

RAWCS Work Health & Safety Policy

JUNE 2024

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1. Introduction

1.1 *Who we are*

1.1.1 Rotary Australia World Community Service Ltd (RAWCS) is a registered charity with the Australian Charities and Not-for-profits Commission (ACNC). We back doing good by supporting and facilitating a broad range of humanitarian and development projects, both in Australia and in developing countries. RAWCS administers three Tax Deductible funds:

1. **Rotary Australia Overseas Aid Fund (RAOAF):** This fund supports efforts by Rotary Clubs, Rotary Districts and other partners to deliver humanitarian assistance in developing countries. RAOAF focuses on both sustained development and immediate disaster response, working collaboratively with communities to deliver impactful, sustainable projects to meet identified needs.
2. **Rotary Australia Benevolent Society (RABS):** RABS supports Rotary Clubs, Rotary Districts and other partners to respond to specific community challenges within Australia. It offers an avenue for wider community involvement through tax-deductible donations. The Rotary Australia Compassionate Grants Projects within RABS uses matching funds from donations, such as those provided by Dick Smith's Trust, to assist Australians facing hardship.
3. **Rotary Australia Relief Fund (RARF):** This fund is dedicated to responding to national appeals and efficiently disbursing funds to appropriate aid projects. RARF's focus is on mobilising rapid support during national crises, such as natural disasters, providing a structured channel for public generosity to be transformed into effective aid. This fund acts as a hub for contributions from both Rotary and non-Rotary sources, ensuring swift and effective aid delivery to disaster-affected areas.

1.2 *Purpose*

1.2.1 The purpose of this policy is to, as far as reasonably practicable:

- prevent workplace injuries and illnesses;
- promote a safe and healthy workplace culture;
- 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;
- adequately report WHS incidents in a timely manner;
- report WHS incidents requiring insurance coverage;
- drive continuous improvement in workplace health and safety (WHS).

1.3 *Scope and Governance*

1.3.1 This policy applies to RAWCS and all of its administered funds and subsidiaries – referred inclusively within this policy as RAWCS.

1.3.2 This policy applies to all RAWCS staff, volunteers, Board members, committee members, suppliers and contractors. Within this policy all of these are represented by the term: "**our people**".

1.3.3 The aim of this policy is to establish a singular, comprehensive manner to treat the health and safety of all our people including volunteers involved in RAWCS projects. It also extends to all our

partners.

1.3.3 This policy applies to any location in Australia and overseas where duties are performed by our people.

1.3.4 With the rise of the practice of Working from Home (WFH), this policy also covers the locations from which our people work from which is usually their usual place of abode, but could also include other locations where our people work from.

1.4 Policy References

1.4.1 Legislative Requirements:

- Work Health and Safety Act 2011 (Commonwealth)
- Workplace health and safety laws that operate in each state and territory
- Workers' compensation legislation that operates in each state and territory
- Criminal laws, including industrial manslaughter
- Fair Work Act 2009
- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex discrimination Act 1984
- Australian Human Rights Commission Act 1986

1.4.2 RAWCS Policies:

- RAWCS Code of Conduct
- RAWCS Equity, Diversity and Inclusion Policy
- RAWCS Child Safeguarding Policy and Code of Conduct
- RAWCS Gender Equity Policy
- RAWCS Disability Inclusion Policy
- RAWCS Complaint Handling Policy and Procedure
- RAWCS Whistleblower Policy and Procedure
- Relevant insurance policies (where applicable)

1.5 Definitions

Term	Definition
Workplace	Places where our people undertake work in connection with RAWCS whether on-site or off-site, including work-related conferences, functions, retreats and social events.
Workplace Health and Safety Management System	A set of policies, procedures and plans that systematically manages health and safety at work and can help to minimise the risk of injury and illness from workplace operations.
Hazard	A dangerous or potentially dangerous situation that could result in a workplace illness, trauma, mental health issues, injury or death.
Hazardous Substance	One which must be used and handled with precautions and is likely to have a detrimental effect on a person's health.
Health and Safety Representative	A person elected by members of their work group to represent them in health and safety matters.

