

# WORKPLACE HEALTH & SAFETY POLICY



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Approved by	The Board of Directors	Date for review	20 <sup>th</sup> October 2027

## INTENT

LiteHaus International is committed to providing and maintaining a safe, healthy, and respectful working environment for all employees, volunteers, contractors, Board members, visitors, and other stakeholders. Our approach to workplace health and safety (WHS) aligns with our broader organisational values and objectives, ensuring that everyone involved in our work is safeguarded from harm. This commitment applies to all our operations, including our permanent workplaces in Brisbane and Townsville, any remote or field-based locations, and during travel associated with LiteHaus International activities.

We acknowledge that a safe working environment not only meets legal requirements under the Work Health and Safety Act 2011 (Qld) and relevant Commonwealth legislation, but is also essential to achieving high performance, job satisfaction, and the effective delivery of our mission.

## SCOPE

This policy applies to all LiteHaus International personnel and associates, including:

- Full-time, part-time, and casual employees;
- Volunteers and interns;
- Board members and advisory personnel;
- Contractors and consultants;
- Any individual engaged in a LiteHaus International activity or representing the organisation.

The policy covers all physical and virtual workspaces including our offices in Brisbane and Townsville, field sites, donor or partner premises, and all forms of domestic or international travel undertaken for LiteHaus purposes.

The Safety & Security Manual outlines all procedures for the maintenance of workplace health and safety during international travel.

## RESPONSIBILITIES

LiteHaus International will:

- Comply with all relevant federal and state WHS legislation and standards;

- Identify, assess, and control health and safety risks through formalised procedures and documentation, including risk registers and operational checklists;
- Integrate WHS into program design, operational planning, and risk management strategies, including for fieldwork and travel;
- Maintain the physical safety of our Brisbane and Townsville offices, including clear signage, accessible emergency exits, functioning fire safety systems, and designated first aid officers;
- Consult with staff, volunteers, and contractors regarding WHS matters and improvements;
- Provide training, resources, and support to enable staff to meet their WHS responsibilities effectively;
- Regularly review WHS practices, systems, and incidents to ensure continual improvement.

All personnel must:

- Take reasonable care for their own health and safety, and that of others;
- Comply with LiteHaus International's WHS policies, procedures, and instructions;
- Immediately report any hazards, near misses, injuries, or unsafe behaviours;
- Cooperate with all reasonable directions related to WHS;
- Participate in relevant training, drills, and safety initiatives;
- Avoid behaviours that may contribute to unsafe or unhealthy working environments.

## **HAZARD MANAGEMENT**

LiteHaus International identifies and manages workplace hazards through a structured risk management process. Our Consolidated Risk Management Plan outlines the framework by which risks are identified, assessed, documented, and mitigated across all areas of operation.

In our Brisbane and Townsville workplaces, hazard registers are maintained and reviewed regularly. These registers identify risks such as electrical safety, trip hazards, workplace ergonomics, and psychosocial risks such as stress and burnout. Staff are required to report any hazard via the internal incident reporting mechanism, and follow-up investigations and controls are documented and reviewed by the responsible manager.

All WHS risks, whether physical, environmental, chemical, or behavioural, are considered within our broader organisational risk register. The application of the hierarchy of controls is encouraged when implementing mitigation measures.

## **PSYCHOLOGICAL HEALTH**

LiteHaus International recognises the impact of psychological health on individual wellbeing and organisational performance.

In alignment with our Workplace Harassment, Discrimination & Bullying Guidelines, we commit to identifying and reducing psychosocial hazards.

We will:

- Promote respectful workplace behaviour through regular training and awareness;
- Monitor workloads and support work-life balance initiatives;
- Provide resources for stress management and burnout prevention;
- Respond promptly to reported issues relating to bullying, harassment, or psychological distress;
- Provide confidential access to external mental health services, such as an Employee Assistance Program (EAP), for all staff and volunteers.

The organisation will review psychological safety indicators and apply learnings from incident trends, exit interviews, or staff surveys to improve WHS outcomes.

## **EMERGENCY MANAGEMENT**

LiteHaus International maintains emergency preparedness procedures for its Brisbane and Townsville workplaces. These include:

- Clearly displayed evacuation maps and emergency contact information;
- Annual evacuation drills in accordance with building management requirements;
- Designated fire wardens and first aid officers at each location;
- On-site fire extinguishers, smoke detectors, and emergency lighting systems subject to routine checks.

All employees are briefed on emergency protocols during induction and receive refresher training as required. Staff are expected to familiarise themselves with emergency exits and participate in drills as directed.

In emergency situations, safety of life is the top priority, and employees are empowered to act in a manner that best ensures the safety of themselves and others.

## **FIELDWORK & TRAVEL SAFETY**

Where operations extend beyond our standard workplaces, LiteHaus International applies additional controls as documented in our Safety & Security Manual. As detailed in the Safety & Security Manual, all international and domestic travel for fieldwork is subject to:

- Completion of a country- or activity-specific travel risk assessment;
- Approval by the CEO or delegated manager prior to travel;
- Compliance with travel safety briefings and emergency contact protocols;

Employees travelling must carry the LiteHaus International Emergency Contact Card and observe safety measures in line with in-country advice. Travellers are provided with 24-hour emergency support contacts, and safety check-ins may be required depending on the assessed level of risk.

## **TRAINING & INDUCTION**

All personnel are required to complete WHS induction prior to commencing work, whether based in Townsville, Brisbane, or in the field. The induction covers:

- Key WHS obligations under Australian law;
- Reporting hazards and incidents;
- Roles of fire wardens, first aid officers, and safety representatives;
- Emergency evacuation procedures;
- Office ergonomics and equipment use;
- Respectful workplace behaviour and psychological wellbeing.

Refresher training is mandatory annually and whenever significant policy or legislative changes occur. Contractors or consultants working regularly in our premises may also be subject to tailored WHS inductions.

## **REVIEW AND COMPLIANCE**

This WHS Policy is reviewed at least every three years or after any major incident or change in operations. The review is coordinated by the CEO in consultation with the Leadership Team, and reported to the Board of Directors.

Non-compliance with WHS policies and procedures will be treated seriously and may lead to disciplinary action in accordance with the Human Resources Policy. Breaches that involve gross negligence or intentional disregard for health and safety may result in dismissal or legal action.

## **RELATED POLICIES**

- LiteHaus International – Safety & Security Manual
- LiteHaus International – Workplace Harassment, Discrimination & Bullying Guidelines
- LiteHaus International – Code of Conduct (Staff & Volunteers)
- LiteHaus International – Consolidated Risk Management Plan
- LiteHaus International – Travel Risk Management Procedures
- LiteHaus International – Human Resources Policy