



WHITE CLOUD  
FOUNDATION

## WORKPLACE HEALTH & SAFETY POLICY

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|--------------------|-----------------|-----------------------|----------|
| Policy number      | WCF011          | Version               | WHS001   |
| Drafted by         | Karen Gallagher | Approved by Board on  | 14/07/21 |
| Responsible person | Adam Scott      | Scheduled review date | 30/06/23 |

### SCOPE

This policy is applicable to all employees, volunteers and contractors of White Cloud Foundation and all those who are involved in the operations of White Cloud Foundation.

This policy applies to any location where duties are performed (ie any workplace) including the STRATUS office at Vantage Point Roofing and working from home.

### PURPOSE

This document sets out:

- White Cloud Foundation's policy for providing a healthy and safe workplace; and
- The governance structure, responsibilities and process that have been established to give effect that policy.

The purpose of this policy is to, as far as reasonably practicable:

- Prevent workplace injuries and illnesses.
- Promote a safe and healthy workplace culture.
- Provide a framework for consulting, collaborating and communicating with worker/volunteers.
- Consider workplace health and safety in project planning and work activities.
- Allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace.
- Ensure that worker/volunteers understand their rights and responsibilities and can identify and control risks in the workplace.
- Drive continuous improvement in workplace health and safety.

Any person who breaches this policy may be subject to White Cloud Foundation's disciplinary procedures.

### DEFINITIONS

*Workplace* means places where people work in connection with White Cloud Foundation, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.

*Occupational violence* refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

## **POLICY**

White Cloud Foundation has a duty of care to provide a safe workplace and ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks.

White Cloud Foundation will adopt all workplace health and safety protocols outlined by Vantage Point Roofing in relation to any of its staff and volunteers working in their premises.

White Cloud Foundation is committed to working in partnership with all workers and volunteers to identify and address workplace health and safety issues. As its workforce grows and/or when it is deemed appropriate, it will encourage the formation of work groups and the appointment of health and safety representatives to represent employees on health and safety matters.

White Cloud Foundation is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:

- Identify, assess and control workplace hazards.
- Reduce the incidence and cost of occupational injury and illness.
- Provide a rehabilitation system for those affected by occupational injury or illness.

White Cloud Foundation is committed to ensuring all workers are free from bullying and occupational violence in the workplace. Refer to Bullying Policy.

White Cloud Foundation accepts and acts on its duty of care. Any workplace health and safety breaches or newly identified risks will be acted upon promptly.

## **RESPONSIBILITIES**

It is the responsibility of the Board Chair and Executive Staff to:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- Consult with staff and volunteers about, and participate in, White Cloud Foundation's workplace health and safety program.
- Ensure that all staff and volunteers receive appropriate training and information on the policy and related procedures, and on their obligations under occupational health and safety laws.
- Coordinate the identification, development, implementation and review of workplace health and safety policies and procedures.
- Assist supervisors/managers to identify, assess and select measures to control hazards and risks to health and safety.
- Assist supervisors/managers to identify, develop and provide appropriate workplace health and safety-related information, instruction and training.
- Monitor and advise on legislative and technical changes relating to workplace health and safety.
- Monitor and provide regular reports to the Board on White Cloud Foundation's workplace health and safety performance.
- Help staff and volunteers to follow policies and safe work procedures.
- Ensure this policy is easily accessible to all staff and volunteers.

It is the responsibility of Supervisors/Managers to:

- Liaise with Vantage Point Roofing (as host/landlord of the STRATUS office) to ensure all its policies and protocols relating to workplace health and safety are adopted and followed by staff and volunteers.
- Ensure participation of staff and volunteers in any relevant workplace health and safety training provided by Vantage Point Roofing (eg Fire Evacuation).
- Become a member of the Vantage Point Roofing Workplace Health & Safety committee/work group if there is one.
- Demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- Monitor and advise on legislative and technical changes relating to workplace health and safety.
- Determine if or when it is required by legislation to put in place a dedicated White Cloud Foundation Workplace Health and Safety Committee at any particular site.
- Consult with workers about, and participate in, White Cloud Foundation's workplace health and safety program.
- Use risk identification, assessment and control principles to achieve White Cloud Foundation's workplace health and safety objectives.
- Monitor and provide regular reports to Executive Staff and Health and Safety Committee/s as appropriate (including the Vantage Point committee or representative) on White Cloud Foundation's workplace health and safety performance.
- Provide information and training to workers on relevant policies, procedures and workplace health and safety obligations.

It is the responsibility of workers and volunteers to:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace, including when working from home.
- Participate in workplace health and safety training, actions and activities and support White Cloud Foundation in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives.
- Follow lawful and reasonable workplace health and safety instructions from managers/supervisors.
- Report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives.
- Work in a way that does not endanger the health or safety of themselves or others.
- Properly use and maintain equipment (including personal property used when working at home).
- Make sure visitors follow safety rules in the workplace.

It is the responsibility of all contractors of and visitors to White Cloud Foundation to:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace.
- Follow lawful and reasonable workplace health and safety instructions from White Cloud Foundation.
- Report any serious incidents, accidents, injuries or hazards in the workplace to White Cloud Foundation
- Assess risks to their health and safety arising from the provision of their services.
- Have control measures in place to address those risks, including complying with any relevant policies and practices.

If/when a dedicated White Cloud Foundation Workplace Health and Safety Committee is formed, its responsibilities are to:

- Assist in developing, monitoring and reviewing health and safety policies and procedures.
- Consider any proposed or actual changes to the workplace, policies, work practices or procedures which may affect the health and safety of staff and volunteers.
- Promote the importance of health and safety among staff and volunteers.
- Monitor White Cloud Foundation's health and safety performance.
- Monitor the rehabilitation of injured workers.
- Assist in the resolution of health and safety disputes.