2. Principles

2.1 *Guiding Principles*

- 2.1.1 **Prioritising Safety:** We are dedicated to providing all our people, partners and community members with a physically, emotionally and psychosocially safe and healthy working environment.
- 2.1.2 **Ensuring Compliance:** We continuously review our workplace health and safety practices and processes to comply with all relevant workplace health and safety legislation.
- 2.1.3 **Implementing Preventive Measures:** We are committed to establishing and maintaining proactive measures to prevent accidents, injuries, and illnesses in the workplace.
- 2.1.4 **Promoting Safety Awareness:** We prioritise educating and empowering our people with the knowledge and understanding of workplace health and safety principles and practices (both physical, emotional and psychosocial).

3. Policy Commitments

3.1 *A Safe and Healthy Workplace*

- 3.1.1 We will undertake the following activities in fulfilling our commitment to provide a safe and healthy workplace:
- continually develop, implement and maintain an effective work health and safety management system;
 - comply with applicable health and safety legislation, Codes of Practice and Australian Standards related to the health and safety of our people, partners and the public;
 - implement a health and safety risk management process to ensure workplace hazards (including emotional and Psychosocial Hazards) are identified, assessed, controlled and reviewed, where they are not able to be eliminated; and
 - establish objectives and measurable targets for health and safety aimed at: the elimination of work-related illness and injury, and;
 - ongoing system improvements.
- 3.1.2 To ensure compliance, we will:
- allocate sufficient financial and physical resources to enable the effective implementation of this policy;
 - provide appropriate health and safety education and training for our people and partners; and
 - communicate, consult on and promote the active participation of our people and other affected parties in the management of their own and others' health and safety.
 - take complaints of unsafe workplace (physical, emotional and psychosocial) seriously and investigate them immediately and thoroughly.
 - take disciplinary action against individual(s) who are found to create unsafe workplace environment, especially when their actions cause emotional and psychosocial hazards and distress to colleagues.
 - ensure that our people are protected from the unsafe workplace situation immediately.
- 3.1.3 To keep our WHS practice current, we will:
- set clear expectations and accountabilities for fostering a continuous improvement culture

- that empowers and supports improvements that minimise the risk of harm; and
- implement and maintain arrangements for the consultation of health and safety matters with our people.

3.2. Leadership and Culture

- 3.2.1 Given the broad duties imposed on Directors in relation to WHS, the RAWCS Board of Directors will take proactive steps to mitigate the risks of personal liability for any safety breaches within the organisation. Directors shall ensure they actively turn their mind to WHS matters, including by:
- communicating with our people about risks to health and safety in order to understand those risks and “nip them in the bud” before they surface;
 - adopting policies and procedures that clearly identify what steps must be taken to manage risks to health and safety as and when they arise;
 - ensuring policies and procedures are implemented;
 - embedding a culture of workplace safety and compliance in RAWCS;
 - ensuring they are appropriately informed about RAWCS’s operations and any particular risks posed by those operations;
 - ensuring there is adequate reporting to the board on incidents, hazards and risks; and
 - seeking external assistance to investigate and respond to risks to health and safety as and when they arise.
- 3.2.2 At RAWCS, we promote excellence in health and safety leadership and a positive culture of WHS through:
- encouraging and supporting innovative, healthy and safe work practices;
 - integrating health, safety and wellbeing into all aspects of our business;
 - ensuring our work health and safety management system is appropriate for RAWCS;
 - determining, in consultation with our people, optimal health, safety and wellbeing outcomes;
 - actively monitoring and improving RAWCS’s health, safety and wellbeing performance.

3.3. Workplace Injuries – Rehabilitation and Return to Work

- 3.3.1 RAWCS is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for our people who become injured or ill. We are committed to:
- prompt injury notification;
 - communication and consultation with all parties to develop an appropriate return to work program;
 - accountability and responsibility for injury management being clearly understood;
 - provision of suitable meaningful activities during the return-to-work process; and
 - dispute resolution as required.
- 3.3.2 We will ensure the following positive approach in meeting these objectives, including:
- early reporting of injuries;
 - appropriate and timely medical intervention and return to work planning;
 - provision of suitable resources and productive duties for the injured person;
 - positive support and encouragement during the rehabilitation process; and
 - review of incidents and accidents to seek preventive measures and continuous improvement.

4. Workplace Health and Safety Management System

4.1 *Management of WHS*

4.1.1 RAWCS accepts primary responsibility for ensuring a safe and healthy operating environment for all our people. To achieve this outcome, RAWCS has a WHS system which provides for identification and assessment of hazards and risks, consultation, education and monitoring of the work environment.

