

Health & Safety Policy

Version 001 Approved January 2019

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Review 2025

1. Purpose

This Policy outlines Mental Health First Aid Australia's commitment to providing a safe and healthy workplace for all.

2. Scope and Application

The Health and Safety Policy applies to all Mental Health First Aid Australia employees, Board Directors, contractors, volunteers and visitors.

3. Policy Statement

3.1 Commitment

- a. Mental Health First Aid Australia is committed to ensuring safe and healthy workplaces by eliminating or minimising the risk of injury or illness to people and damage to property.
- b. Mental Health First Aid Australia will comply with the *Occupational Health and Safety Act 2004 (Vic)* (OHS Act) and all other relevant legislation and regulations.
- c. Mental Health First Aid Australia will as far as reasonably practicable:
 - i. provide and maintain safe workplaces and systems of work;
 - ii. provide appropriate facilities for the wellbeing of all individuals including adequate provision of information, instruction, training and supervision to ensure safe systems of work for the tasks in which they are engaged;
 - iii. develop and implement specific procedures relating to health, safety and wellbeing;
 - iv. consult and cooperate with Health and Safety Representatives, employees and any other relevant parties;
 - v. assist ill or injured employees and volunteers to safely return to work;
 - vi. provide and maintain personal protective equipment where required, ensuring that the handling, storage and transportation of any goods is performed safely;
 - vii. ensure employees, volunteers, contractors and visitors are aware of their responsibilities under this policy;
 - viii. continually review and improve our safety performance;
 - ix. allocate sufficient resources to enable the effective implementation of this policy.

3.2 Systems

- a. Mental Health First Aid Australia will proactively manage workplace health and safety by implementing an appropriate hazard management system, which will address the following:
 - i. Identification of hazards
 - ii. Assessment of risks
 - iii. Determining appropriate control measures
 - iv. Implementing appropriate control measures
 - v. Monitoring the effectiveness of control measures

3.3 Collective Responsibility

- a. Mental Health First Aid Australia considers workplace health, safety and wellbeing to be both a collective and individual responsibility.
- b. All employees, Board Directors, contractors, volunteers and visitors have a legal duty of care to protect their own health, safety and wellbeing and that of all others, and must comply with the Occupational Health and Safety Act 2004, regulations and related policies and procedures.

3.4 Health Promotion

- a. As an organisation dedicated to improving health outcomes, managers, employees and volunteers of Mental Health First Aid Australia will commit to the development of a workplace that supports physical and mental health by contributing to and participating in:
 - i. maintaining a positive and engaging work environment;
 - ii. supporting Mental Health First Aid Australia health promotion messages;
 - iii. flexible work arrangements where appropriate;
 - iv. free counselling services accessed via the Employee Assistance Program.
- b. Mental Health First Aid Australia will ensure that all employees are provided with reasonable access to evidence based health promotion programs (whilst taking into account business needs).

3.5 Health and Safety Representatives

- a. Mental Health First Aid Australia will ensure that an appropriate number of Health & Safety Representatives (HSRs) are selected and that they can operate in accordance with the Occupational Health & Safety Act 2004.
- b. Mental Health First Aid Australia will ensure that HSRs are appropriately trained and have sufficient time to perform workplace inspections and related tasks.

3.6 Health & Safety Meetings

- a. Health and Safety will be a standing agenda item on team meeting agendas.
- b. Health and Safety is to be discussed at a full team meeting at least quarterly.

3.7 Review

- a. Mental Health First Aid Australia shall review this Policy and all related processes bi-annually to ensure continuous improvement, relevance to the organisation and currency.

4. Responsibilities

<p>Employees, Volunteers, Contractors and Visitors</p>	<p>All employees, volunteers, contractors and visitors will:</p> <ul style="list-style-type: none"> • Act in accordance with the Occupational Health & Safety Act, this Policy and all related processes. This includes but is not limited to the following activities; <ul style="list-style-type: none"> ○ perform all work duties in a manner which ensures their own health, safety and wellbeing and that of all others. ○ take care that their acts or omissions do not adversely affect the health & safety of other persons ○ immediately report any unsafe work conditions or equipment to a HR or Manager. ○ report to their manager/supervisor without delay any injury/illness, which may be work related or which affects their ability to perform their work. ○ undertake health and safety training as part of initial induction and on an ongoing basis. ○ cooperate with work health & safety inspections, audits, investigations and emergency procedures.
<p>Managers</p>	<p>Managers will:</p> <ul style="list-style-type: none"> • Demonstrate active and visible leadership in health and safety ensuring: <ul style="list-style-type: none"> ○ compliance with this Policy and all supporting processes within work areas under their control ○ ensure that all employees, contractors and visitors are aware of and understand their legal obligation and responsibilities under this Policy. • Incorporate safety into team meeting agendas (at minimum quarterly) including but not limited to the following activities; <ul style="list-style-type: none"> ○ discuss and review of key safety matters raised across the business ○ discuss and review proposed safety process changes and/or improvements ○ discuss and review safety performance – including incident themes <p>Promptly refer H&S matters outside their control to the whilst ensuring that interim practical action is taken to reduce the risks.</p>

