

 <b>TEAR AUSTRALIA</b> <small>TRANSFORMATION • EMPOWERMENT • ADVOCACY • RELIEF</small>	<b>Policy Name</b> <b>Work Health and Safety Policy</b>
	<b>Issuing Department</b> People at TEAR
<b>Effective Date</b> 21 November 2015	<b>Approved Date</b> 21 November 2015
<b>Scope</b> This policy extends to all staff, volunteers, contractors and visitors of TEAR Australia.	

## 1. Purpose

TEAR's Leadership Team is committed to providing a safe workplace, systems and training for all who work with us.

## 2. Policy

Safety is everyone's responsibility. We recognise that health and safety are most effective when a collaborative approach is used to identify and solve problems. TEAR also recognises safety and wellbeing includes psychological and psychosocial aspects of a person.

### 2.1 Health and Safety Strategies:

TEAR will seek to achieve a safe workplace and working environment (physically and mentally) by:

- a. Identifying and mitigating the risks and hazards connected to all types of work activities and work environments.
- b. Providing instruction, training and supervision to improve individual understanding of workplace hazards, including safe work practices and emergency procedures.
- c. Involving individuals in occupational health and safety matters and consulting with them on ways to recognise, evaluate, control, eliminate or minimise workplace hazards.
- d. Ensuring that everyone (including visitors and contractors) complies with appropriate standards and workplace directions to protect their own and others' health and safety at work.
- e. Providing inclusive systems to effectively manage rehabilitation and return to work processes.

### 2.2 Health and Safety Implementation:

TEAR will implement and maintain an on-going work health and safety program, including a training program for new and on-going staff members and volunteers, conducting regular inspections of the workplace aimed at preventing accidents and incidents, and eliminating or minimising hazards, so far as is reasonably practicable.

### 2.3 Consulting with Staff

TEAR has a People at TEAR Working Group which is made up of elected representatives from all departments, and a representative from the LT. The group meets regularly to examine incident and hazard reports, check on compliance issues, and look for ways to promote awareness and implementation of health and safety within TEAR. The group makes recommendations to the LT with the aim of reducing hazards and the likelihood of incidents, and also provides a quarterly report to the Board.

## 2.4 Responsibilities of Staff and Volunteers

All staff and volunteers are expected to:

- a. Abide by the Work Health and Safety Policy, safe work practices, procedures and directions and actively participate in safety improvement activities.
- b. Take reasonable care for their own safety and the safety of those around them.
- c. Report all risks, hazards, injuries, safety incidents and near misses to their supervisor. Reporting a hazard may include reporting another person who is behaving in an unsafe manner or posing a risk.

Any breach of this policy will initially be discussed with the person(s) involved. Where appropriate, the matter may be handled through the Discipline Policy.

## 2.5 Responsibilities of Supervisors

In addition to the responsibilities which apply to all staff, supervisors will:

- a. Provide an example to others by always directing and performing work in a safe manner.
- b. Ensure that safe work practices are followed, through good supervision of both staff and volunteers. This includes holding people who breach the WHS Policy accountable.
- c. Ensure that regular discussions take place between themselves and staff regarding WHS issues, encourage commitment, cooperation and open communication about safety issues.

## 3. Related References

Bullying, Harassment and Occupational Violence Policy  
Category 5 Fieldworker Placements Policy  
Domestic Travel Policy  
International Travel, Health and Security Guidelines  
International Travel Policy  
Security Policy  
WHS Guidelines

## 4. Definitions/Terminology Clarification

**Hazard** is a situation that could cause harm to someone or something.

**Risk** refers to the likelihood of harm arising from exposure to hazards and the consequences of that harm.

**Workplace** refers to the space where staff conduct their TEAR activities, including vehicles.

## 5. Change History

Date	Modification
15 May 2005	This policy was adopted as part of the consolidated manual
May – Nov 2011	The OHS Committee revised the policy, to present to the DCT, then the Board for approval
Sept 2015	Updated reference from Safety Committee to People at TEAR Working Group. Included additional references. Strengthened commitment from LT.