



Policy & Procedures | April 2022

# Occupational Health and Safety Policy

## 1. Purpose

FYA values the health and safety of our employees, visitors, volunteers and contractors. This includes physical and mental health. We are committed to providing safe and compliant work environments and to continuously monitor safety management systems and identify, assess and control hazards.

## 2. Scope

This policy applies to all employees, visitors, volunteers and contractors at The Foundation for Young Australians (FYA) workplaces.

This policy does not apply to the OH&S requirements and procedures as they relate to specific events or programs. OH&S requirements for specific events or programs will refer to this policy but will be outlined in initiative plans.

## 3. General operating principles

FYA is committed to:

- Consulting with employees and their representatives, so far as reasonably practicable in OHS decisions and changes that affect their workplace/s and health and safety
- Complying with relevant legislation, procedures and best practice guidelines relating to OHS
- Provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- Strengthening leadership capability and accountability for OHS across FYA
- Monitoring, maintaining and reviewing the processes to ensure they are consistent with the nature and risk profile of FYA operations
- Actively support the psychological wellbeing of FYA employees by providing access to the Employee Assistance Program (EAP)

- Monitoring and reviewing risk controls on a regular basis
- Allocating adequate resources to maintain healthy, safe and supportive workplaces
- Providing appropriate OHS information and training (where necessary) to all FYA employees, volunteers and contractors to enable them to perform their roles and responsibilities safely
- Reporting and investigating Incidents where appropriate and acting to prevent re-occurrence.

FYA employees, visitors, volunteers and contractors are required to:

- Take reasonable care for their own health and safety and act in a manner that does not put others at risk
- Actively contribute to identifying, reporting and reducing OHS Hazards and risks
- Cooperate with FYA on OHS matters including following FYA procedures and participating in consultation and training where required.

## 4. Definitions

What	Definition
Hazard	<ul style="list-style-type: none"> <li>• A situation or thing that has the potential to result in harm to person, or damage to property or equipment</li> </ul>
Incident	<ul style="list-style-type: none"> <li>• Any occurrence during or related to FYA work, which results in, or could have resulted in injury or ill health or damage to equipment or the workplace</li> </ul>
OH&S	<ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety</li> </ul>
Workplace	<ul style="list-style-type: none"> <li>• Any physical workplace that has been designated by FYA or an employee's home, as agreed with their manager</li> </ul>
Risk	<ul style="list-style-type: none"> <li>• The possibility that harm (death, injury or illness) might occur when exposed to a Hazard</li> </ul>

## 5. Responsibilities

Australian work health and safety laws require employers and employees to share the responsibility for safety in the workplace. Contractors, volunteers and visitors are also responsible (along with FYA) for keeping the workplace safe.

Role	Responsibilities
People & Operations Team	<ul style="list-style-type: none"> <li>● Providing support in creating and reviewing this policy in line with current legislation and public health advice</li> <li>● Ensuring all staff are aware of this policy and all OH&amp;S related procedures</li> <li>● Consulting with employees on a regular basis via Health Check and Pulse checks</li> <li>● Assisting staff and managers in the identification, assessment and implementation of measures to control Hazards and Risks to health and safety</li> <li>● Assist staff and managers in the provision of appropriate health and safety related information, instruction and trainings related to OH&amp;S</li> </ul>
Managers	<ul style="list-style-type: none"> <li>● Ensuring any working arrangements are in line with this policy</li> <li>● Ensuring employees, visitors, contractors or volunteers who report to them are provided with the necessary information, instruction and training to effectively and safely carry out their jobs</li> <li>● Planning the work of their teams to provide a safe and compliant working environment</li> <li>● Coordinating with employees (and in some cases volunteers or contractors) to ensure they have the necessary equipment required to carry out their work from home</li> </ul>
Employees and Volunteers	<ul style="list-style-type: none"> <li>● Reporting any workplace Hazards or Incidents that occur in the physical FYA workplace or at home</li> <li>● Maintaining the safety of the environment where they are working</li> <li>● Actively participating in the review and continuous improvement via regular feedback opportunities such as organisation wide Health Check surveys</li> <li>● Cooperating with the actions of the organisation to make their workplace safe, by following any information, instruction or training provided by FYA</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>● Carry out their work in a safe manner using proper and safe equipment and have any necessary licenses, permits, registrations and insurance.</li> <li>● Notify FYA of any potential Hazards associated with the location or the use of the area where the works are to be carried out</li> <li>● Comply with the Contractor OHS Management Policy and the OH&amp;S Induction Checklist</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>● Comply with any directions from FYA staff</li> </ul>

## 6. Procedures

### 6.1 Working from home

Australian workplace health and safety laws still apply even if employees, volunteers and contractors are working somewhere other than their usual workplace, including when they are working from home.

