

1. Work Health and Safety Policy

2. Values Statement

RedR Australia ("RedR") is guided by its values of accountability, integrity, empathy, and collaboration. RedR is committed to providing a safe and healthy environment for our workforce and all other people who visit RedR sites or training facilities.

3. Purpose

RedR aims to minimise the likelihood of injury to those who associate with the organisation by applying a systematic approach to the management of Health and Safety by identifying the principles and structures which promote good safety practices.

The purpose of this policy is to capture the processes to ensure that RedR:

- Provides and maintains a safe and healthy work environment.
- Ensures compliance with all health and safety legislative requirements, guidance material and relevant standards.
- Identifies, assesses, and controls hazards where our employees are required to work.
- Provides appropriate supervision and information for all employees.
- Provides training for employees to enable them to perform their tasks safely.
- Provides ongoing inspection and review of the workplace, work practices and procedures.
- Ensures appropriate responses are made in the event of an incident or injury, including taking action to prevent a recurrence.
- Facilitates rehabilitation and encourages the early return to work of employees who may be injured.

4. Scope

This policy applies to:

- All employees, volunteers, contractors, and interns/work placements of RedR.
- Associate trainers.
- RedR deployees.
- Standby personnel/applicants.
- Board members.

5. Policy Statement and Principles

RedR acknowledges that the best health and safety outcomes will be achieved through the joint cooperation of management and employees. Employees will be consulted on all changes in the workplace and systems of work that may impact on their health and safety, on issues regarding identification and control of hazards, the suitability of facilities and the adequacy of training.

6. Procedures

Work Health and Safety (WHS) Training and Induction

RedR is committed to providing appropriate training to ensure board members, staff, deployees, roster members, trainers, and volunteers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for RedR to achieve a safe workplace. The WHS training needs for RedR will be determined in consultation with managers and workers, as well as through a review of the WHS Risk Register, however due to the nature of work at the RedR HQ, training will focus on Generic WHS training. Induction training for deployees will be conducted in the [Risk, Safety, and Security Pre-Deployment Briefing](#).

Training records will be maintained as evidence of training delivery and assessment of competence.

All new staff are required to be provided with WHS information regarding the workplace as part of their overall induction and introduction to RedR. A thorough WHS induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely. The WHS Induction Checklist at **annex A** should be used in conjunction with the general induction training to ensure that all new staff are aware of the WHS systems, policies and procedures in place within RedR. RedR's Risk, Safety and Security (RSS) team will conduct the WHS induction as part of the overall RSS induction.

Asbestos

Asbestos-containing material (ACM) has not been identified in the premises currently occupied by RedR. Nevertheless RedR staff are not authorised to conduct any work on the building to prevent the breakdown of any unidentified ACM.

Contractors

RedR is committed to ensuring that all personnel under its control, including contractors and sub-contractors have a safe and healthy environment in which to perform their duties. Contractors are likely to be workers employed by RedR to undertake a specific task; the delivery/pickup of goods, tradespeople undertaking repair or maintenance work within the RedR workplace. In order to achieve this objective, it is recognised that contractors need to be:

- suitably experienced to perform the tasks,
- in possession of all necessary licenses, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations,
- notified of any potential hazards associated with the location or use of the area where the works are to be carried out,
- made aware of RedR Emergency Procedures,
- briefed using the WHS Introduction for Contractors and Visitors. (Annex B)

Hazardous Substances and Dangerous Goods

RedR does not store or use hazardous substances or dangerous goods. That said, contractors may use them as part of their work. Contractors are to safely store hazardous substances in their designated storage area within the premises occupied by RedR and maintain a hazardous substance register with the relevant and current Safety Data Sheet (SDS) for each substance on the register.

Electrical Safety

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to staff or other parties.

All electrical equipment must be protected from damage, used safely and checked regularly. Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure this safety duty is met. The WHS legislation requires that electrical equipment is inspected and tested in accordance with *Australian Standard 3760: 2010 In-service safety inspection and testing of electrical equipment*. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities. All testing labels are to clearly state the standard the items are tested to (AS/NZS 3760), who it was tested by, the date of testing and when the next test is due.

