

# HEALTH, SAFETY & WELLBEING POLICY

**Policy Owner:** People & Culture

**Policy Author:** Head of People & Culture

**Approved By:** Audit and Risk Committee

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# 1. PURPOSE AND SCOPE

## 1.1. Purpose

This policy articulates Teach For Australia's (TFA) commitment to provide work environments that are safe and without risk to both physical and psychological health.

## 1.2. Scope

This national Health, Safety and Wellbeing (HSW) policy applies to TFA employees, contractors, visitors, volunteers and other individuals working within a TFA workplace, or undertaking work directed by TFA.

# 2. POLICY DETAILS

## 2.1. Organisation Commitment

Teach For Australia (TFA) acknowledges that the health, safety and wellbeing of individuals is paramount, and recognises its responsibility to prevent injury and harm to those involved in its work through compliance with occupational health and safety laws. A positive health, safety and wellbeing culture is essential for our people, and also for the achievement of TFA's vision and mission.

## 2.2. Policy Application: Headlines

In order for TFA to maintain a working environment that is safe and without risks to health, it requires all individuals to commit to the following:

- a) comply with policy;
- b) comply with any reasonable instruction, policy or procedure from TFA regarding health and safety;
- c) take reasonable care for your own health, safety and wellbeing;
- d) take reasonable care that your acts or omissions do not adversely affect the health and safety of others;
- e) perform your duties and work activities in a safe manner at all times;
- f) participate in consultation on matters affecting health, safety and wellbeing at work; and
- g) immediately report any health and safety defects, hazards or risks to their/a People Manager or a member of the Health, Safety and Wellbeing Committee.

## 2.3. Definitions

Term	Definition
Work Environment / Workplace	Any location where TFA work is carried out (e.g. TFA offices, home offices, stakeholder sites), including psychological environment.

## 2.4. Organisation Responsibility

TFA is committed to ensuring, so far as is reasonably practicable, that the work environment, and anything arising does not put at risk the health or safety of any individual.

TFA will take all reasonably practicable steps to:

- a) provide and maintain work environments without risk to health and safety;
- b) provide and maintain safe work equipment at the workplaces that it manages or controls;
- c) provide and maintain work procedures/systems to safely execute work activities;
- d) provide guidance regarding the safe use, handling, and storage of work facilities and equipment;
- e) provide adequate facilities for the welfare of individuals at the workplace, including ensuring access to those facilities;
- f) provide information, instruction training and supervision to enable individuals to conduct their work activities in a safe matter and to protect individuals from risks to their health and safety arising from their work;
- g) monitor work environments for the purpose of preventing psychological, physical illness or injury arising from business conduct/undertakings;
- h) report to the Executive Leadership Team, who will escalate to the Audit & Risk Committee and/or Board as necessary, the following:
  - o any incidents;
  - o an annual (and anonymised) summary of activity in respect of the Employee Assistance Program; and
  - o the progress of any required health and safety training.
- i) make all documents, processes and guidance referenced in Section 3 available to all employees.

## 2.5. Individual Responsibility

Individuals have a duty to take reasonable care for their own health, safety and wellbeing, and that of others who may be affected by their actions or omissions.

Individuals:

- a) comply with any reasonable instruction that is given by TFA, and cooperate with any reasonable policy or procedure of TFA relating to health, safety and wellbeing;
- b) comply with reasonable stakeholder instructions, and their health and safety policies and procedures, if their work environment is not at a TFA managed location;
- c) are expected to promptly report any work related health, safety, wellbeing risk or hazard of whatever type (e.g. physical and psychological) to their/a People Manager or a member of the Health, Safety and Wellbeing Committee, so that it can be appropriately managed.

### 3. RELATED DOCUMENT AND REFERENCES

- [Agile Working Policy](#)
- [Bullying and Harassment Policy](#)
- [Emergency Procedures \(Box folder\)](#)
- [Employee Assistance Program](#)
- [Grievance Policy](#)
- [Health, Safety & Wellbeing \(Box folder\)](#)
- [HSW Committee, First Aid Representatives and Fire Wardens](#)
- [Health, Safety & Wellbeing Induction](#)
- [HSW Representatives](#)
- [Personal Leave Policy](#)
- [Risk Management Policy](#)
- [Risk Management Procedure](#)
- [Travel \(and Hospitality\) Policy TFA Staff](#)
- [Wellbeing and OH&S folder \(People Manager Toolkit – Box\)](#)
- [Critical Incidents Involving Associates Policy](#)
- Health and Safety Risk Matrix
- Job Descriptions (individual basis)

### 4. POLICY HISTORY

Version	Effective Date	What
1	1 August 2019	Full review of previous policy, with new policy implemented.