Employees are still subject to existing workplace policies and procedures when they are working from home or somewhere other than their usual workplace such as reporting Incidents and hazards.

To support staff in creating safe workspaces at home, FYA will;

#### 6.1.1 Ergonomic Assessment

FYA has engaged with external Occupational Physio and OHS specialists to carry out assessments of employee work stations.. These assessments are a requirement of employees to ensure they are adequately set up to work from home, prevent injury and identify equipment an employee may need to correct their home working set up.

Within the first month of a new employee starting, as a part of their onboarding the People & Operations Team will arrange for an independent virtual ergonomic assessment of an employee's home work environment by a qualified external OHS provider/ergonomic consultant.

All permanent employees who are conducting any work from home are required to complete the assessment.

Casual employees, contractors, and people employed on 0.2 FTE (less than 2 days a week) and non-permanent contracts for a period of less than 6 months are not required to conduct the ergonomic assessment.

#### 6.1.2 WFH Checklist

All staff including permanent, temporary and casual staff, volunteers and contractors are required to complete the WFH Checklist within 1 month of commencing work at FYA. This is a self assessment tool to provide guidance on what a safe home office environment should look like.

The People & Operations Team will add a copy of the WFH Checklist in the Onboarding Pack and store a copy of the completed checklist in employee's folders.

### **6.1.3 Recommendations from physiotherapists or other health professionals**

At times, staff may receive advice from their personal physiotherapists and other health professionals about home office equipment they may need. If staff receive recommendations of equipment from physiotherapists or other health professionals they are required to email a copy of the recommendation to the Director of People & Operations. Each recommendation will be reviewed individually to determine whether it falls within the bounds of FYA to purchase the recommended equipment for the staff member or the staff member would be required to purchase the equipment at their own expense.

### **6.1.4 Issuing Home Office equipment**

Based on the results of the ergonomic assessment, WFH Checklist and the ongoing identification of risks and hazards FYA may issue equipment to staff to ensure people's home office equipment is safe.

This equipment may be obtained directly from the FYA office or purchased new and sent directly to the employee on loan. FYA will arrange and cover costs of delivery of equipment.

Equipment can only be issued by the People & Operations Team. Staff should not take any equipment from the FYA offices or other spaces unless approved by the People & Operations Team.

Examples of equipment that FYA may provide to employees:

- Laptop
- Desk
- Office chair
- Monitors
- Keyboards
- Mice
- Footstool

All employees are also able to purchase additional equipment outside of what is provided by FYA for their home office at their own cost.

### **6.1.5 Maintaining Home Office equipment**

FYA staff are required to keep any work equipment issued to them in good working order and must notify a member of the People & Operations Team of any damage or loss of equipment.

FYA will ensure any required repairs or upgrades to FYA issued equipment are carried out as necessary.

### **6.1.6 Returning Home Office equipment**

All equipment that has been provided to an employee for the purposes of working from home must be returned to FYA upon request upon the completion of employment or a change in their working conditions where the equipment issued is no longer required (e.g. if someone's work location changes to only be working from the FYA Office).

FYA may at its discretion choose not to require the return of equipment in which case, the equipment will be transferred to the employee's ownership and they will have full responsibility for this equipment.

Staff will be advised on the location to return equipment, or packaging and courier requirements if necessary.

### **6.1.7 First Aid Kit**

All employees working from home should ensure they have access to first aid and have an appropriately stocked first aid kit. The following items are recommendations only but the kit should contain items such as:

- Bandages, non adherent dressings, adhesive plastic strips (e.g: Band-Aids)
- Hypo-allergic tape
- Alcohol free wipes
- Stainless steel scissors
- Burn gel sachets or cream
- Saline eye wash, wound solution and/or sterile eye pack
- Disposable gloves
- Tweezers
- Antiseptic spray

If the employee does not have a first aid kit, FYA will purchase an appropriate first aid kit for home on their behalf. It is the responsibility of the employee to ensure the kit is replenished and restocked regularly.

Any workplace injury or illness should be reported to the employee's manager as soon as reasonably practicable. If first aid is required while working from home, an incident report should be filled out and submitted to the employee's manager.