Frequency

Type of Electrical Equipment	Testing and Tagging Interval
<i>Extension Cords</i>	12 months
<i>Laptop Computers</i>	12 months
<i>Projectors</i>	12 months
<i>Tele-Conferencing Equipment</i>	12 Months
<i>Kitchen Appliances</i>	5 years
<i>Desktop Computers</i>	5 years
<i>Desktop monitors</i>	5 years
<i>Printers and Photocopiers</i>	5 years
<i>Other static electrical items</i>	5 years

Falls from Height

There is a risk of serious injury from falling when working above ground height. Due to the nature of work, RedR staff members are not required to work above ground level. That said, contractors are often required to work above ground level to conduct maintenance and are to use control measures to reduce the risk of a fall from a height and to be appropriately insured with respect to potential injury.

Emergency Procedures

All emergency procedures (including evacuation plans, first aid plan, etc.) are contained in [RedR's Emergency Management Manual](#).

Slips, Trips, and Falls

Slips, trips and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spilt. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips and falls, make sure you look at out of sight areas such as storage rooms, server rooms, and stairways.

Prevention

Reduce the risk of injury by following these guidelines:

- avoid walking on slippery floors,
- keep floors free of water and grease,
- clean floors regularly,
- post warning signs around spills or wet floors.

- install non-slip tiling or other non-slip floor products,
- use rubber mats in areas where the floors are constantly wet,
- use non-slip footwear,
- clean up spills immediately,
- install adhesive strips and slip resistant paint to improve slip resistance. The best method will depend on the existing floor surface,
- use floor cleaning products to remove oil and grease,
- agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition, and
- use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, entrances and exits.

Risk Management

RedR recognises the importance of reducing hazards and risks in a systematic manner and has developed a separate [RedR Australia Risk Management Policy](#). The following principle of Hierarchy of Risk control are employed by RedR:

Eliminate hazards and risks	Highest level of protection and most effective control. Eliminating the hazard and the risk it creates is the most effective control measure.
Reduce the risk	Reducing risks with one or more of the following controls: Substitution (substituting risks with lesser risks); Isolation (isolating people from the risks); Engineering (reducing risks through engineering changes or changes to systems of work).
Administrative controls	Using administrative actions to minimise exposure to hazards and to reduce the level of harm. Administrative controls generally offer low levels of protection and are less reliable.
Personal Protective Equipment (PPE)	Using personal protective equipment to protect people from harm. Using PPE is the lowest level of protection and is considered the least reliable control.

Incident Reporting

RedR is committed to reporting all incidents and near misses, as documented in [RedR Australia Incident Reporting Policy](#). This policy mandates that RedR maintains an accurate log of all incidents. This will enable RedR to truly be accountable for how we deal with incidents, but to also learn and improve our systems to prevent similar events occurring in the future, and to better safeguard our people. Depending on the nature of the incident, RedR may be required to report an incident or near miss to Work Safe Victoria.

Notifiable Incident

Under the Occupational Health and Safety Act 2004 (WHS Act), RedR must notify WorkSafe immediately after becoming aware a notifiable incident has occurred. Failure to report an incident to WorkSafe is an offence and may result in prosecution.

Notifiable incidents are:

- death of a person,
- a person needing medical treatment within 48 hours of being exposed to a substance,
- a person needing immediate treatment as an in-patient in a hospital,

- 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 a bodily function, serious lacerations (example: requiring stitching or other medical treatment).

Breaches of Safety Rules and Responsibility

Any breach of legal safety requirements and responsibilities may, after investigation, result in the offending person being subject to disciplinary procedures including termination of contract for serious breaches.

Smoke Free Workplace

RedR Australia upholds the right of an individual to work in a smoke free environment. As of 1 March 2006, the Tobacco Act 1987 (Vic) ("the Act") has required all "enclosed workplaces" to be smoke-free.

The National Occupational Health and Safety Commission (now Safe Work Australia) advise that in order to achieve complete elimination of environmental tobacco smoke from the workplace, smoking should be prohibited in areas where smoke can drift into the workplace (i.e. outside entrances and near windows and ventilation ducts). RedR will allocate designated smoking areas outside the workplace building and provide bins designed for cigarette butts to avoid littering and fire hazards.

