

# Friends of Geelong Botanic Gardens Workplace Health and Safety Policy

Policy number		Version	1.0
Drafted by	Roslyn Jablonsky	Approved by Committee on	03/06/2024
Responsible person	FGBG Secretary	Scheduled review date	June 2025

## 1. Introduction

- 1.1 Friends of Geelong Botanic Gardens (FGBG) is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and discharging its workplace health and safety obligations.
- 1.2 This policy falls within the field of operation of FGBG's overall Risk Management Processes, under the general supervision of the organisation's Committee of Management

## 2. Purpose

- 2.1 FGBG recognises that workplace health and safety is integral to achieving excellence in delivering its services and work performance outcomes. The purpose of this policy is to, as far as reasonably practicable:
  - prevent workplace injuries and illnesses
  - promote a safe and healthy workplace culture
  - provide a framework for consulting, collaborating and communicating with workers and health and safety representatives
  - consider workplace health and safety in project planning and work activities
  - allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
  - ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace
  - drive continuous improvement in workplace health and safety.
- 2.2 This policy applies to all employees and volunteers at FGBG, including all personnel affiliated with third parties.

## 3. Definitions

- 3.1 For the purpose of this policy, employees and volunteers will be referred to as **'staff' or 'staff members'**.
- 3.2 In this policy, **'workplace'** means places where people undertake work in connection with FGBG, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.
- 3.3 **'Occupational violence'** refers to any incident where a person is physically attacked, abused, assaulted, or threatened in the workplace.

## 4. Policy

- 4.1 This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier at 3.2

## **Commitment to workplace health and safety**

- 4.2 FGBG aims to safeguard the rights of all people to work in an environment that is safe and without risks to health and safety, to the extent reasonably practicable.
- 4.3 FGBG is committed to working in partnership with all workers to identify and address workplace health and safety issues. It encourages the formation of work groups and the appointment of health and safety representatives to represent employees on health and safety matters.
- 4.4 FGBG is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:
- 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.
- 4.5 FGBG is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.
- 4.6 FGBG is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

## **Workplace Health and Safety Committee and representatives**

- 4.7 Where a Workplace Health and Safety Committee is required by legislation, or where the FGBG Committee otherwise deems it necessary, FGBG will establish a Workplace Health and Safety Committee in accordance with the applicable legislation.
- 4.8 Any Workplace Health and Safety Committee will meet at least quarterly. An agenda will be circulated by the head of the Committee before the meeting. A designated note-taker will take minutes of the meeting.
- 4.9 Where required by law, or deemed necessary, designated work groups shall each elect a workplace health and safety representative as their elected spokesperson. Representatives are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.
- 4.10 Where feasible, the workplace health and safety co-ordinator shall be a member of the Committee.
- 4.11 Where feasible, the risk management officer shall be a member of the Committee.
- 4.12 Where the organisation is not required to establish a Workplace Health and Safety Committee, and does not otherwise establish such a committee, FGBG may conduct regular health and safety forums.

## **Review**

- 4.13 FGBG's Workplace Health and Safety Policy and Procedures will be reviewed at least every two years. The review will involve assessing the effectiveness of the policy and procedures by (among other things):
- reviewing overall health and safety performance
  - ensuring continued compliance with the relevant legislation.

## **5. Legislation and industrial instruments**

Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of employees and other stakeholders in the workplace. All officers, employees and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:

- Workplace health and safety laws that operate in each state and territory
- Workers' compensation legislation that operates in each state and territory
- Criminal laws, including recently introduced industrial manslaughter offences that operate in Victoria, NT, WA, Queensland and ACT at the time of writing (broadly, these offences expose individuals to significant penalties and possible incarceration for negligent conduct causing death in the workplace)
- Anti-discrimination laws (each Australian jurisdiction regulates discrimination on the basis of certain protected attributes including sex, race and age)
- Employment laws (including measures to address bullying at work under the Fair Work Act 2009).

# Workplace Health and Safety Procedures

Procedure number	1.0	Version	1.0
Drafted by	Rosslyn Jablonsky	Approved on	03/06/2024
Authorised person	FGBG Secretary	Scheduled review date	June 2026

## 1. Responsibilities

### 1.1 The **FGBG Committee** will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- appoint a workplace health and safety co-ordinator
- consult with workers about, and participate in, FGBG's workplace health and safety program
- use risk identification, assessment and control principles to reach FGBG's health and safety objectives
- ensure that all workers receive appropriate training/information on the policy and related procedures, and on their obligations under workplace health and safety laws.

### 1.2 The **workplace health and safety coordinator** will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- coordinate the identification, development, implementation and review of workplace health and safety policies and procedures
- assist supervisors/coordinators to identify, assess and select measures to control hazards and risks to health and safety in the workplace, and to others as a result of the FGBG's undertaking and work
- assist supervisors/coordinators to monitor and evaluate hazard- and risk-control measures
- assist supervisors/coordinators to identify, develop and provide appropriate workplace health and safety-related information, instruction and training
- monitor and advise on legislative and technical changes relating to workplace health and safety
- monitor and provide regular reports to the FGBG Committee and the Health and Safety Committee on FGBG's workplace health and safety performance
- help employees, volunteers and health and safety representatives to follow policies and safe work procedures.