### **6.1.8 Taking regular breaks and establishing boundaries**

While WFH it's important that all staff are making sure they take adequate breaks and establish boundaries between working and non-working times.

### **6.1.9 Ongoing identification of any risks or hazards**

All staff must be proactive in notifying FYA about any risks or hazards in their home workspace. This includes notifying their manager of any changes to their work situation that may affect their ability to work.

For further information on varied working arrangements, employees can also refer to the [Flexible Work Arrangements Policy](#).

## **6.2 OH&S in the FYA Office**

FYA will ensure that its office spaces are compliant with Codes of Practice, Acts, Regulations and Australian Standards. All staff should be adequately trained to know what to do in the event of an emergency in the office.

### **6.2.1 First aid kits**

All first aid kits in the FYA office will be serviced and replenished (by a contractor such as CHUBB) on a bi-yearly basis. The Operations Coordinator should be notified by employees if any supplies are low and need to be restocked.

### **6.2.2 Fire evacuation plans**

FYA will have in place a plan for evacuation in case of a fire in the FYA office as well as plan for the notification of emergency services, regular testing of emergency procedures (such as fire drills, maintenance and audits of fire equipment and monitoring systems) and also ensure training and instruction is shared with workers in relation to implementing these procedures in the event of an emergency.

Training on fire drills and procedures will be shared with the employee on their office tour

Fire drills will be carried out annually.

### **6.2.3 In the event of a fire in the office**

If there is a fire in the office the following process should be followed:

1. Assist anyone in immediate danger. If possible, isolate the fire by closing doors to other rooms/areas.

2. Call the Fire Brigade as soon as possible on 000
3. Notify the nominated Fire Warden/s (People & Operations team)
4. The Fire Warden will determine if an attempt should be made to extinguish the fire with fire blankets, extinguishers etc.
5. When notified, evacuate to the assembly point and remain there until accounted for.
6. Only return to the building once it has been deemed safe to do so.

#### **6.2.4 Emergency Evacuation point**

1. Upon hearing the alarm, evacuate the building safely (do not use the lifts in the event of a fire)
2. The on duty fire warden will direct you to the assembly point. Remain there until accounted for and follow directions of the Fire Warden.
3. Only return to the office once it has been deemed safe to do so.

#### **6.2.5 Closest medical facility**

In an emergency, 000 should be called in the first instance.

#### **6.2.6 First Aid in the office**

FYA will have designated First Aiders for the office who will undertake First Aid training. FYA will ensure First Aid certification for any nominated First Aider is up to date and new training is arranged every 3 years.

Specific roles that should have First Aid training are:

- Operations Coordinator
- Director of People & Operations
- People & Culture Coordinator
- Event Coordinators
- At least 1 member on each team

#### **6.2.7 Training of staff and inductions**

All employees should be aware of OH&S related matters in the building. The People & Operations team will develop an office tour and OH&S induction as part of a staff tour of the office and arrange for any existing staff returning to working in the office to be inducted.

The following will be covered in the office OH&S tour::

1. All first aid kits, fire extinguishers, fire blankets shown to employees.
2. Evacuation points pointed out and fire/evacuation plan discussed.



3. Who the first aid/fire wardens are, emergency contacts and contact numbers.
4. The process for reporting hazards, incidents and risks in the office and who to raise any issues with.

### **6.2.8 Testing and tagging of equipment**

Testing and tagging of office equipment will be carried out every 2 years and will be arranged by the Operations Coordinator. For equipment that has been issued to staff for use at home, FYA can request the return of these items at any point (e.g: during visits to Melbourne, all team gatherings) for testing and tagging, repairs or replacement.

### **6.2.9 Reporting an injury, Incident or Hazard**

If an employee becomes aware of an incident or hazard or is injured while at work, they must notify their manager as soon as possible.

Some examples of incidents, hazards or injuries that would require an incident form would be:

- Anything relating to slips, trips or falls while working (e.g: slipping over laptop cord)
- Electrical related issues (like sparking plugs, adaptors, cords) of any FYA issued equipment
- Pain while working (migraines, ongoing work related stress)
- Physical hazards in the home (relating to equipment, fire safety etc)
- If the employee needs to access first aid or first aid equipment during working hours and while carrying out work
- Anything harmful to physical or psychological safety while carrying out work

### **6.2.10 Incident Report Form**

An [Incident Report form](#) is to be filled out by the employee and their manager and provided to the People & Operations team for filing, as soon as possible after the Incident, Hazard or injury.

