



WORKPLACE SAFETY AND WELLBEING POLICY

RESPONSIBILITY:		Senior Manager, People & Culture		
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1. Introduction

Commonwealth Games Australia (CGA) has established the following policy to ensure the ongoing commitment and compliance to workplace safety as per legislation set out in the Occupational Health and Safety Act 2004.

This policy should be read and understood by all CGA employees to ensure they are aware of their ongoing responsibility to ensure safety and wellbeing in the workplace for themselves and others.

CGA takes very seriously its responsibility for the health and safety of all employees and directors and non-employees such as contractors, consultants, volunteers, members and visitors to a CGA environment. Workplace safety and wellbeing is the responsibility of everyone in the organisation and consultation and collaboration will ensure the best measures are employed to achieve the highest levels of safety and wellbeing in the workplace.

This policy should be read in conjunction with CGA's Ethical Behaviour By-Law, Flexible Work Policy, Leave Policy, Workplace Practices Policy and Whistleblower Policy.

2. Purpose

All employees have the right to a safe and inclusive workplace. This Workplace Safety and Wellbeing Policy provides procedures and guidelines that reflect the legislative requirements outlined in the Occupational Health and Safety Act 2004 (OHS Act). This legislation is the main workplace health and safety law and sets out key principles, duties and rights about workplace safety and wellbeing.

The objects of the Occupational Health and Safety Act 2004 are:

- a) *to secure the health, safety and welfare of employees and other persons at work; and*
- b) *to eliminate, at the source, risks to the health, safety or welfare of employees and other persons at work; and*
- c) *to ensure that the health and safety of members of the public is not placed at risk by the conduct of undertakings by employers and self-employed persons; and*
- d) *to provide for the involvement of employees, employers, and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards*

CGA considers health, wellbeing and safety to be paramount and it is expected that measures will be taken by all relevant persons at all times to minimise or eliminate risks so far as is reasonably practicable.

3. Scope

This policy outlines the ongoing duties and responsibilities of CGA, its employees and non-employees to maintain workplace safety and wellbeing and provides information and procedures to ensure compliance to the legislative requirements.

A series of checklists and guidelines are attached to this policy to assist employees to carry out their responsibilities in relation to workplace safety and wellbeing.

4. Workplace Safety and Wellbeing Duties

4.1 Duties of CGA

CGA is required, as far as is reasonably practicable to:

- Provide and maintain an environment and processes that offer the highest level of protection against risks to the health and safety of employees, non-employees and the public;
- Ensure that the right resources and processes are available to eliminate or minimise identified risks to health and safety;
- Implement adequate systems for receiving, considering and acting on information regarding incidents and hazards;
- Consult regularly with employees and encourage the exchange of information and ideas

- about risks and measures to eliminate or reduce identified risks;
- Arrange safe systems of work to prevent and manage fatigue and occupational stress;
- Have systems, policies and practices that maintain an inclusive workplace environment; and
- Ensure that employees are informed, supervised and appropriately trained in relation to safety and wellbeing matters.

4.2 Duties of employees

CGA employees are required to:

- Take reasonable care for their own health, wellbeing and safety;
- Take reasonable care that their actions do not adversely affect the health, wellbeing and safety of other people;
- Comply with any reasonable instruction or directions given by CGA management to ensure compliance with health, safety and wellbeing obligations;
- Co-operate with any policy, procedure, or guideline of CGA;
- Promptly identify, report, and record any health, safety and wellbeing risks or incidents to the relevant manager in accordance with these procedures;
- Use equipment supplied by the employer, such as standing desks or ergonomic IT equipment;
- Attend health, safety and wellbeing training provided by CGA and implement any advice provided in these training sessions; and
- Familiarise themselves with this Workplace Safety and Wellbeing Policy.

4.3 Duties of visitors and non-employees

If a non-employee attends CGA's office, they must:

- Take reasonable care of their own health, wellbeing, and safety;
- Take reasonable care that their actions or omissions do not adversely affect the health, wellbeing, and safety of others; and
- Comply, so far as they are reasonably able, with any instructions that may be given by CGA employees regarding workplace safety and wellbeing obligations.

