



Health and Safety Policy

Purpose

This policy has been developed for PBP Art (WA) Ltd. ("PBP") to promote health and safety at work and in our programs through a culture and environment where everyone feels safe, respected and valued.

Scope

The policies and procedures in this document apply to Board members, employees, volunteers, contractors, partners, affiliates, visitors and program participants under the direction of PBP.

Policy Statement

PBP commits to complying with all relevant Occupational Health and Safety (OHS) legislation, regulations and standards.

PBP recognises that the health and safety of the people it works with and alongside is a priority and commits to providing a healthy and safe culture and environment as part of its duty of care.

PBP aims to safeguard the rights of all people to work and play in a safe (including culturally safe) environment that does not pose a risk to their health and wellbeing.

PBP is committed to ensuring people are free from exploitation, discrimination, bullying, harassment and violence and abuse while engaged with PBP.

PBP commits to working proactively with its people, partners and affiliates to identify and address health and safety concerns, and to continuously improve its practices and culture.

Any breach of this policy and procedures may result in disciplinary action, which could include any of the following: temporary suspension of duties, dismissal, or the end of your involvement with PBP.

Definitions

Abuse means all forms of physical, emotional, psychological, sexual and financial abuse or ill-treatment, including any actions that result in actual or potential harm to a person.

Bullying means repeated unreasonable or inappropriate behaviour directed towards another person, or group of people, that creates a risk to their health and safety. It includes behaviour that could be expected to intimidate, insult, offend, devalue, degrade, humiliate, ignore, isolate, undermine, terrorise or threaten.



Discrimination means unjust or prejudicial treatment of different categories of people. This includes, but is not limited to, age, gender, sex, sexual orientation, religious beliefs, ethnicity or skin colour.

Duty of Care means a moral or legal obligation to take care to minimise the foreseeable risk of harm to another person and ensure the safety or wellbeing of others.

Exploitation means taking unfair advantage of a person for personal or collective benefit, whether for commercial (e.g., for financial gain) or non-commercial gain.

Hazard means anything that may result in injury, illness or harm to a person.

Harassment means the act of continued and regular, unwanted actions directed towards another person, or group of people, which may include anything from racial vilification, to annoying, derogatory or malicious remarks.

Risk Assessment means the overall process of risk identification, risk analysis and risk evaluation.

Risk Management means actions to be undertaken to reduce and control risk.

Workplace means the place where people work or deliver a program (whether in a paid or voluntary capacity) under the direction of PBP, including work-related events and excursions.

Violence means any incident where a person is physically or emotionally attacked, abused, assaulted, bullied, harassed or threatened.

Roles and Responsibilities

Board

- Ensuring PBP complies with relevant OHS legislation, regulations and standards.
- Review and approval of this policy.
- Establishing systems and a culture that promotes health and safety within the organisation.
- Monitoring compliance with this policy.
- Reviewing this policy annually to ensure it is operating effectively and updating it when necessary.

Chief Executive Officer (CEO)

- Remaining aware of OHS legislation, regulations and standards.
- Implementing this policy within the organisation.
- Demonstrating a commitment to establishing and maintaining a healthy and safe environment and culture.
- Applying risk management processes to achieve a healthy and safe environment and culture.



- Providing advice to the Business Manager and Program Coordinators on OHS matters.
- Responding to any health or safety or Workplace culture concerns that are brought to their attention.

Business Manager and Program Coordinators

- Demonstrating a commitment to establishing and maintaining a healthy and safe environment and culture.
- Providing induction, information and supervision that is necessary to ensure employees, volunteers, contractors and visitors follow health and safety policies and procedures.
- Working with employees, volunteers, contractors, partners and affiliates to identify and address health and safety or Workplace culture concerns.
- Ensuring PBP contractors and visitors are aware of and follow health and safety rules.

Business Manager

- Recording health and safety related training.
- Recording Emergency Contact Details.
- Managing return to work plans.

Employees, Volunteers, Contractors, Partners, Affiliates and Visitors

- Demonstrating a commitment to establishing and maintaining a healthy and safe environment and culture.
- Taking responsibility for their own and other people's health and safety.
- Taking responsibility for their own behaviour.
- Following health and safety policies and procedures, plus any reasonable instructions from managers or coordinators.
- Participating in health and safety training when requested.
- Proactively raising health and safety or culture concerns.
- Providing emergency contact details.

PROCEDURES

Training and Induction

PBP will provide any necessary training for employees, volunteers and contractors to fulfil their health and safety obligations under this policy.

The Business Manager and/or Program Coordinators will provide induction, information and supervision to enable employees, volunteers, contractors, partners, affiliates and visitors to fulfil these obligations, in accordance with the Staff Induction Policy and Volunteer Induction Policy.



Hazard and Risk Identification

Employees, volunteers, contractors, partners, affiliates and visitors must proactively identify potential Hazards and risks in their Workplace, including program venues, camps, tournaments, fundraising events, etc, and cooperate with the Business Manager and/or Program Coordinators to assess and manage those Hazards and risks, in accordance with the Risk Management Policy.

