

2.2 Work Health and Safety Policy

Purpose

Tasmanian Leaders (TL) is committed to safeguarding the health, safety and welfare of all people who interact with the organisation.

This policy applies to all employees, participants, contractors and volunteers at Tasmanian Leaders.

Tasmanian Leaders recognise 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 illness
- promote a safe and healthy workplace culture
- provide a framework for consulting, collaborating and communicating with all parties as well as health and safety representatives
- consider workplace health and safety in project planning and work activities
- allocate adequate resources to prevent health and safety risks
- ensure workers understand their rights and responsibilities and can identify and control risks in the workplace
- drive continuous improvement in workplace health and safety

Definitions

In this policy, 'workplace' includes working on site or off-site including working from home, attendance at a work-related conference or function, and attendance at a client or other work-related event, including program days and social events.

Policy

Tasmanian Leaders (TL) supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health and safety.

TL is committed to the promotion of a joint and united approach to consultation and resolution of work health and safety issues.

TL is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development of management systems and procedures designed to, so far as is reasonably practicable:

- identify, assess and control workplace hazards, including psychosocial ones (see policy 2.03 Psychosocial Safety Policy);
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Work 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.

Tasmanian Leaders is committed to providing the following additional benefits to help ensure a safe system of work:

- access to counselling via a dedicated employee assistance program (EAP)
- access to workplace health and safety webinars, apps and resources when available
- fostering a people-orientated organisational culture through supportive management

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, participants, contractors, suppliers and volunteers must observe and comply with all laws that related to their engagement, including, but not limited to:

- workplace health and safety laws that operate in each state and territory
- workers compensation legislation that operates in each state and territory
- criminal laws
- anti-discrimination laws
- employment laws

Workplace Health and Safety Committee and co-ordinators/officers

Where a workplace health and safety committee is required by legislation, or where the CEO/Board determines it necessary, Tasmanian Leaders will in accordance with applicable legislation establish the required body. At present, Tasmanian Leaders Finance and Risk Committee (FAR) fulfills this function reporting through to the Board.

Any committee with this mandate is required to meet at least quarterly.

Where required by law or deemed necessary, designated work groups shall elect/appoint a workplace health and safety representative. Representatives are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.

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, and in the case of participants may lead to being asked to leave a program. Any breach of this policy by a contractor may result in cancellation by Tasmanian Leaders of the services provided by that contractor.

Responsibility

The CEO will be accountable for coordinating Tasmanian Leaders management of health and safety.

Reporting

TL has an Incident Reporting Form, built in via Gravity forms, accessible through the Tasmanian Leaders website, and all incidents, safety issues, hazards and near misses are reported via this procedure. Once notified the EO has initial responsibility to assess report, put in place any mitigations and report to the CEO and to FAR.

Version:	1.0
Originally approved:	October 2019
Reviewed:	January 2025
Approved by:	Board of Directors
Policy Owner	Chief Executive Officer