5. Employee Wellbeing

CGA acknowledges that employee wellbeing and good mental health are an integral part of its workplace safety and wellbeing responsibilities. CGA is committed to eliminating or minimising risks to psychological health and safety by maintaining a positive and supportive workplace culture supported by best practice systems and programs.

CGA offers all employees, Board directors and immediate family members free access to the Assure Organisational Wellbeing Program <https://assureprograms.com.au/>, which provides a broad range of services designed to support, and provide further information to, CGA employees, Board Directors and their immediate family on health and wellbeing.

Assure's Services offered include but are not limited to:

- Counselling – 4 sessions per person, per year
- Mental Health and Wellbeing Coaching
- Introduction to Legal Advice - 1 session per person, per year
- Online Programs including Assure Wellbeing Calendar and monthly webinars by allied health professionals
- Manager Support Program

6. Infectious Diseases and Vaccinations

CGA has an obligation to eliminate or minimise, so far as reasonably practicable, the risks associated with exposures to diseases which may be preventable by vaccination. CGA may from time to time assess and manage the exposure to infectious diseases to meet or exceed its obligation under current legislation and/or

government direction. CGA also includes educating employees about the risks of transmission and prevention of infection.

Employees and other visitors at our workplace or while traveling as part of their duties, may be at risk of exposure to diseases, including some which are preventable by vaccination.

Employees have obligations to take reasonable care for their own safety and to ensure that their acts or omissions do not adversely affect the health and safety of other employees or persons. Employees are also required to comply with any reasonable instruction given by CGA and to cooperate with any reasonable and lawful direction.

Most vaccines provide a high level of protection to transmissible diseases. Vaccines may be identified as a measure to provide immunity for particular diseases or be required to travel as part of the employee's duties. These include, but are not limited to, hepatitis A, hepatitis B, polio, tetanus and Covid 19.

All employees, contractors and visitors that participate in activities that involve environments where exposure to diseases may occur will be provided with information and advice about such activities and the associated risks and how to manage, reduce or eliminate those risks.

CGA reserves the right to make a lawful and reasonable direction to their employees to receive vaccinations and immunisations as required from time to time. If an employee refuses to comply with a direction by CGA to receive a vaccination due to medical reasons, a risk assessment process will be undertaken to determine the most appropriate way to provide alternative protection. Consideration will be provided to the way particular diseases are spread.

7. Working from Home

CGA has a duty, so far as is reasonably practicable, to provide a safe working environment for their employees and contractors, even when they are working from home for any given reason or period of time.

Employees must take reasonable care for their own health, wellbeing and safety and comply with any information and instructions given to ensure that home workstations provide a safe work environment. It is important for employees to manage their own in-house safety whilst working from home, including maintaining electrical equipment and installing and maintaining smoke alarms. CGA must be notified about any work health and safety incidents that occur whilst working at home.

A Working from Home (WFH) Checklist containing information about setting up a safe home workstation will be provided to all employees working from home. The Checklist must be completed, signed and returned to the Executive & Office Manager with photos included of the employee seated at their workstation. A copy must be kept on record in the employee's file. A copy of the Working from Home Checklist is included in the appendix attached to this policy.

8. Company Property and use of Electronic Equipment

Employees are responsible for reporting any company property and equipment problems or otherwise, that could create unsafe conditions for themselves or another person. Accidents and damage to company property and equipment must be reported to the Executive & Office Manager immediately. The Executive & Office Manager will conduct a hazard assessment and implement corrective actions to prevent any potential incidents from occurring and then complete all necessary reports and claims.

The use of mobile phones, tablets, laptop computers or like devices in certain circumstances could create unsafe situations or potentially unsafe situations. Employees are to remain stationary when talking on a mobile phone and/or accessing a table/laptop when in an office or like environment. Employees are reminded to follow appropriate legislation when using devices in the car and ensure that they are not accessing a device while using a bicycle or any other machine or any other potentially dangerous activity.