If/when a Workplace Health and Safety representative/s is appointed, their role is to:

- Represent employees from their work group in relation to workplace health and safety matters.
- Investigate health- and safety-related complaints before making representations to management.
- Make representations to management and report back to staff and volunteers on any matter relating to workplace health and safety.
- Discuss with the employees any proposals or matters which may affect the health and safety of employees.
- Assist management in identifying hazards, assessing risks and implementing risk control measures.
- Assist in promoting adherence to health and safety policies and procedures.
- Assist in the monitoring of risk controls and health and safety policies and procedures.

## **PROCEDURES**

### **FIRST AID**

In the event of any minor injury while working in the STRATUS office, there is a first aid located in the Vantage Point Roofing kitchen.

### **EMERGENCY CONTACTS**

White Cloud Foundation will collect details of the person/s whom each staff member or volunteer would wish to be notified in the event of any emergency at work. Details will be noted in each employee's personnel file. Staff and volunteers should notify their manager/supervisor of any changes.

### **EMERGENCY EVACUATION**

Fires, bomb threats, gas leaks etc are risks in all workplaces. White Cloud Foundation will provide staff and volunteers with information on emergency evacuation procedures.

It is imperative that all staff and volunteers are aware of the procedures to follow in the event that evacuation is required.

In the case of the STRATUS Office, White Cloud Foundation and staff will follow the emergency evacuation procedures as outlined by Vantage Point Roofing.

## **COVID-19**

In order to prevent the spread of the infection in the workplace, all workers and volunteers must:

- Clean your hands regularly with soap and water or alcohol-based hand sanitiser.
- Cover your nose and mouth with a tissue or bent elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Avoid touching your face, nose and mouth and shaking hands.
- Avoid close contact with anyone who is unwell. Try to stay 1.5 metres away from anyone coughing or sneezing.
- Stay home if you are unwell.
- Follow all current advice and restrictions, including lockdowns and the wearing of face masks, as provided by Queensland Health.

White Cloud Foundation managers and supervisors must:

- Provide access to hand washing facilities and make sure these are kept clean, properly stocked and in good working order.
- Provide alcohol-based hand sanitiser, tissues, and cleaning supplies.
- Promote good hygiene practices, eg display hand hygiene posters.
- Keep the workplace clean and hygienic. Regularly clean high-touch surfaces such as door handles and workstations.
- Encourage workers who are sick with respiratory illness to stay home until they are recovered.
- If someone becomes ill with respiratory symptoms at work, send them home immediately or isolate them until emergency services arrive.
- If a worker or volunteer is confirmed to have COVID-19, call 13HEALTH (13 43 25 84) for advice. Inform co-workers about possible exposure to a confirmed case of COVID-19 but maintain confidentiality. Advise workers to seek immediate medical advice if they develop symptoms or are concerned about their health.
- Follow advice from health authorities on social distancing and public gatherings.

All workers and volunteers must self-quarantine if they have:

- Travelled overseas in the past 14 days.
- Been in close contact with a confirmed case of COVID-19.

Workers who need to self-quarantine should notify their White Cloud Foundation manager or supervisor and stay away from work. They should seek immediate medical attention if they become ill during the quarantine period and call ahead of arriving and mention their travel or contact history.

White Cloud Foundation will provide flexible work arrangements such as working from home should any worker or volunteer need to self-quarantine.

## **WORKER'S COMPENSATION**

Any worker or volunteer who is injured at work should report the incident to their manager or supervisor as soon as possible and consider whether to submit a worker's compensation claim.

If a worker or volunteer develops an illness or injury in connection with work, they should report the incident to their manager or supervisor as soon as possible and consider whether to submit a worker's compensation claim.

Injuries sustained while working from home are compensable if the injury arises out of or in the course of employment, and the employment is a significant contributing factor to the injury.

Injuries sustained while on a recess break from work are also compensable, as long as the injury is not caused through the worker or volunteer voluntarily subjecting themselves to an abnormal risk of injury during the recess.

## **REHABILITATION**

White Cloud Foundation is committed to facilitating the return to work of staff and volunteers as soon as practicable after a work-related incident or illness.

Early return to work should be a normal expectation in this process. Where appropriate, rehabilitation programs will be individually developed by White Cloud Foundation's rehabilitation co-ordinator in consultation with the employee, volunteer, supervisor, healthcare provider and any other relevant party.

## **HAZARD REPORTING**

Reporting hazards helps prevent accidents from occurring. Any staff member or volunteer who sees a hazard in their work area must report it to their manager/supervisor immediately.

If a staff member or volunteer identifies:

- a workplace health or safety incident, accident, injury or hazard, including a near miss; or
- any non-compliance with White Cloud Foundation's Workplace Health and Safety Policy or Procedures,

they must report it to their supervisor/manager as soon as possible.

Where a hazard or near miss is identified and/or reported, the staff member or volunteer must submit an incident report to their supervisor/manager, who will work with the staff member or volunteer to:

- Identify, assess and select measures to control hazards and risks to health and safety.
- Monitor and evaluate hazard- and risk-control measures.

Incident reports are available on the White Cloud Foundation document sharing facility.

## **REVIEW**

The Board Chair or Executive Staff can recommend a review of this policy at any time. Otherwise, this policy is to be reviewed and approved by the Board at intervals of not less than 2 years.