4.2 *WHS Risk Assessment*

4.2.1 The purpose of the risk assessment is to effectively identify, control and mitigate safety risks. The steps comprise:

- identify the hazard;
- analyse the risks;
- conduct a risk assessment; and
- control the risks.

4.2.2 For any identified hazards, appropriate control measures shall be implemented in order to protect our people from risks to their health, safety and welfare. Control measures for work health and safety hazards should be implemented as required using the following hierarchy of control:

- elimination (removal of the hazard);
- substitution (substitute the hazard for something which is less hazardous);
- isolation (isolate the hazard from people);
- location engineering (e.g. guarding on machinery);
- administrative (e.g. provision of training, policies and procedures, signage);
- personal protective equipment (e.g. use of hearing, eye protection, high visibility vests).

4.2.3 Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement.

4.3 *WHS consultation, cooperation and coordination*

4.3.1 Consultation is a legal requirement and an essential part of managing WHS risks. A safe workplace is more easily achieved when everyone involved in the work communicates with each other to identify hazards and risks, talks about health and safety concerns and works together to find solutions.

4.3.2 By drawing on the knowledge and experience of our people, we can make more informed decisions about how the work should be carried out safely.

4.3.3 We shall consult in relation to the following health and safety matters when:

- identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out;
- making decisions about ways to eliminate or minimise those risks;
- making decisions about the adequacy of facilities for the welfare of our people;
- proposing changes that may affect the health or safety of our people;
- making decisions about procedures for consulting with workers;
- resolving health or safety issues at the workplace;

- monitoring health of our people; and
- monitoring the conditions at the workplace under our management or control and providing information and training for our people.

4.3.4 Because of their contact with the type of project or activity, our people undertaking projects may have knowledge of the processes and the potential hazards at the project site and also some options for treating these risks based on their work/life experience. They may also be totally unfamiliar with the site or routines for support and hence consultation with those people is even more important in those circumstances.

4.3.5 To facilitate the exchange of information, the relevant team leader will regularly review, the WHS performance of the project/site and raise any matters or issues on behalf of our people.

4.4 *WHS training*

4.4.1 RAWCS will ensure that all our people have a sound knowledge and awareness of the principles and practices of workplace health and safety.

4.4.2 To achieve this outcome, we will:

- inform all our people of the RAWCS WHS policy as part of their induction process;
- provide training for our people to attend an occupational health and safety awareness training course as soon as possible after the date of their commencement with RAWCS;
- require our people to produce evidence of any pre-requisite training, skills or knowledge required for certain tasks, functions or roles of a project or activity.

4.5 *Procedures for identification and assessment of workplace hazards and risks*

4.5.1 RAWCS expects all our people to take an active role in identifying situations with the potential to cause harm or injury at project site, activity or workplace. We will assist our people to identify potential hazards by:

- encouraging them to read publications, including relevant codes of practice;
- periodically providing access to audio /video material on health and safety to all our people as these become available;
- undertaking regular inspections of the project site, activity or workplace;
- undertaking a full risk assessment for each new project prior to commencement of the project; and
- ensuring that an inspection report is prepared after an inspection, which identifies any issues indicating a lack of a safe system of work or the need for more attention to the way WHS is managed. This report is to be tabled at quarterly directors meeting.

4.6 *Procedures for elimination and control of workplace hazards*

4.6.1 Where a WHS inspection has identified a potential hazard, we may take immediate remedial action to eliminate or control the hazard. Where possible, the decision on what to do about a potential hazard should be made in consultation with the people concerned. Such remedial actions are to be detailed in the inspection report.

4.6.2 Where an accident has occurred, the health and safety representative or his/her deputy, in consultation with the relevant supervisor will take the following actions:

- make sure it is safe to approach the scene;

- see that the injured person is receiving first aid or medical treatment;
- see that nothing is removed or altered until enquires have been completed;
- undertake an inspection of the scene, where appropriate taking photographs or sketches;
- obtain as much information as possible from the injured employee and witnesses about the accident; and
- check if the accident needs to be reported to the relevant authorities and if so, report it using the relevant form.

4.7 **Emergency evacuation**

4.7.1 Fires, bomb threats, gas leaks and similar incidents are risks in all workplaces. We will provide our people with information on emergency evacuation procedures to cover all identified scenarios relevant to the workplace or project site.