1.3 The **workplace health and safety coordinator** is responsible for coordinating management of health and safety on behalf of the FGBG Committee. The workplace health and safety coordinator does not assume the responsibilities of supervisors/coordinators.

### 1.4 **Supervisors/coordinators** will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- review relevant workplace health and safety legislation to determine whether a Workplace Health and Safety Committee is required for the workplace and/or at any particular site
- consult with workers about, and participate in, FGBG's workplace health and safety program
- use risk identification, assessment and control principles to achieve FGBG's workplace health and safety objectives
- provide information/training to workers on relevant policies, procedures and workplace health and safety obligations.

### 1.5 **Employees and volunteers** will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- participate in workplace health and safety training, actions and activities and support FGBG in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives
- follow lawful and reasonable workplace health and safety instructions from managers or supervisors

- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives
- 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.

1.6 **Contractors of, visitors to and volunteers** of FGBG will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- follow lawful and reasonable workplace health and safety instructions from FGBG
- report any serious incidents, accidents, injuries or hazards in the workplace to FGBG assess risks to their health and safety arising from the provision of their services etc.
- have control measures in place to address those risks, including complying with any relevant policies and practices.

1.7 The role of the **Workplace Health and Safety Committee** is to:

- assist in developing, monitoring and reviewing health and safety policies and procedures
- consider any proposed or actual changes to the workplace, policies, work practices or procedures which may affect the health and safety of workers
- promote the importance of health and safety among workers
- monitor FGBG's health and safety performance
- monitor the rehabilitation of injured workers
- assist in the resolution of health and safety disputes.

1.8 The role of **health and safety representatives** is to:

- represent employees and volunteers from their work group in relation to workplace health and safety matters
- investigate health- and safety-related complaints before making representations to management
- make representations to management and report back to employees and volunteers on any matter relating to workplace health and safety
- discuss with the employees and volunteers any proposals or matters which may affect the health and safety of employees
- assist management in identifying hazards, assessing risks and implementing 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.

## 2. Processes

- 2.1 This procedure outlines the process that FGBG and its workers should use to raise workplace health and safety concerns, and how FGBG will respond.
- 2.2 Detailed work health and safety procedures are set out in FGBG's [Workplace Health and Safety Manual].
- 2.3 The Workplace Health and 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/coordinator. New employees/volunteers will be provided with a copy of the documents as part of their induction.

### Emergency evacuation

- 2.4 Fires, bomb threats, gas leaks and similar incidents are risks in all workplaces. FGBG will provide workers with information on emergency evacuation procedures to cover all identified scenarios relevant to the workplace.
- 2.5 It is imperative that all workers are aware of the procedures to follow in the event that evacuation is required and follow any direction given by employer representatives in the event of an evacuation. All workers must participate as directed in any emergency evacuation drills.

## **Reporting**

- 2.6 If a worker identifies:
- a workplace health or safety incident, accident, injury or hazard, including a near miss
  - any non-compliance with FGBG's Workplace Health and Safety Policy or Procedures,
- they must report it to their supervisor/coordinator as soon as possible.
- 2.7 Where a hazard or near miss is identified and/or reported, the worker must submit an incident report to their supervisor/ coordinator, who will work with the worker and the workplace health and safety coordinator to:
- identify, assess and select measures to control hazards and risks to health and safety
  - monitor and evaluate hazard- and risk-control measures.
- 2.8 Incident reports are available from the FGBG Office.

## **Workers' compensation**

- 2.9 If an employee develops an illness or injury in connection with work, they should report the incident to their supervisor/ coordinator as soon as possible and consider whether to submit a worker's compensation claim.

## **Breaches**

- 2.10 Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which may include counselling, dismissal, or cessation of the person's engagement with FGBG.

## **First aid**

- 2.11 A first aid kit is located at the FGBG Office and in the FGBG Growers Nursery
- 2.12 The qualified first aid officers at FGBG are [insert individuals' names].

## **Emergency contact**

- 2.13 It is important that FGBG has details of the person/s whom each employee or volunteer would wish to be notified in the event of any emergency at work. Details will be noted in each employee and volunteer's personnel file. Employees and volunteers should notify the FGBG Office of any changes.

## **Workers' compensation**

- 2.14 Any worker who is injured at work should report the incident to their supervisor/ coordinator as soon as possible and consider whether to submit a worker's compensation claim.

## **Rehabilitation**

- 2.15 Early return to work should be a normal expectation in this process. Where appropriate, rehabilitation programs will be individually developed by FGBG's rehabilitation co-ordinator in consultation with the employee/ volunteer, supervisor, provider and any other relevant party.

## **3. Related Documents**

- Harassment, Bullying and Discrimination Policy
- Diversity and Inclusion Policy
- Child Safety Code of Conduct Policy
- Code of Conduct Policy