COVID Safety

PBP will comply with any [WA Government COVID-19](#) (coronavirus) directions and advice issued under the *Emergency Management Act 2005 (WA)*.

The CEO and Business Manager will work with the management teams at program venues to implement these directions and align our COVID Safety Plan with their own.

COVID Safety Plan

As a minimum, PBP will ensure all employees, volunteers, contractors, partners, affiliates and visitors:

- Sign in using any contact register being used at a venue
- Comply with any occupancy restrictions at a venue
- Comply with physical distancing measures at a venue
- Wear masks when instructed to do so
- Reduce the spread of infection through:
 - Coughing and sneezing etiquette
 - Not sharing eating and drinking utensils
 - Effective hand washing
 - Use of hand sanitiser
 - Staying away from the venue if they are experiencing, or have recently experienced, cold or flu-like symptoms

Employees, volunteers, contractors, partners, affiliates and visitors will be responsible to:

- Configure work or program areas to space people apart where possible
- Limit movement around the venue and between venues
- Enhance airflow by opening windows and adjusting air conditioning where possible
- Clean all high-touch surfaces with disinfectant before and after each program session

Any reports of non-compliance with the host venue's COVID Safety Plan will be treated seriously and investigated promptly, confidentially and impartially by PBP.

Any employee, volunteer, contractor, partner, affiliate or visitor who witnesses deliberate breaches of this COVID Safety Plan should report the incident to the Program Coordinator, Business Manager or CEO within 24 hours, in accordance with the Incident Reporting Policy.



COVID-19 Vaccination Status

All employees, volunteers, contractors, partners, affiliates and visitors must provide proof, if requested, that they are vaccinated against COVID-19 (coronavirus) prior to participating in a PBP program, activity or event, or provide a valid medical exemption, should there be an applicable WA Government mandate in force.

The Business Manager will validate and record evidence of COVID-19 vaccination status or medical exemption for employees, volunteers, contractors, partners, affiliates and visitors.

Working from Home

When an employee, volunteer or contractor works from home on official PBP business for whatever reason, PBP's health and safety Duty of Care continues to apply to that Workplace. Employees, volunteers and contractors should ensure they are not exposed to Hazards, and the risk of harm has been eliminated or reduced, as far as reasonably practicable in their home.

Smoking

PBP will maintain a smoke-free environment at all its Workplaces, including program venues, camps, tournaments, fundraising events, etc.

Smoking is not permitted at any venue that is hired, leased or owned by PBP, or in any vehicle that is hired, leased or owned by PBP.

Any employee, volunteer, contractor, partner, affiliate or visitor who witnesses such activity should report the incident to the Program Coordinator, Business Manager or CEO within 24 hours, in accordance with the Incident Reporting Policy.

Illicit Drugs and Alcohol

PBP will maintain an environment free of illicit drugs and alcohol at all its Workplaces, including program venues, camps, tournaments, fundraising events, etc.

Illicit drug-taking or drinking alcohol is not permitted at any venue that is hired, leased or owned by PBP at any time during normal working hours.

Any reports of illicit drug-taking or drinking alcohol in such circumstances will be treated seriously and investigated promptly, confidentially and impartially.

Any employee, volunteer, contractor, partner, affiliate or visitor who witnesses such activity should report the incident to the Program Coordinator, Business Manager or CEO within 24 hours, in accordance with the Incident Reporting Policy.

Exploitation, Discrimination, Violence and Abuse

PBP will not tolerate any form of Exploitation, Discrimination, Violence or Abuse directed at its employees, volunteers, contractors, partners, affiliates, visitors or program



participants, whether this is perpetrated by someone from PBP or someone from outside the organisation.

Any employee, volunteer, contractor, partner, affiliate or volunteer who witnesses such activity should report the incident to the Program Coordinator, Business Manager or CEO within 24 hours, in accordance with the Incident Reporting Policy.

Any reports of such behaviour will be treated seriously and investigated promptly, confidentially and impartially in accordance with the Safeguarding Policy.

Illness or Injury

Any employee, volunteer, contractor or visitor who develops an illness or injury in connection with working with PBP (whether in a paid or voluntary capacity), should report the incident to the Program Coordinator, Business Manager or CEO within 24 hours, in accordance with the Incident Reporting Policy.

First Aid

All employees or volunteers who are responsible for delivering PBP programs must attain and maintain accreditation as First Aiders, including CPR accreditation (minimum standard is Provide First Aid). PBP will schedule and pay for the required training.

The Business Manager will maintain records of First Aid training and accreditation.

PBP will procure and maintain a suitable First Aid Kit for each program or event venue and ensure that all First Aiders are aware of how to locate the nearest First Aid Kit.

Any employee, volunteer, contractor, partner, affiliate, visitor or program participant who is injured or falls ill in the Workplace or while delivering a PBP program, activity or event should seek assistance from a qualified First Aider on site.

First Aiders must record their assessment and details of any first aid treatment provided at the time using a First Aid Form.

