

# Work Health & Safety Policy

Policy Name: Work Health & Safety Policy

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Applicable Legislation:

- *Work Health and Safety Act 2020*
- *Work Health and Safety Act 2020 - Guide*



### Purpose Statement

Volleyball WA (VWA) will, as far as reasonably practicable, provide and maintain a safe and healthy working environment for all those involved with the association and ensure an effective and consistent approach to Work Health and Safety.

### Policy Application

This policy applies to all VWA employees, contractors, volunteers, and members and all other people or organisations which by agreement, or otherwise, are bound to comply with this policy.

This policy applies to behaviour occurring during VWA business, activities, competitions, and events.

### Definitions

The following definitions are presented to provide clarity for this policy.

**Employee** means a person who is currently employed at Volleyball WA.

**Health and Safety Representative** is elected by their work group to represent workers in work health and safety (WHS) matters as per the ACT.

**Officer** means an officer who is defined as a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation. In this case, the VWA Board of Directors are considered officers.

**Person Conducting a Business or Undertaking (PCBU)** is the employer, as defined in the Work Health and Safety Act 2020 (WHS Act), in this instance Volleyball WA.

**Reasonably Practicable** means which is or was at a particular time, reasonably able to be done to ensure health and safety, taking into account all relevant matters including likelihood, degree of harm, what is known, availability and suitability of ways to eliminate or minimise risks and associated costs.

**Volunteer** is a person who acts on a voluntary basis regardless of whether they receive out of pocket expenses.

**Workers** are defined in the WHS Act as employees, contractors, and subcontractors (and their employees), outworkers, apprentices, work experience students, volunteers and trainees.

**Work Group** A work group is a group of workers who share a similar work situation.

**Workplace** is any place where workers are, or are likely to be, during the course of their work.

**Workplace Manager** includes the CEO and line managers, who have responsibility for management and control of any VWA workplace.

## Policy Statement

VWA is the 'Person' Conducting a Business or Undertaking (PCBU) under the work health and safety legislation.

The duty requires a PCBU to:

- Eliminate risks to health and safety, so far as is reasonably practicable and,
- Where it is not reasonably practicable to eliminate those risks, to minimise those risks so far as is reasonably practicable.

Under the work health and safety legislation, the VWA Board of Directors are Officers. They oversee the VWA's statutory obligations in work health and safety and have duty of care to exercise due diligence, as defined in Part 2, Division 4, Section 27 of the Work Health and Safety Act 2020 (WHS Act).

### VWA and the VWA Board Due Diligence Responsibilities

- Acquire up-to-date knowledge of WHS matters.
- Understanding the operations & associated hazards and risks.
- Ensure resources and processes to eliminate or minimise risks.
- Appropriate processes for receiving and considering information incidents, hazards and risks and how to respond.
- Ensure processes in place for complying with WHS duties.
- Verify the use of the resources and processes.
- Consult when required.

Workforce Managers are responsible for the implementation of the policy and ensuring processes and procedures are in place.

### Workplace Managers will:

- Support VWA and the VWA Board to discharge their due diligence responsibilities.
- Confirm a safety management process and procedures are in place and reviewed on a regular basis.
- Report on safety matters.
- Consult and communicate with workers on safety and health matters at their workplace.
- Communicate to workers their health and safety responsibilities.
- Follow the VWA Statement of Intent and Commitment to Work, Health and Safety in the workplace. Refer to Appendix 1 in this Policy.

### Workers will:

- Take reasonable care for their own health and safety and avoid adversely affecting the health and safety of any other person in the workplace through any act or omission at work.
- Follow all instructions and safe working processes and procedures established to protect their safety and that of others.
- Report all identified hazards and accidents/incidents in the workplace to their line manager or safety and health representative.
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Follow the VWA Statement of Intent and Commitment to Work, Health and Safety in the workplace. Refer to Appendix 1 in this Policy.

Health and Safety Representatives will carry out the following functions.

- Represent the workers.
- Monitor compliance.
- Inquire into WHS concerns.
- Investigate complaints.

### Policy Breaches

VWA will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively, and confidentially.

Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Complaints Management Procedure.

If a criminal offence is considered to have been committed, the appropriate authorities will be contacted for advice and guidance.

## Document Control

### Version History

Date	Version number	Executive Summary of changes
June 2013	1.0	This policy was adopted at the June 2013 VWA Board Meeting.
June 2019	2.0	This policy was adopted at the June 2019 VWA Board Meeting.
December 2023	3.0	The following changes have occurred to this policy. <ul style="list-style-type: none"><li>• Updated to the new policy template.</li><li>• Reviewed and updated to align with the Work Health and Safety Act 2020.</li></ul>

### Appendix & Relevant Procedures

This policy is to be read in-conjunction with the following:

- Work Health and Safety Act 2020
- Work Health and Safety Act 2020 – Guide
- VWA Risk Management Policy Statement
- VWA Staff Misconduct Policy
- All VWA Employee Policies and Procedures
- Work Experience and Volunteer Placement Policy

## Appendix 1

### **Volleyball WA's Statement of Intent and Commitment to Work Health and Safety (WHS)**

The VWA Board and staff are committed to providing and maintaining a healthy and safe working and learning environment for employees, members, visitors, volunteers, contractors and students across our workplaces. We will support all employees to implement health and safety processes and procedures.

Health and safety are everybody's responsibility, and we can only achieve a high level of safety by working together. Therefore, everyone is encouraged to report hazards and any injury or harm to themselves and to proactively minimise risks to themselves and others.

We can work together to:

- Create and maintain a positive safety culture that encourages us to have strong safety values and a common understanding of what is required to maintain a healthy and safe workplace.
- Demonstrate this through our behaviour and actions to keep ourselves and others safe.
- Engage in effective consultation and communication with employees and stakeholders to continuously improve our WHS resources, processes, and procedures.
- Promote work practices and behaviour that support positive mental health, risk assess and actively manage psychosocial hazards.
- Encourage and implement programs that support staff to be physically and mentally healthy.
- Operate in accordance with WHS legislation, codes of practice, standards, and guidance material and strive to achieve best practice.
- Induct our staff (employees, volunteers, and contractors) and provide resources, support, and training to enable them to carry out their functions safely and to achieve safety outcomes.
- Use the available resources to monitor and analyse data for trends and gaps to assist in improving safety, minimising risks, and reducing injuries.
- Take action to resolve reported WHS matters in a consultative, timely, and practicable manner using our WHS procedures.
- Allocate sufficient time for health and safety representatives to carry out their functions.
- Build a reporting culture of open, honest, and effective communication at our workplaces where we consistently report risks, hazards, and incidents so that we can investigate and assess them, eliminate hazards, or apply controls to minimise future risk of injury or harm.

We hope that this statement reflects our commitment and intention to work together to ensure a healthy and safe workplace for everyone.