9. Air Travel

CGA may require many of their employees to travel interstate and internationally from time to time to fulfil some of their duties. In the interests of ensuring the health and wellbeing of employees, employees are encouraged to practice in flight exercises as provided in airline manuals to prevent conditions like deep vein

thrombosis and use flight aids like compression tights/socks, neck pillows or similar equipment.

10. Family and Domestic Violence

The Fair Work Act defines family and domestic violence as violent, threatening or other abusive behaviour by an employee's close relative that seeks to coerce or control the employee and causes them harm or to be fearful. A close relative is an employee's:

- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild
- sibling
- an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling, or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

Under the Fair Work Act, employees dealing with the impact of family and domestic violence can:

- Take up to 10 days paid family and domestic violence leave per year
- Request flexible working arrangements
- Take paid or unpaid personal/carer's leave, in certain circumstances.

The leave available to employees as outlined above is described in detail in CGA's Leave Policy and potential flexible work options can be found in CGA's Flexible Work Policy.

If CGA suspects an employee is being affected by domestic violence, they will not take actions before consulting the employee, unless a crime is witnessed in the CGA office or whilst the employee is working from home. This includes where someone is seriously injured or in need of urgent medical attention, if someone's life is being threatened, or an incident is witnessed.

CGA will operate within the Ethical Behaviour By-law if an employee is suspected of perpetrating family and domestic violence.

If family and domestic violence is disclosed by a CGA employee to the Senior Manager, People & Culture, their Manager or the CEO, a discussion will occur regarding possible safety measures that CGA can implement to help the employee feel safe in the workplace, such as screening the employee's incoming calls, blocking emails, changing a phone number, or changing working hours or location.

10.1 Confidentiality and Assistance

CGA assures employees that privacy and confidentiality will be maintained if family or domestic violence is disclosed by an employee to the Senior Manager, People & Culture or the CEO. CGA will take all reasonably practical steps to keep any information about an employee's situation confidential when they receive it as part of an application for leave. This includes information about the employee taking family and domestic violence leave, including leave records as well as any evidence provided by the employee.

CGA is not prevented from disclosing information if it's:

- Required by law, or
- Necessary to protect the life, health, wellbeing or safety of the employee or another person.

In this case, CGA will work with the employee to discuss and agree on how their confidential information will be handled, if it reasonably practical to do so.

CGA employees may contact the Employee Assistance Program, including during work hours, to confidentially discuss family and domestic violence issues, and it will not be disclosed to CGA

Managers that an employee has used the service.

As well as CGA's Employee Assistance Program, the following information is provided to employees who may need assistance:

- Support services
- 1800Respect www.1800respect.org.au 1800 737 732
- Beyond Blue www.beyondblue.org.au 1300 224 636
- Our Watch <https://www.ourwatch.org.au>
- Lifeline www.lifeline.org.au 13 11 14
- White Ribbon Australia www.whiteribbon.org.au
- Men's Referral Service www.ntv.org.au 1300 766 491
- Kid's Helpline www.kidshelpline.com.au 1800 55 1800

11. Accidents and Injuries

All accidents and injuries, whether occurring at work or whilst travelling to conduct CGA business, must be reported immediately to the employee's manager and the appropriate care provided to the employee.

11.1 Reporting

A Register of Injuries/Incidents form must be completed and signed by the manager of the injured employee and the Manager, People & Culture. The completed and signed form must be kept on record in the employee's file.

11.2 Provision of First Aid

First Aid Attendant

As a low risk classified workplace with less than 50 employees, CGA will have at least one First Aid Attendant who has successfully completed a nationally accredited training course and the competencies required to administer First Aid.

CGA must ensure that the First Aid Attendant's qualifications are current and up to date. The name of the First Aid Attendant is displayed on signage in the office area.

The First Aid Attendant/s must take control in the event of any injury or incident in a CGA workplace environment, where practicable.

11.3 First Aid Kit

A fully stocked First Aid kit is stored in the office kitchen with signage marking its location. The First Aid Attendant is responsible for monitoring and replenishing the First Aid kit supplies to ensure all items in the kit are available for use.