The First Aider must inform the responsible party (Program Coordinator or Business Manager) of the incident as soon as practicable and provide them with a copy of the First Aid Form within 24 hours, in accordance with Incident Reporting Procedures.

Mental Health

All employees or volunteers who are responsible for delivering PBP programs must attain and maintain accreditation as Mental Health First Aiders. PBP will schedule and pay for the required training.

The Business Manager will maintain records of Mental Health First Aid training and accreditation.



Any employee, volunteer, contractor or program participant who becomes mentally unwell should be encouraged and supported to seek professional assistance.

Emergency Response

An emergency may arise in the Workplace or while delivering a PBP program, activity or event due to any of the following:

- Fire and smoke
- Personal injury or threat
- Bomb threat
- Biohazard or chemical spills
- Gas leak
- Natural disaster

The Program Coordinator will work collaboratively with the management team of the program venue at which PBP operates to ensure that employees, volunteers, contractors, partners, affiliates, visitors and program participants are aware of and understand that venue's Emergency Response Plan and associated procedures.

In the event of an evacuation, employees, volunteers, contractors, partners, affiliates, visitors and program participants must follow the instructions of Fire Wardens and/or First Aiders at their host facility, or any Police or Emergency Response personnel who are onsite.

Emergency Contact

It is important that PBP has details of the person whom each employee, volunteer, or contractor wishes to be notified in the event of an emergency at work. Employees and volunteers must nominate an emergency contact on their Personal Details Form as part of the Staff Induction and Volunteer Induction Procedures.

Details will be stored confidentially in that person's personnel file, in accordance with the Privacy Policy. Employees, volunteers and contractors should notify the Business Manager of any changes.

Workers' Compensation

Any employee who develops an illness or injury in connection with work may consider whether to submit a worker's compensation claim.

Employees should read the guidance provided by WorksCoverWA:

- [Understanding your rights, obligations and entitlement](#)
- [Making a Claim](#)

Return to Work



PBP is committed to facilitating the return to work of employees as soon as practicable after a work-related injury, illness or serious incident, in a way that will facilitate their best possible recovery.

Where appropriate, rehabilitation programs will be individually developed in consultation with the employee, Business Manager, healthcare provider and any other relevant party.

RELATED POLICIES

Incident Reporting Policy

Privacy Policy

Safeguarding Policy

Risk Management Policy

Staff & Volunteer Induction Policies

RELEVANT LEGISLATION

Code of Practice; Violence, Aggression and Bullying at Work 2010 (WA)

Emergency Management Act 2005 (WA)

Equal Opportunity Act 1984 (WA)

Occupational Safety and Health Act 1984 (WA)

Occupational Safety and Health Regulations 1996 (WA)

Racial Discrimination Act 1975

Work Health and Safety Act 2020 (WA)

Workers' Compensations and Injury Management Act 1981 (WA)

WorkSafe Notification of Injury or Disease Form ([online](#))

Incident Reporting Form

This form is to be used by a responsible adult to report all incidents or dangerous occurrences, whether accidental or intentional, that have the potential to, or have resulted in serious injury, illness, damage or public alarm.

Please complete the form as soon as practicable and within 24 hours of the incident, and notify the Business Manager, Program Coordinator or Chief Executive Officer (CEO).

If the incident caused, or could have caused, serious injury, death or serious damage (to property, environment or reputation), contact the CEO immediately.

NOTE:

First Aiders must separately report any incident in which they are involved using a First Aid Form.



PERSON REPORTING INCIDENT

To be completed by one of the people involved, or by a reliable witness, if the people involved are incapacitated. If you are missing information, write 'not stated' or 'unknown'.

1. First Name
2. Family Name
3. Position at PBP (Employee, Volunteer, Contractor, Other)
4. Email
5. Phone Number

PEOPLE INVOLVED

This should include people who might have caused the incident, people who were affected by it and any witness(es) to the incident.

6. Person 1 Description: (include full name, age, gender, program involved with)
7. Person 2 Description: (include full name, age, gender, program involved with)
8. Were there any **suspects** identified?
9. Suspect 1 Description: (include full name, approximate age, gender, position with Binar if applicable)
10. Suspect 2 Description: (include full name, approximate age, gender, position with Binar if applicable)
11. Were there any **witnesses** to this incident?
12. Witness 1 Description: (include full name, approximate age, gender, position with Binar if applicable)
13. Witness 2 Description: (include full name, approximate age, gender, position with Binar if applicable)

INCIDENT DETAILS

Provide details of when and where the actual incident or dangerous occurrence occurred.

14. Date of incident
15. Time
16. Location
17. Setting
18. Provide details of the actual incident or dangerous occurrence. (Use objective words and direct observations, not subjective language or assumptions.)
19. What was the Context? (In your own words, described what happened leading up to and during the incident.)
20. What happened? (In your own words, explain why you think this might have happened.)
21. What was the outcome? (In your own words, describe the outcome.)
22. How did you respond? (In your own words, explain what actions you took or others took to respond to this incident or dangerous occurrence.)