



Policy

Workplace Safety

Version 1

Last updated: July 2024

Approved by Management Committee TBA

Introduction

Repair Café Bellarine is committed to safeguarding the health, safety and welfare of its volunteers and people who interact with the organisation and discharging its workplace health and safety obligations.

1. Definitions

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| 1.1 | RCB | Repair Café Bellarine association. |
| 1.2 | Member | Registered member of RCB |
| 1.3 | Committee Member | A member of the RCB committee of management. |
| 1.4 | Visitor /Visitors | Members of the attending a Repair Café event. |
| 1.5 | Workplace | places where people undertake volunteer work in connection with RCB, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events. |
| 1.6 | Occupational Violence | refers to any incident where a person is physically attacked, abused, assaulted, or threatened in the workplace |

2. Purpose

- 2.1 RCB recognises that workplace health and safety is integral to achieving its goals. The purpose of this policy is to, as far as reasonably practicable:
- prevent workplace injuries and illnesses for RCB members and visitors.
 - promote a safe and healthy workplace culture.
 - encourage consultation, collaboration at all levels within RCB with the aim of establishing a safest possible workplace and to drive continuous improvement in workplace health and safety practices.
 - allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace.
 - ensure that volunteers understand their rights and responsibilities and can identify and control risks in the workplace.
- 2.2 This policy applies to all RCB members and its contractors and consultants.

3. Policy

- 3.1 This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier at 1.6

Commitment to workplace health and safety

- 3.2 RCB 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.
- 3.3 RCB is committed to working in partnership with all members to identify and address workplace health and safety issues. It encourages members to share any concerns or ideas for improvement with the RCB Committee of management.
- 3.4 RCB 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
- 3.5 To the extent possible RCB is committed to provide on going support to volunteers that are affected by injury or illness as a result of volunteering with RCB.
- 3.6 RCB is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

4. Responsibilities

The RCB Committee of management will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- appoint a workplace OH&S Officer
- consult with members about, and participate in, RCB's workplace health and safety program
- ensure that all members receive appropriate information on the policy and related procedures, and on their obligations under workplace health and safety laws.

The workplace OH&S Officer 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
- monitor and report on health and safety performance to the committee of management, and when appropriate make recommendations for improvements to policies and procedures.
- help members follow policies and safe work procedures.

Members 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 RCB in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives
- Adhere to RCB Work Health & Safety Policies & Procedures, providing they are lawful and reasonable.
- report any serious incidents, accidents, injuries or hazards in the workplace to the OH&S Officer or a committee member.
- properly use and maintain safety equipment
- make sure visitors follow safety rules in the workplace.

Contractors and consultants of RCB will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- follow lawful and reasonable workplace health and safety instructions from RCB
- report any serious incidents, accidents, injuries or hazards in the workplace to RCB 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.

Review

- 4.1 RCB'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, contractors, suppliers 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).

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