



## **WORK HEALTH, SAFETY & WELLBEING POLICY**

### **Scope & Purpose**

The purpose of this Policy is to assist Board members to effectively perform their duty of care to achieve a safe, healthy and incident-free workplace and learning environment wherever Reading Friends Australia Limited (RFA) is providing its services.

This Policy applies to all members, employees and volunteers of RFA.

### **Definitions**

A hazard is a situation that has the potential to cause harm. This includes substances, equipment, processes and other aspects of the work environment.

A risk is a possibility that illness, injury or death might result because of a hazard.

A hazardous substance is one which must be used and handled with caution and could have a detrimental effect on a person's health.

### **Policy**

RFA is committed to providing members, employees and volunteers with a safe and healthy working and learning environment.

RFA will foster a culture of health and safety that is the responsibility of all members, employees and volunteers.

While RFA has the primary duty of care, it is expected that all members, employees and volunteers will follow reasonable instructions and directions in accordance with this Policy in order to prevent harm to themselves or others.

RFA will consult with and promote active participation with members, employees and volunteers in health, safety and wellbeing decisions.

RFA is committed to:

promoting dignity and respect in its workplaces;

adopting a preventative and strategic approach to the health, safety and wellbeing of its members, employees and volunteers;

supporting and promoting health and wellbeing;

providing appropriate information, training and instruction to facilitate safe and productive work and learning environments;

providing a culture of continuous improvement through feedback, consultation and review.

Whenever a member, employee or volunteer is working, visiting or conducting business at any location, or participating in authorised activities or events, RFA expects them to:

- take reasonable care of their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others;
- follow local procedures and reasonable instructions in relation to work health and safety such as in an emergency;
- report health and safety incidents, hazards and issues to the school and to RFA;



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- participate in any health and safety meetings they are invited to attend such as site inductions;
- familiarise themselves with their location such as location of emergency exits, first aid facilities, etc.

In the event of an accident, injury or incident, RFA will investigate, implement remedies where possible and provide information to members, employees and volunteers as applicable.

For each accident, injury or incident, the member, employee or volunteer will complete a Work Injury Report Form within 24 hours or as soon as practicable. The form is to be sent to the Chair of RFA. If the circumstances warrant, SafeWork NSW will be informed. The incident will be recorded in the Incident Register.

### **Emergency**

In the event of an emergency, follow the emergency procedures and/or instructions of an authorised person at the school or premises you are at.

### **Manual Handling**

Members, employees or volunteers are to lift no more than 10kg when lifting an object by themselves.

Members, employees and volunteers are to lift no more than 16kg when lifting an object with another person.

If a lift of more than 16kg is required, appropriate equipment – lifter, trolley, etc – must be used.

Follow the recognised standard lifting technique – keep the load close to the body, bend at the knees, keep your back straight, avoid twisting the body, carry over short distances.

### **References**

RFA Code of Conduct

RFA Incident Register

RFA Emergency Procedures Policy

RFA Work Injury Report Form

Safe Work NSW Codes of Practice

RFA Constitution – clauses 49 and 53

RFA Constitution – clause 65 By Laws