



OCCUPATIONAL HEALTH & SAFETY POLICY

Indigenous Education Foundation (IEF)

1. Purpose

The Indigenous Education Foundation Limited (IEF) 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.

2. Scope

This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to IEF's premises or related field work activities, to the extent it is relevant to them.

In this policy, '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.

3. Policy

A) Overview

IEF 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.

IEF is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

IEF is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with IEF's Health and Safety Officer, 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; and
- Provide a rehabilitation system for those affected by occupational injury or illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

B) Bullying and violence at work

IEF 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.

Examples of bullying can include:

- verbal abuse;
- excluding, ignoring or isolating a person;
- psychological harassment;
- intimidation;
- assigning meaningless tasks unrelated to a person's job;
- giving a person impossible assignments and deadlines;
- unjustified criticism or complaints;
- deliberately withholding information vital for effective work performance; and
- constant taunting, teasing or playing practical jokes on a person who is not a willing participant.

Bullying can be verbal, or in writing (including online).

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

C) 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 IEF of the services provided by that contractor.

D) Occupational Health and Safety Officer

IEF Occupational Health and Safety Officer, **Tri Duc Nguyen**, will be held accountable for coordinating IEF's management of health and safety on behalf of the CEO. The Occupational Health and Safety Officer does not assume the responsibilities of the CEO or the Board of IEF.

E) Health and Safety Committee

Where required under legislation, IEF 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.

4. Responsibilities

The CEO, the Board and other officers will:

- Be committed to the provision and maintenance of a healthy and safe workplace;
- Consult and participate in the health and safety program;
- Use risk identification, assessment and control principles to reach IEF's health and safety objectives;
- Inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations; and
- Participate in IEF's inductions and implement all safety procedures.

The Occupational Health and Safety Officer will:

- Coordinate the identification, development, implementation and review of Work Health and Safety policies and procedures;
- Assist supervisors/managers in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- Assist supervisors/managers in monitoring and evaluating hazards and risk control measures;
- Assist supervisors/managers in the identification, development and provision of appropriate Work Health and Safety -related information, instruction and training;
- Ensure that all staff receive appropriate training in the policy and related procedures, and their obligations under occupational health and safety laws.
- Monitor and advise on legislative and technical changes relating to health and safety;
- Monitor and provide regular reports to the CEO and the Health and Safety Committee on IEF's Work Health and Safety performance;
- Support employees and Health and Safety Representatives to follow policies and safe work procedures developed.

Supervisors/managers will:

- Be committed to the provision and maintenance of a healthy and safe workplace;
- Consult and participate in the health and safety program;
- Use risk identification, assessment and control principles to reach IEF health and safety objectives;
- Inform and train all staff in relevant policies, procedures and health and safety obligations; and
- Participate in IEF inductions and implement all safety procedures.

Employees will:

- Participate in health and safety training, actions and activities and support IEF 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; and
- Participate in IEF induction programs and implement all detailed safety procedures.

Contractors and visitors to IEF 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 IEF policies and practices.

The role of the Health and Safety Committee (if relevant) is to:

- Assist in the development, monitoring and review of health and safety policies and procedures;
- Consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees;
- Promote the importance of health and safety amongst management and employees;
- Monitor IEF's health and safety performance;
- Monitor the rehabilitation of injured employees;
- Assist in the resolution of health and safety disputes.

If there is no Health and Safety Committee, the CEO will have responsibility for these matters:

The Committee will meet on a quarterly basis, or more frequently if required. An agenda will be circulated by the Head of the Committee prior to the meeting.

If applicable, the role of Health and Safety Representatives appointed from time to time by the Occupational Health and Safety Officer is to:

- Represent employees from their work group in relation to health and safety matters;
- Investigate health and safety related complaints prior to representations to management;
- Make representations to management and report back to employees on any matter relating to health and safety;
- Discuss with the employees, any proposals or matters which may affect the health and safety of employees;
- Assist management in the identification of hazards, the assessment of risks and implementation of risk control measures;
- Assist in promoting adherence to health and safety policies and procedures;
- Assist in the monitoring of risk controls and health and safety policies and procedures.

Occupational Health and Safety Forums

Where the organisation is not required to establish a Health and Safety Committee, and does not otherwise establish such a Committee, the organisation may conduct regular Health and Safety forums.

Review of Policy and Procedure

This procedure will be reviewed annually by the CEO in consultation with the Health and Safety Committee (if relevant) and Health and Safety Representatives.

The review will involve assessing the effectiveness of the procedures by (among other things):

- Reviewing overall health and safety performance; and
- Monitoring the effectiveness of policies and procedures.

Dissemination of Policy and Procedure

The Workplace Occupational Health & Safety Policy and related procedures will be displayed in the workplace and all employees and volunteers will be provided with a copy by their supervisor/manager. New employees will be provided with a copy of the documents as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

Contacting our Health and Safety Officer

Enquiries, complaints or other can be sent directly to IEF health and safety officer via email: trid@iefprograms.org, or by post: to our current office address as listed at <https://www.iefprograms.org/contact>

Related Documents

- IEF Health and safety risk assessment template
- IEF Injury and Incident Policy
- IEF Risk Assessment Policy

Legislation & awards

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2017*

Authorisation

Andrew Lunardi

IEF Secretary

VERSION	LAST REVISED	APPROVED BY	NEXT REVISION
1.0	Nov-2017	IEF Board	Nov-2018
1.1	22-Nov-2018	IEF Board	Nov-2019