4.7.2r It is imperative that all our people are aware of the procedures to follow in the event that evacuation is required and follow any direction given by the relevant team leader/manager in the event of an evacuation. All our people must participate as directed in any emergency evacuation drills.

4.8 **Reporting**

4.8.1 If one of our people identifies a WHS incident, accident, injury or hazard, including a near miss and/or any non-compliance with this WHS Policy they must report it to their team leader/manager as soon as possible.

4.8.2 Where a hazard or near miss is identified and/or reported, the person must submit an incident report to their team leader/manager, who will work with them and to:

- identify, assess and select measures to control hazards and risks to health and safety; and
- monitor and evaluate hazard and risk-control measures.

5. **Breach of this Policy**

5.1 Any breach of this policy or associated WHS procedures may result in disciplinary action, which may include counselling, dismissal, or cessation of the person’s engagement with RAWCS.

6. **Roles and Responsibilities**

Roles	Responsibilities
National Board of Directors	<ul style="list-style-type: none"> • Implement and monitor systems to ensure safe working conditions in the workplace and project sites as far as reasonably practical. • Foster a strong work health and safety culture. • Ensure accountability from those responsible to implement the Work Health and Safety Management System approved by the Board. • Allocate resources for the implementation of any systems for the health and safety of our people. • Ensure that work health and safety is a standing agenda item at all board meetings.
CEO	<ul style="list-style-type: none"> • Model health and safety leadership. • Foster a strong work health and safety culture.

	<ul style="list-style-type: none"> • Promoting and implementing the Work Health and Safety Management System. • Notify the board of all incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any of our people. • Understand and monitor safety performance objectives. • Ensure that all our people receive appropriate training and information on this policy and on their obligations under workplace health and safety laws
National Manager Projects & Volunteers	<ul style="list-style-type: none"> • Model health and safety leadership. • Foster a strong work health and safety culture. • Promoting and implementing the Work Health and Safety Management System. • Ensuring all project participants are aware of, and comply with this policy. • Fostering a culture of integrity by actively promoting and supporting whistleblowing channels to report unethical behaviour or policy violations.
Volunteer Team Leaders	<ul style="list-style-type: none"> • Require volunteers to fully support injury and illness prevention. • Assist volunteers to identify and assess hazards. • Consult with volunteers to eliminate or control hazards and assess risks and treatment options for the services they are expected to support; • Conduct health and safety inspections. • Investigate workplace injuries, accidents or illnesses and report them. • Liaise with the National Project Manager to resolve workplace health and safety issues. • Remain well informed about workplace health and safety performance. • Consult with volunteers about changes in the nature of activity at a project or site that may affect the health and safety of volunteers; and • Undertake regular workplace inspections and convene regular WH&S meetings.
All our People	<ul style="list-style-type: none"> • Must take reasonable care for their own health and safety while they are at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons • Demonstrate a commitment to providing and maintaining a safe and healthy workplace. • Participate in workplace health and safety training, actions and activities. • 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 representative. • Properly use and maintain safety equipment. • Make sure visitors follow safety rules in the workplace.

7. Policy Distribution

- 7.1 This policy will be disseminated to all our people.
- 7.2 We will ensure that all our people, visitors and partners are notified of and made aware that they are required to comply with the policy.

8. Review

- 8.1. We are committed to continuous improvement to our policy, procedures and practices. This policy will be reviewed at least every three years by the CEO and approved by the National Board of Directors to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.
- 8.2. Feedback on this and other safeguarding policies is openly encouraged from our people, partners, stakeholders and the communities we work with. Feedback, as well as emerging good practice and collaborative lessons learnt across the development sector, will be used to strengthen this and related policies and procedures.

9. More information

- 9.1. If you have a query about this policy or need more information, you can contact us via:
- email: info@rawcs.org.au
 - phone: +61 2 8833 8306
 - post: Rotary Australia World Community Service Ltd
25/1 Maitland Place, Norwest, NSW 2153
Australia

Name	Policy Template
Policy Category	Board
Version Number	Version 1
Approval Date	20 July 2024
Details of Approval Authority	National Board of Directors
Policy Owner	CEO
Frequency of Review	3 years
Next Review Date	20 July 2027

Document Revision History

Version	Date	Author	Description