



Work Health and Safety Policy

Major changes to this document: Rebrand.

1.0 Policy Statement

The Board of Directors (Board) and CEO are committed to providing workplace conditions and practices that are safe, healthy and meet their obligations under the *Work Health and Safety Act 2011*. However, ensuring workplace health and safety at Multicultural Australia is a mutual responsibility, and the staff of Multicultural Australia must be equally committed to meeting their obligations in respect of ensuring their own health and safety and the health and safety of their colleagues, clients and other people that they come into contact with in the course of their work.

2.0 Definitions (sections 5-8 and section 18 of the *Work Health and Safety Act 2011*)

The **Act** refers to the Queensland *Work Health and Safety Act 2011*.

A **workplace** is any place where work is carried out for a business or undertaking. This may include offices, vehicles and other places where work is carried out for an employer by a worker.

A **worker** includes anyone who is an employee, contractor, sub-contractor, outworker, apprentice, trainee, work experience student and/or volunteer at Multicultural Australia.

A **person conducting a business or undertaking (PCBU)**: This replaces the previous definition of an employer and is a person or group of people that run or operate a business, including a not-for-profit organisation. Accordingly, **the Board of Multicultural Australia is a PCBU** as defined in the Act.

Person with management or control: In line with the Multicultural Australia Board Charter, the day-to-day management or control of the workplace in respect of providing a safe workplace for all persons is delegated to the Multicultural Australia **CEO**.

An **Officer** is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation's activities. Accordingly, **the CEO of Multicultural Australia is an Officer** as defined in the *Work Health and Safety Act 2011*.

A **Work Group** is a group of workers who share similar conditions. One work group may cover all of the workers in a workplace or there may be a number of work groups that represent different groups of workers, e.g. people that work at the same work site or work the same shifts.

Health and Safety Committee (HSC) is a group including workers, and PCBUs that facilitates cooperation between an employer and workers to provide a safe place of work

¹**Reasonably practicable (Section 18)**: The guiding principle of the WHS Act is that **all people are given the highest level of health and safety protection from hazards arising from work, so far as is reasonably practicable**. This means that Multicultural Australia must do what can be reasonably done at a particular time to ensure that health and safety measure are in place.

In deciding what is **reasonably practicable**, Multicultural Australia is required to assess:

¹ Adapted from the Guide to the Work Health and Safety Act 2011, produced by Workplace Health and Safety Queensland., September 2011.

- The likelihood of a hazard or risk occurring (i.e. the probability that someone will be exposed to harm);
- The degree of harm that would result if the hazard or risk occurred (i.e. the potential seriousness of injury or harm);
- What is known, or ought reasonably to be known, about the hazard or risk and possible ways of eliminating or minimising it;
- The availability of suitable ways to eliminate or minimize the hazard or risk;
- The cost of eliminating or minimizing the hazard or risk.

Cost will not be the key factor in deciding what is reasonable unless it can be shown that the cost is 'grossly disproportionate' to the risk and/or that other, less costly measures could also be effective in minimising the risk.

²3.0 Responsibilities

3.1 Multicultural Australia Duties and Responsibilities (sections 18-26 & 27)

3.1.1 The Board of Multicultural Australia (as a PCBU) has a primary duty of care to ensure the health and safety of all workers (as defined above) so far as is reasonably practicable (section 18). The same duty of care also extends to any other people who may be at risk from work carried out by Multicultural Australia, e.g. visitors to our premises.

3.1.2 The WH&S Act sets out specific duties that the our Board must comply with as part of its general duty of care, so far as is reasonably practicable. These include:

- Providing and maintaining a working environment that is safe and without risks to health, including the entering and exiting of the workplace.
- Providing and maintaining plant, structure and systems of work that are safe and do not pose health risks, e.g. regulating the pace and frequency of work.
- Providing adequate facilities for the welfare of workers at workplaces under their management and control, e.g. washrooms and dining areas.

3.1.3 The CEO (as the person with management of control of the workplace) must ensure, so far as is reasonably practicable, that:

- The workplace, the means of entering and exiting the workplace and anything arising from the workplace, do not affect the health and safety of any person.
- The fixture, fittings and any plant at the workplace do not affect the health and safety of any person.

In addition (as an Officer of the organisation) the CEO must exercise due diligence to ensure that Multicultural Australia complies with its health and safety duties and obligations. Due diligence means personally taking steps to:

- Acquire and keep current information on work health and safety matters.
- Understand the nature and operations of the work and associated hazards and risks.
- Ensure that Multicultural Australia has, and uses, appropriate resources and processes to eliminate or reduce risks to health and safety.
- Ensure that the organization has appropriate processes to receive and consider information about incidents, hazards and risks, and to respond in a timely manner.
- Ensure that the organization has, and implements, processes for complying with all other duties and obligations, including reporting of notifiable incidents, consultation with workers, and providing training and instructions to workers.

² As above

The Board and CEO will fulfill these duties by developing, reviewing and implementing appropriate processes and safe work systems and/or by adopting relevant provisions of current Codes of Practice including:

- Risk Management Code of Practice 2011
- Managing the Work Environment and Facilities Code of Practice 2011
- Hazardous Manual Tasks Code of Practice 2011
- First Aid in the Workplace Code of Practice 2014
- Prevention of Workplace Harassment Code of Practice 2004

In addition, where reasonably practicable, the Board and CEO may use external resources, e.g. health and safety consultants, training packages and other external services to assist in the fulfilment of the organization's health and safety responsibilities.

