

## WORK HEALTH AND SAFETY POLICY

Policy number	<insert>	Version	001
Responsible person	Chris Armitage	Approved by Board on	6 January 2020
Date for Next Revision	18 December 2022		

### INTRODUCTION

The Global EverGreening Alliance (The Alliance) is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises. The Alliance is also committed to working with its funded partners to improve their workplace health and safety by including the need for adequate work health and safety requirements in partnership agreements.

### PURPOSE

The purpose of this Policy is to outline:

1. the responsibilities of The Alliance to staff, volunteers, contractors and visitors at its workplace and when relevant at off-site work-related events; and
2. the consequences of breaching the policy for staff, volunteers, contractors and visitors.

### SCOPE

This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to The Alliance's premises, to the extent it is relevant to them.

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

The requirements of this policy will be extended to implementing partners through MOUs/Partnership Agreements.

### POLICY

#### *Overview*

The Alliance 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.

The Alliance is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

The Alliance is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with The Alliance's Safety Representative(s), of management systems and procedures designed to, 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.

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, wherever practicable.

### ***Bullying and violence at work***

The Alliance 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.

### ***Sexual Exploitation, Abuse and Harassment (SEAH)***

The Alliance has zero tolerance to SEAH. Failure to comply will result in disciplinary action up to and including termination

### ***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 cancellation by The Alliance of the services provided by that contractor.

**Occupational Health and Safety Coordinator**

The Alliance will encourage and facilitate the election of a Health and Safety Representative to represent employees on health and safety matters.

The Occupational Health and Safety Coordinator will be held accountable for coordinating The Alliance’s management of health and safety on behalf of the CEO. The Occupational Health and Safety Coordinator does not assume the responsibilities of supervisors and managers.

The Alliance will encourage and facilitate the election of a Health and Safety Representative to represent employees on health and safety matters.

**RELATED POLICIES AND PROCEDURES**

- Human Rights Policy and Procedure
- Prevention of Sexual Exploitation, Abuse and Harassment
- Child Safeguarding and Protection Policy and Procedures
- Child Safeguarding Code of Conduct
- Workplace Code of Conduct

**REVISION HISTORY**

Revision Date	Revision no:	Summary description of revision(s) made	Section(s) changed:
18 December 2019	1	Creation of Policy	

**AUTHORISATION**



Christopher Armitage  
 CEO and Board Secretary  
 6 January 2020  
 Global EverGreening Alliance Ltd.