12. Employees' Compensation and Injury Management

Any person who sustains an injury requiring medical attention and/or time off work must complete a Claim for Employee's Compensation form and obtain a worker's compensation medical certificate from the treating doctor. All injuries must be brought to the notice of the employee's manager as soon as possible and the Senior Manager, People & Culture notified.

Together with CGA's insurance company and the employee's treating doctor, CGA will coordinate a suitable return-to-work plan for any employee who requires it.

13. WorkSafe Reportable Incidents

Under the (OHS Act), CGA must notify WorkSafe, the State health and safety regulator, immediately after becoming aware that a serious incident has occurred. The Senior Manager People & Culture is responsible for carrying out the reporting process. Failure to report serious incidents to WorkSafe is an offence and may

result in prosecution. Refer to the appendix for further information and process for reporting a workplace incident.

14. Hazard and Risk Identification and Resolution

Legislation requires that hazards identified and the risks from these hazards are removed or controlled.

14.1 Reporting

If a hazard or risk has been identified, it must be recorded on a Hazard and Incident Report Form as soon as possible. The severity of the hazard should be assessed as per the Risk Assessment Matrix in the appendix and appropriate control measures should be determined and implemented to reduce, or if reasonably practicable, eliminate the hazard. The implemented control measures should be reviewed and adjusted, when and if necessary. The Hazard and Incident Report Form is to be completed by the person reporting the hazard and signed by the Executive & Office Manager and a copy filed in the Share drive. A copy of the Hazard and Incident Report Form is included in the appendix attached to this policy.

15. Emergency Evacuation Procedure

In the event of an emergency in or around the CGA office, appropriate instructions will be given by the Fire Warden. If an evacuation is announced, all employees and visitors are to leave the building immediately and assemble in accordance with the evacuation plan.

CGA must ensure that all employees are familiar with the location of the emergency exits and evacuation procedures. Emergency evacuation procedures will be explained during the Induction process and communicated regularly during staff meetings. Details of the evacuation procedure are displayed on the information notice board in the kitchen area in the office.

All employees are required to participate in the annual building emergency evacuation drill that is organised by the Building Management and conducted by an Emergency Management company.

15.1 Role of the Fire Warden

At least one CGA employee is to be nominated as a Fire Warden. The role of the Fire Warden includes the following duties:

- Attend Fire Warden meetings and training as organised by Building Management and update CGA employees on information received during the meetings;
- Assist in implementing and improving effective emergency procedures in the workplace;
- Raise employee awareness about the fire hazards in the workplace;
- Instruct employees on how to respond in an emergency;
- Lead the fire drills and actual evacuation procedures;
- Ensure all employees are accounted for during a drill or evacuation;
- Liaise with the building Chief Fire Warden during a drill or evacuation; and
- Provide help to those requiring special assistance to evacuate during a drill or evacuation.

15.2 Evacuation Procedures

- The Fire Warden will advise employees if it is necessary to evacuate;
- Remove people from the immediate danger area if safe to do so;
- Alert people in the CGA office and in the other Level 2 office and dial **000** for the emergency services;
- Evacuate from the building. Take personal items if safe to do so;
- If safe, close your office door when leaving, but do not lock doors;
- Use the nearest stairs and proceed to the nearest exit. Do not use the lift;
- Proceed to the designated emergency evacuation assembly area on the corner of Sandilands Street and Palmerston Crescent;
- Report any missing persons to the Emergency Services personnel;

- Wait for instructions from the Emergency Services personnel; and
- Do not re-enter the building until you have been instructed to do so by Emergency Services personnel.

15.3 Safety Equipment

Fire safety equipment is installed in the building as per Australian Fire Standards and maintained quarterly by a Fire Equipment Maintenance Service provider organised by the Executive & Office Manager. Appropriate safety signage is displayed to indicate the location of all safety equipment.

