, the worker must immediately notify their manager. In some cases, the worker may be sent home until they are fit to work safely.

### **Failure to comply**

Failure to comply with appropriate workplace health and safety (WHS) standards, or any reasonable and lawful direction concerning WHS, may result in disciplinary action up to and including termination of employment.

### **Related Procedures**

Hazard Report Form

Incident and Near Miss Report Form

Register of Incidents

Rehabilitation Process