

# Work Health and Safety Policy



## 1. Purpose

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

## 2. Scope

This policy extends to all TEAR people as defined in Definitions unless a subset of this group is identified as the relevant group.

## 3. 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.

### 3.1. Policy Approach:

TEAR's approach to Work Health and Safety attempts to balance an understanding of risk with an understanding of the work we are doing. For this reason, WHS at TEAR is intended to support both TEAR people and the work we do. TEAR works to understand the key risks to health and safety at work for TEAR people in order to reduce or mitigate those risks. Decision-making around higher risk activities includes the TEAR people directly affected, and is taken prayerfully and with great care. Our approach to Work Health and Safety is consistent with TEAR's core Christian values of care for the whole person, justice, accountability and excellence.

### 3.2. 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 and 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.

### 3.3. Health and Safety Implementation:

TEAR will implement and maintain an on-going work health and safety program, including training at induction for new TEAR people and on-going training for TEAR people as applicable, conducting regular inspections of the workplace and facilitating discussions aimed at preventing accidents and incidents, improving Work Health and Safety and eliminating or minimising hazards, so far as is reasonably practicable.

### 3.4. 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.

### 3.5. Responsibilities of TEAR people

All TEAR people 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.

### 3.6. Responsibilities of Supervisors

In addition to the responsibilities which apply to all staff and volunteers, 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 TEAR people. This includes holding people accountable who breach the WHS Policy.
- c. Ensure that regular discussions take place between themselves and TEAR people regarding WHS issues, encourage commitment, cooperation and open communication about safety issues.

## 4. Notifiable Incident Reporting Requirements

Notifiable incidents must be reported to the relevant state/territory safety authority (Worksafe for Victoria). An incident is notifiable if it arises out of the conduct of a business or undertaking, and results in: the death of a person, the serious injury or serious illness of a person, or a dangerous incident.

## 5. Related References

Bullying and Harassment Policy  
Domestic Travel Policy  
International Travel Policy  
International Travel, Health and Security Guidelines  
Safeguarding Children Policy and Guidelines  
Safeguarding Vulnerable Adults Policy and Guidelines  
Security Policy  
WHS Guidelines

## 6. 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 TEAR people conduct their TEAR activities, including vehicles.

**TEAR people** refers to all TEAR staff, volunteers, consultants and contractors (when engaged in TEAR activities).