- Fire Extinguisher Locations:
 - CGA office on the wall next to the photocopier
 - CGA office in the kitchen on the wall between the Storeroom and the Meeting Room
 - Lift foyer area of Level 2 in a fire cupboard
- Fire Blanket Location:
 - CGA office on the far right in the kitchen wall near the window
- Fire Hydrant and Hose Reel location:
 - Lift foyer area of Level 2 in a fire cupboard

16. Policy Breaches

State OHS legislation outlines enforcement options, prosecutions and fines for employers based on the severity and the outcomes of the breach. Directors can be held personally liable for breaches if they fail to exercise due diligence in relation to workplace safety and wellbeing. Director penalties can involve imprisonment and very substantial fines.

The OHS Act states that employees must take reasonable care for their own health and safety and reasonable care for the health and safety of others who may be affected by their acts.

CGA's Employment Agreements include clauses outlining employee obligations to Workplace Safety and compliance with Policies and Procedures.

Breaches of this policy will be investigated and disciplinary action may be taken depending on the severity and outcome of the breach as outlined in CGA's Workplace Practices Policy. Serious breaches may lead to termination of employment as outlined in the Termination Clauses in the Employment Agreement.

17. Policy Reviews

CGA reserves the right to amend this Policy from time to time subject to organisational needs or changes in the law. It will be reviewed at least every two (2) years and any amendments will be approved by the CGA Board and updated in the CGA policy register.

APPENDIX

APPENDIX – REPORTING INCIDENTS FURTHER INFORMATION AND REPORTING PROCESS

1. Reportable Incidents

CGA must report incidents resulting in:

- Death;
- A person needing immediate treatment as an in-patient at a hospital;
- A person requiring medical treatment within 48 hours of being exposed to a substance; or
- A person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/scalping) electric shock, spinal injury, loss of bodily function, serious lacerations.

CGA must report incidents involving:

- Implosion, explosion or fire;
- Escape, spillage or leakage of any substance;
- Plant or objects falling from high places;
- Collapse of a building structure (or partial collapse);
- Registered or licensed plant collapsing, overturning, falling, malfunctioning; or
- Collapse or failure of an excavation or shoring supporting an excavation.

Reporting an Incident:

1. If the situation remains dangerous or high-risk, notify emergency services on 000
2. Confirm if the incident is reportable to WorkSafe
3. Ensure the incident scene is not disturbed until a WorkSafe inspector arrives, unless it involves protecting a person's health and safety, helping an injured person or making the area safe
4. Notify WorkSafe immediately on 13 23 60
5. The Executive & Office Manager will complete and submit the online incident notification form within 48 hours and file a copy of all documents in the Share drive.

2. Hazard Identification

Hazards can be identified through:

- Observations within the workplace;
- Incident reporting;
- Register of injuries; or
- Consultation with and feedback from employees.

Risk Assessment

Risk assessment determines the likelihood and the severity of effects to employees exposed to a hazard.

The following considerations form part of the assessment:

- Type of hazard;
- Consequence of the hazard – severity of injury or illness;
- Likelihood of the consequence;
- Frequency and duration of exposure;
- Who may be affected;
- Capabilities, skills and experience of those at risk; and
- Layout and condition of workplace.

RISK ASSESSMENT MATRIX				
SEVERITY	LIKELIHOOD			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

<p>Severity – is a measure of an injury, illness, incidents, or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.</p>	<p>Likelihood – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.</p>
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CONSEQUENCES TABLE	
1 and 2	Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.
3 and 4	Moderate risk; determine controls that are reasonably practicable to minimise the risk
5 and 6	Low risk; manage by routine procedures

3. Risk Controls

Risk Control involves the decision making process to adopt the most effective measures to eliminate or control and minimise an identified risk. One, or a number of controls can be implemented:

- Remove or substitute the hazard;
- Provide personal protective equipment and training in its correct use;
- Ensure hazards are considered with any new plans to design or reorganise the workplace; and
- Adopt appropriate administrative controls such as establishing procedures and safe work practices.

4. Review

Control measures and risk assessments should be reviewed periodically to ensure the measures are relevant and effective. This can be achieved through workplace inspections, review of incident investigations and with employee consultation.