



WORKPLACE HEALTH AND SAFETY POLICY

Policy number	N/A	Version	5
Drafted by	Struan Ferguson	Approved by Board on	16 August 2023
Responsible person	Kàren Zirkler	Scheduled review date	June 2024

Introduction

Southern New England Landcare Ltd. will endeavour to ensure, as far as reasonably practicable, the health, safety and welfare of our organisation, our staff, our volunteers, our members, and the public in the working environment.

This policy applies all staff, volunteers, members, contractors, visitors, and guests, to the extent that it is relevant to them, in the working environment of Southern New England Landcare Ltd.

This policy is to be enacted alongside the Southern New England Landcare Ltd.'s Risk Management Policy, Register, Procedures and Checklists.

Purpose

This policy is designed to ensure that all staff, so observe and comply with Workplace Health and Safety (WHS) regulations and guidelines as to provide and maintain a working environment that is safe and without risks to health.

Definitions

The **"workplace"** includes working on site or off-site, attendance at work related events, such as field days, workdays, courses, site visits, and conferences. **"Health"** includes, but is not limited to,

- Physical health
- Mental health
- Emotional Health

Policy

Southern New England Landcare Ltd. has a duty of care to provide a healthy and safe workplace for its staff, volunteers, members, contractors, visitors, and guests and supports the rights of all persons covered by the policy to work in an environment that is, as far as reasonably practicable, safe and without risks to health.

Southern New England Landcare Ltd. is committed to the promotion of a joint and united approach to consultation and resolution of Workplace Health and Safety issues.

It is the responsibility of all staff to take reasonable care for the health and safety of all people within the workplace (including other staff members, volunteers, members, contractors, visitors, and guests) and for all people who may be affected by his/her acts or omissions.

It is the responsibility of all to cooperate and comply with all WHS regulations, policies, and procedures in the workplace and out in the field.

It is the responsibility of all staff, in consultation with the Executive Officer, to participate in the ongoing development of management systems and procedures and, so far as is reasonably practicable:

- identify, assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Workplace Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

Bullying and violence at work

Southern New England Landcare Ltd. is committed to reducing bullying and occupational violence so far as is practicable in the workplace.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying can include:

- verbal abuse
- excluding, ignoring, or isolating a person
- psychological harassment
- intimidation
- assigning meaningless tasks unrelated to a person's job
- giving a person impossible assignments and deadlines
- unjustified criticism or complaints
- deliberately withholding information vital for effective work performance; and
- constant taunting, teasing, or playing practical jokes on a person who is not a willing participant.

Bullying can be verbal, or in writing (including online).

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

Breach of this Policy

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a contractor may result in the cancellation by Southern New England Landcare Ltd. of the services provided by that contractor.

Workplace Health and Safety Coordinator

The Executive Officer fulfils the role of Workplace Health and Safety Coordinator and will be held accountable for coordinating Southern New England Landcare Ltd.'s management of health and safety on behalf of the Board.

Authorisation

A handwritten signature in dark ink, reading "William Perrottet". The signature is written in a cursive style with a large, looping 'W' and a long, sweeping 't'.

Bill Perrottet

President
Southern New England Landcare Ltd

16 August 2023