

OVENS LANDCARE NETWORK

WORK HEALTH SAFETY POLICY

Version 1 | 20.01.21



1. INTRODUCTION

The Ovens Landcare Network is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and complying with its occupational health and safety obligations

2. PURPOSE

The Ovens Landcare Network recognises that workplace health and safety is integral to achieving excellence in service provision 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.

3. SCOPE

This policy applies to the following, together referred to as 'workers': employees, committee members, volunteers, and contractors.

4. DEFINITIONS

In this policy, 'workplace' means places where people work in connection with the Ovens Landcare Network, whether on-site or off-site, including work-related conferences, functions, social events, field days and workshops .

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

5. COMMITMENT TO WORKPLACE HEALTH AND SAFETY

The Ovens Landcare Network aims to safeguard the rights of all people to work in an environment that is safe and does not pose risks to health.

The Ovens Landcare Network is committed to working in partnership with all workers to identify and address workplace health and safety issues, with all incidents and near misses reported in the standing Work Health Safety agenda item at Committee Meetings.

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The Ovens Landcare Network 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.

The Ovens Landcare Network is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

6. WORKPLACE HEALTH AND SAFETY COMMITTEE

Under the Victorian Occupational Health and Safety Act 2004 [Section 72(1)], an employer must establish a committee within 3 months of a health and safety representative requesting it.

7. RESPONSIBILITIES

The Ovens Landcare Network committee will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- consult with workers about, and participate in, the Ovens Landcare Network's workplace health and safety program
- use risk identification, assessment and control principles to reach the Ovens Landcare Network's health and safety objectives
- ensure that all workers receive appropriate training and information on the policy and related procedures, and on their obligations under occupational health and safety laws.
- nominate a Workplace Health and Safety Coordinator

The Workplace Health and Safety Coordinator is responsible for coordinating management of health and safety on behalf of the committee. 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 workers to identify, assess and select measures to control hazards and risks to health and safety
- assist workers to monitor and evaluate hazard- and risk-control measures
- assist workers 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

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- monitor and provide reports to the committee on the Ovens Landcare Network's workplace health and safety performance

All workers 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 the Ovens Landcare Network 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.

Contractors of the Ovens Landcare Network will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- follow lawful and reasonable workplace health and safety instructions from the Ovens Landcare Network
- report any serious incidents, accidents, injuries or hazards in the workplace to the Workplace Health and Safety Coordinator
- 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 policies and practices.

8. BREACHES

The Ovens Landcare Network takes its health and safety obligations seriously.

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 the Ovens Landcare Network.

9. FIRST AID

Employees of the Ovens Landcare Network will be issued with a first aid kit. Employees of the Ovens Landcare Network are required to maintain up to date First Aid training.

10. EMERGENCY CONTACT

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It is important that the Ovens Landcare Network has details of the person/s whom each worker would wish to be notified in the event of any emergency at work. Details will be noted per the Ovens Landcare Network Privacy Policy on employment documents and activity registration forms. Workers should notify the secretary of any changes.

11. WORKERS COMPENSATION

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

12. REHABILITATION

The Ovens Landcare Network is committed to facilitating the return to work of workers as soon as practicable after a work-related incident or illness.

Early return to work should be a normal expectation in this process. Where appropriate, rehabilitation programs will be individually developed by Ovens Landcare Network's committee in consultation with the employee and any other relevant party.

13. HAZARD REPORTING

Reporting hazards helps prevent accidents from occurring. Any worker who sees a hazard in their work area must report it to their safety representative immediately in line with the Workplace Health and Safety Procedures.

14. RELATED DOCUMENTS

Ovens Landcare Network WHS Procedures
Ovens Landcare Network Risk Assessments
Ovens Landcare Network Code of Conduct

15. 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:

- Occupational 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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16. REVIEW

The Ovens Landcare Network will review this policy on an annual basis or more frequently, if required, to keep up-to-date with changes to laws, government policy, etc. This policy was last reviewed on:

Approved on: 18/11/2021

Effective from: 01/12/2021