

6.4 Work Health and Safety

Reference: SOA_6.4PP – Work Health and Safety Policy and Procedure

1. POLICY STATEMENT

Special Olympics Australia is committed to ensuring the health, safety and welfare of all persons employed within the organisation, our volunteers and those visiting. We place a priority on safety and comply with all applicable workplace health and safety legislation. We work with our staff, volunteers, contractors and others to ensure that they are aware of their responsibilities and practices are in place to effectively identify and control risks in the workplace.

2. PURPOSE

The purpose of this policy is to support the objectives of:

- defining and describing work health and safety expectations, accountabilities, responsibilities, obligations and duties to deliver a safe and healthy work environment at Special Olympics Australia.
- managing a safety management system that provides a safe and healthy work environment.

3. SCOPE

The policy is applicable to all staff, volunteers, contractors and visitors of Special Olympics Australia.

4. DEFINITIONS

Executive Team

The Executive Team is appointed by and reports directly to the Chief Executive Officer. The Executive Team is responsible for the strategy and planning of the organisation.

Officer

A person who participates in decision making that affects the organisation's financial standing. Special Olympics Australia officers are the Board of Directors, members of the Finance Audit and Risk Committee and members of the Executive Team.

Person Conducting a Business or Undertaking (PCBU)

A PCBU is the main duty holder under the WHS Act. Special Olympics Australia is a PCBU for the purposes of WHS laws.

Reasonably Practicable

At the time, whether reasonable measures were able to be taken in relation to ensuring workplace health and safety, taking into account and weighing up all relevant matters including:

- The likelihood of the hazard or the risk concerned occurring;
- The degree of harm that might result from the hazard or risk;
- What the person concerned knows, or ought reasonably to know, about the hazard or the risk and ways of eliminating or mitigating the risk;
- The availability and suitability of ways to eliminate or minimize the risk; and
- Cost associated with available ways to eliminate or minimize the risk.

Special Olympics Australia Board

Special Olympics Australia

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Directors acting as a Board of Directors

Volunteer

A volunteer is a person who willingly gives their time for the common good and without financial gain. Volunteers may receive reimbursements for out of pocket expenses, honorariums, stipends or similar payments for voluntary services rendered (Volunteering Australia).

Worker

A worker includes a staff member, contractor or subcontractor, an employee of the contractor or sub-contractor, work experience student or intern and volunteer.

5. RESPONSIBILITIES

Club Leadership Team

The Club Leadership Teams are responsible for ensuring that WHS is a standing agenda item at all meetings. This ensures that as a leadership team WHS related issues are collected, monitored and analysed. Provide leadership in managing risk and ensuring relevant training and supervision is in place.

Executive Team

The Executive Team will be responsible for monitoring the implementation of the safety management system. Receives and makes decisions around improvements submitted by the WHS Committee (where applicable) and sets WHS performance targets for Special Olympics Australia.

Finance Audit and Risk Committee

Ensure periodic reviews are conducted to monitor the ongoing effectiveness and performance of work health and safety at Special Olympics Australia. The findings are reported to the Special Olympics Australia Board with recommendations for improvements as appropriate.

Special Olympics Australia Board

The board is responsible for ensuring that Special Olympics Australia complies with work health and safety legislative requirements and relevant industry standards. This includes setting the strategic direction for safety, health and wellbeing in the organisation.

Staff and Volunteers

All staff and volunteers have a general responsibility for taking reasonable care for their own health and safety and that of others. This may include complying with any reasonable workplace health and safety instruction or direction.

Staff and volunteers must report and record all incidents or hazards that may cause injury, including any near misses to their supervisor. Where required, staff and volunteers are expected to co-operate with work health and safety inspections, audits and investigations.

WHS Committee

Where the Executive Team determines the need to establish a WHS committee then the committee is responsible for developing, reviewing and monitoring the safety management system. As a committee, part of the overall objectives is to build capability to effectively manage work health and safety across Special Olympics Australia. This includes ensuring that reports related to WHS are being escalated from club

6. PROCEDURE

6.1 Corporate Governance Structures for WHS

The effective management of workplace health and safety depends on the commitment and ongoing co-operation of all staff and volunteers. Special Olympics Australia is also committed to consulting with staff and volunteers in a meaningful and effective manner on WHS issues and enabling an opportunity to contribute to procedures and decisions that may affect their health, safety and welfare in the workplace.

The officers of Special Olympics Australia have a duty to ensure that risks to health and safety are eliminated or minimised where reasonably practicable.

6.2 Obligations of Staff and Volunteers

Special Olympics Australia recognises the best way to ensure a safe and healthy workplace is for everyone to work together to identify and resolve workplace health and safety issues. This means that all staff and volunteers have a responsibility to understand their obligations to work health and safety.

6.3 Procedures and Consultation Processes

Special Olympics Australia will consult with staff and volunteers in matters related to work health and safety.

6.4 Training and Development

The Special Olympics Australia will put in place appropriate training and resources to assist staff and volunteers to carry out their WHS responsibilities.

6.5 Workplace Bullying, Harassment and Discrimination

Any form of workplace bullying, harassment or discrimination will not be tolerated within Special Olympics Australia. Any concerns of unfair treatment needs to be raised by following the procedures outlined in the complaints handling policy.

The Executive Team will continue to review and put in place measures to prevent workplace bullying, harassment and unhealthy workplace stress.

RELATED DOCUMENTS

SOA_5.3PP - Safeguarding Children and Vulnerable Adults

SOA_5.5PP - Induction

SOA_6.5PP - Member Protection Policy

SOA_6.6PP - Complaints Handling

SOA_6.10PP - Risk Management

SOA_6.11PP - Insurance

SOA_10.1PP - Club Accreditation

DOCUMENT CONTROL

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Owner: Chief Operating Officer

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