<p>Health & Safety Representatives</p>	<p>Health and Safety Representatives will:</p> <ul style="list-style-type: none"> • Act in accordance with the legislative duties of a HSR including but not limited to the following activities: <ul style="list-style-type: none"> ○ conduct workplace inspections and reports ; ○ attend HSR training as required
<p>Human Resources</p>	<p>Human Resources will:</p> <ul style="list-style-type: none"> • Manage the day to day implementation of this policy – including but not limited to the following activities; <ul style="list-style-type: none"> ○ managing the implementation and maintenance of Mental Health First Aid Australia safety systems ○ monitor legislative requirements and facilitate their incorporation into operating practices ○ advise managers on legislative and technical aspects of the identification, evaluation and control of workplace hazards ○ maintain and disseminate information on workplace hazards ○ support managers in the identification of training needs and facilitate the provision of appropriate H&S training to staff, contractors and visitors. ○ provide advice on the inclusion of H&S considerations in formal documentation (i.e. contracts) ○ Notify incidents and near misses to authorities as required ○ promptly escalate H&S matters outside their control to the Director Operations, whilst ensuring that interim practical action is taken to reduce the risks. • Monitor the effectiveness of this policy and associated processes and make recommendations for change to the Mental Health First Aid Australia , as and when required.

<p>Director Operations</p>	<p>The Director Operations will:</p> <ul style="list-style-type: none"> • Ensure adequate processes are in place to support the implementation of this policy, including but not limited to the following areas; <ul style="list-style-type: none"> ○ return to work ○ counselling services ○ flexible work arrangements • Complete due diligence on both the application and appropriateness of this policy (including associated health and safety processes), including but not limited to the following activities; <ul style="list-style-type: none"> ○ understanding the nature of Mental Health First Aid Australia operations and the H&S hazards and risks associated with these operations ○ ensuring that persons conducting Mental Health First Aid Australia business have access to and utilise resources and processes to eliminate or minimise risks to health and safety that arise from the conduct of Mental Health First Aid Australia business ○ ensuring that appropriate processes for hazard identification and management are in place ○ ensuring that persons conducting Mental Health First Aid Australia business have and implement the processes provided to comply with OHS obligations ○ annually review health and safety performance • Instigate a review of H&S policy or processes as and when required – at minimum annually. • Promptly escalate H&S matters outside of their control to the CEO, whilst ensuring that interim practical action is taken to reduce the risks. • Provide reporting to the Audit and Risk Committee and Board on quality of safety systems, overall safety performance and material safety issues. • Recommend updates to this policy to the Chief Executive Officer as and when required.
<p>Chief Executive Officer (CEO)</p>	<p>The Chief Executive Officer will:</p> <ul style="list-style-type: none"> • Monitor the implementation of this policy and its impact • Review the due diligence process conducted by Director of Operations to ensure that appropriate health and safety systems are in place and are in accordance with this policy. • Recommend updates to this policy to the Board as and when required.

Audit & Risk Committee (A&RC)	<p>The A&RC will:</p> <ul style="list-style-type: none"> • Review safety performance at each A&RC meeting • Report to the Board on the effectiveness of the Mental Health First Aid Australia H&S framework
Board	<p>The Board will:</p> <ul style="list-style-type: none"> • Receive advice from the A&RC on the effectiveness of the Mental Health First Aid Australia H&S framework. • Review and change this policy as required, based on advice from management and the A&RC.

5. Compliance

Breaches of this policy will be investigated under the procedures outlined in the Grievance Policy.

6. Policy Owner

The CEO is accountable for this policy. For inquiries about this policy, contact Human Resources.

7. Scheduled Review Date

This policy is to be reviewed every 2 years from the date of approval.

8. Definitions

Contractor	An independent person or firm is engaged by Mental Health First Aid Australia on a contract basis to provide goods or services. Contractor includes: a contractor or subcontractor, an employee of a contractor or a subcontractor.
Designated work group	A group of employees at one or more workplaces as defined under Section 43 of the Occupational Health & Safety Act 2004.
Health & Safety Representative	An elected representative for a designated work group as defined under s54 of the Occupational Health & Safety Act 2004.
Hazard	A source of potential harm, or a situation with potential for harm, to human health or wellbeing or damage to the property or environment.
Workplace	A workplace is a place where Mental Health First Aid Australia work is carried out and includes any place where one goes, or is likely to be to do this work.
Volunteer	Means a person who is acting on a voluntary basis.

9. Related Documents

Internal

Equity and Diversity Policy
Code of Conduct Policy
Grievance Policy
Return to Work Policy (DRAFT)

External

Occupational Health & Safety Act 2004
Occupational Health & Safety Regulations 2017