The Incident Report contains:

- Date of Incident
- Description of Hazard, injury or illness
- Who the Incident was reported by
- Who the Incident was reported to
- Actions taken from Incident

Serious Incidents that cause or could have caused serious injury or death are required to be reported to Work Safe within 48 hours of the Incident. A record of this Incident must be kept by FYA for a minimum of 5 years.

### **6.2.11 Notifiable Incidents**

Under the Occupational Health and Safety Act (2004), FYA must notify WorkSafe immediately by calling 13 23 60 after becoming aware a notifiable Incident has occurred. If the situation is still dangerous or high-risk, emergency services should be called prior to notifying WorkSafe.

These include Incidents resulting in:

- death
- a person needing medical treatment within 48 hours of being exposed to a harmful or toxic substance
- a person needing immediate treatment as an in-patient in a hospital
- a person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin, electric shock, spinal injury, loss of a bodily function, serious lacerations (eg: requiring stitching or other medical treatment)

Within 48h of the incident occurring, a report must be submitted to WorkSafe in writing.

### **6.2.12 COVID-19**

FYA may be required to notify WorkSafe or relevant health authorities about a confirmed diagnosis of COVID-19 in the workplace. Please refer to the COVIDSafe Plan for further details.

## **6.3 Hazard and risk identification and monitoring by FYA**

FYA is committed to reducing OHS risks through a documented process of Hazard identification, assessment, implementation of mitigating controls and review of controls. This identification and monitoring process is conducted by FYA regularly. Where necessary, the review of risks and mitigating controls is escalated to the CEO and then to the Audit and Risk Committee in accordance with [FYA's Risk Management Policy and Framework](#).

In cooperation with employees, FYA will identify hazards by

- ensuring employees complete the Working from Home Health & Safety Checklist
- ensuring employees complete an ergonomic assessment
- reviewing the tasks associated with working from home
- consulting with employees by carrying out regular health and pulse checks
- carrying out regular scheduled audits and maintenance of safety monitoring systems and following up on any defects
- carrying out hazard identification of the office with regular building inspections/walkthroughs

## 6.4 Emergency Procedures

In the case of an emergency at any FYA workplace, the following procedures should be followed (not necessarily in the order listed)

Type of emergency	Action procedure	Post-action
Urgent medical attention required at FYA workplace	Call 000	<ul style="list-style-type: none"> <li>• Report Incident to Manager</li> <li>• Manger to inform People and Ops team</li> <li>• Incident form completed by manager</li> <li>• Form provided to People and Ops team</li> <li>• Incident reported by FYA to Worksafe</li> </ul>
First Aid attention required at FYA workplace	First aid administered (if on site, by FYA's designated First Aid person)	<ul style="list-style-type: none"> <li>• First aid form filled out by Appointed First Aider or employee</li> <li>• Incident form completed by Employee and Manager</li> <li>• Form provided to People and Ops team</li> </ul>
Other Incident	Report to Manager	<ul style="list-style-type: none"> <li>• Incident form filled out by Employee and Manager</li> <li>• Form provided to People and Ops team</li> <li>• Employee given access to FYA support and resources in consultation with People and Ops and their manager, if needed</li> </ul>

## 6.5 Work Cover

An FYA staff member will be covered by FYA's insurance if performing work for FYA whether they are working from home, at an FYA office or are in the process of performing work-related duties elsewhere.

## 6.6 Monitoring, reviews and changes to policy

This policy will be monitored on an ongoing basis by the Director of People and Operations, who will amend and vary this policy in line with best practice, public health information, operating efficiency and changes to legislation as needed. Any major changes to this policy will require approval from the Executive Team.

The policy itself will be formally reviewed every two years, or earlier if required, ensuring compliance with legislation and FYA operating procedures.

## 7. Related policies

- Risk Management Policy and Framework
- COVIDSafe Plan

## 8. Related legislation

- Work Health and Safety Act 2011 (ACT)
- Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)
- Workplace Injury Management and Workers Compensation Act 1998 (NSW)
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Act 2012 (Tas)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Safety and Health Act 1984 (WA)

## 9. Authorisation

<i>Authorised by</i>	CEO	Nick Moraitis	[Signature]
<i>Date authorised</i>	[insert]		
<i>Date of effect</i>	[insert]		
<i>Version</i>	2022.0		
<i>Review date</i>	January 2024		
<i>Document location</i>	A current version of this policy can be found in the FYA Staff Handbook		