3.1.4 Duty to Consult (sections 46- 49)

Multicultural Australia has a duty to consult with workers about matters that directly affect them. This duty extends to all of the people defined as workers, above, including contractors, students, trainees and volunteers.

The Board and CEO will fulfill this duty by developing and implementing appropriate consultation procedures and/or by adopting relevant provisions of the Work Health and Safety Consultation, Cooperation and Coordination Code of Practice 2011.

3.2 Worker Responsibilities (Section 28)

While at work, Multicultural Australia staff, including contractors, volunteers, students and trainees, is required to:

- Take reasonable care for their own health and safety and that of others who may be affected by something that they do, or that they don't do (e.g. ensuring that there is sufficient petrol in a car before returning it).
- Cooperate with any reasonable instructions that they are given relating to workplace health and safety (e.g. using Outlook Calendar to ensure that their whereabouts are known to managers and other staff).
- Cooperate with any reasonable policy or procedure that the organization introduces to enable the organisation to comply with the WHS Act and related Regulation, (e.g. completing an incident report form within 24 hours of an incident occurring to ensure that the organization is able to comply with mandatory reporting requirements if necessary.)

3.3 Responsibilities of other persons (Section 29)

Any person at the workplace, including clients and other visitors, must take reasonable care of their own health and safety and that of others who may be affected by something that they do, or that they don't do (e.g. parents ensuring that their children are safe and secure when on the organization premises). They must also cooperate with any actions taken by Multicultural Australia that enable the organisation to comply with the WHS Act and related Regulation, e.g. notifying staff if they feel unwell or injure themselves while on the organization premises.

4.0 Related documents

4.1 Internal Documents

A range of internal documents have been developed to ensure that workers and other persons are not exposed to risks to their health and safety arising out of the conduct of Multicultural Australia's business and to ensure that all persons are able to meet their obligations in respect of ensuring their own health and safety. Internal documents may include, but are not limited to:

- [Workplace Health and Safety Procedures](#)
- Workplace Health and Safety Inspection and Audit Reports

- [Risk Management Policy](#) and [Procedures](#)
- Information sheets and training packages

³4.2 Legislation

- Work Health and Safety Act and Regulation 2011
- Guide to the Work Health and Safety Act 2011
- Managing the Work Environment and Facilities Code of Practice 2011
- Work Health and Safety Consultation, Cooperation and Coordination Code of Practice 2011
- Hazardous Manual Tasks Code of Practice 2011
- Managing Risk of Plant in the Workplace Code of Practice 2013
- First Aid in the Workplace Code of Practice 2014
- How to Manage Work Health and Safety Risks Code of Practice 2011

5.0 Management of policy area

The policy area will be managed by the CEO, in cooperation and consultation with the Board and the Senior Management Team.

The CEO may appoint or contract appropriately experienced and/or qualified people to advise on work health and safety issues and/or to assist in the carrying out of the duties and responsibilities of Multicultural Australia, as outlined in this policy and detailed in the Act and other relevant legislation.

A Health and Safety Committee has been established to facilitate cooperation between the organization and its workers in developing and carrying out measures to ensure health and safety at work.

The Human Resources Team Leaderⁱ will lead on the day-to-day operational management of workplace health and safety at Multicultural Australia.

6.0 Communication and Reporting

6.1 Internal Communication and Reporting

Work Health and Safety policy, procedures will be communicated to staff, volunteers, clients and others through signage, written and verbal information provided during induction and on Hugo, training and by other methods as appropriate.

Procedures will be developed to facilitate the timely and effective reporting of workplace injuries and incidents.

A Workplace Health and Safety Report is presented bi-monthly to the Nominations and Remuneration Committee and the Boardⁱⁱ.

6.2 External Reporting

The Act requires that Multicultural Australia must notify Workplace Health and Safety Queensland as soon as they become aware of a death or a serious injury or illness that results in:

- Immediate hospital treatment as an in patient;
- Immediate medical treatment for injuries, e.g. serious cuts, burns, eye injuries or spinal injuries
- Medical treatment within 48 hours of exposure to a substance.

Relevant procedures and forms will be reviewed and/or developed to ensure that Multicultural Australia is able to meet its mandatory reporting requirements.

Appropriate records will be maintained by Multicultural Australia and made available to an authorised Inspector of Workplace Health and Safety Queensland on request.

³ Available at <https://www.worksafe.qld.gov.au/laws-and-compliance>

7.0 Review

This policy will be reviewed every two years by the Health and Safety Committee to ensure its effectiveness and its compliance with current Health and Safety legislation.

Health and Safety procedures will be reviewed annually to ensure their effectiveness and their compliance with this policy.

Review processes may include input from the Health and Safety Committee, HSRs, as well as feedback from other staff, Board members, volunteers, clients and any other parties that may have an interest in the improvement of health and safety at Multicultural Australia.

ⁱ Changed: Quality , Safety and Risk Team Leader to Human Resources Team Leader

ⁱⁱ Added: provided to the NRC at bi-monthly meetings