RedR is committed to a workplace culture that is supportive of workers who wish to quit smoking. Workers are encouraged to refrain from smoking while wearing any form of company uniform or branding.

More information:

QUITLine	http://www.quit.org.au	13 78 48
QUIT Now	http://www.quitnow.gov.au/	

Ergonomics

RedR recognises the importance of identifying and correcting ergonomic risk factors in the workplace. RedR aims to effectively identify and prevent work-related musculoskeletal disorders (MDS) through engineering, equipment, proper work practices, and administrative controls.

Purchase of equipment will be based on reasonable grounds and the organisation's ability to meet the requirement.

Fitballs/ Swissballs as seats are strictly NOT allowed in the workplace due to the health and safety of the individual and to others in the workplace.

Manual Handling

The WHS Regulations 2007 define manual handling as "any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object." Manual handling is not limited to handling heavy objects. It includes: lifting, pushing, pulling, holding, lowering, throwing, carrying, packing, stacking, assembling, cleaning, sorting, using tools, and using a keyboard.

Not all manual handling is hazardous. A manual handling task can be hazardous if it involves the following factors:

- Repetitive or sustained force.
- High or sudden force.
- Repetitive movement.
- Sustained or awkward posture.
- Exposure to vibration.

Key principles to remember when manual handling:

- Maintain spine curve to all manual tasks.
- Hold close to your body.
- Consider safe reach zones.
- Plan the task / assess the load.
- Apply semi-squat position when lifting.
- Avoid twisting of the spine.
- Use mechanical aids.
- Ask for assistance.

Psychosocial Health and Wellbeing

RedR recognises psychosocial safety relates to the identification, elimination and management of the work-related psychosocial risks that cause workplace stress and impact the psychological wellbeing of workers. RedR engages professional counselling services to support employees and deployees with access to psychosocial support.

Workplan Hazard Inspections

RedR is required by WHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its staff and eliminating or minimising the risks arising from those hazards.

In order to ensure a safe and healthy workplace, Risk, Safety, and Security staff should undertake WHS hazard inspections of the workplace annually and at any other times as required. The hazard inspection should be undertaken by following the principles of WHS risk management and using an WHS checklist (Annex C).

If any hazards are identified through the hazard inspection process, controls must be implemented to ensure that the risk to health and safety is eliminated or minimised.

7. Roles and Responsibilities

RedR

As the employer RedR must ensure our responsibilities under the Occupational Health and Safety Act 2004 (Vic), the Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017 and the Workplace Injury Rehabilitation and Compensation Act 2013 are met.

These include our responsibilities to:

- Take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all staff.
- Provide ways to consult with our staff and volunteers to be informed about and involved in health and safety issues at work.
- Provide information, instruction, training and supervision needed to make sure that all staff and volunteers are safe from injury and risks to their health and safety.
- Conduct regular workplace inspections.
- Workplace health and safety legislation applies equally to physical and mental health.

All Managers

Managers will:

- Be accountable for maintaining a workplace that is safe and where risks to physical and mental health are as low as reasonably practical and within the organisation risk tolerances.
- Implement health and safety policies and procedures.
- Undertake training so that you are knowledgeable about your WHS obligations and responsibilities.
- Provide necessary supervision with regard to employee health and safety.
- Consult with employees about any matter that affects health and safety.

Every Individual

All RedR personnel will individually exercise due diligence to ensure compliance under Health & Safety legislation. In particular personnel will:

- Whatever their role, have a primary responsibility to ensure that the work they undertake or supervise is carried out in a safe manner. No task is so important that a person's safety is put at risk.
- Take reasonable care for themselves and others who may be affected by their acts or omissions.
- Observe health and safety procedures.
- Contribute to, and be involved in, the organisations ongoing management of health and safety.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety.
- Co-operate with their supervisors and managers to achieve a workplace that promotes health, safety and wellbeing.
- Undertake training so that they know about their WHS obligations and responsibilities
- Report all situations that may adversely impact on workplace health and safety.

Visitors and Contractors

RedR visitors and contractors must:

- Not put themselves or any other person at the workplace at risk.
- Comply with our safety policy and procedures.

Designated Work Groups (DWG), Health and Safety Representative (HSR)

The Occupational Health and Safety Act 2004 (WHS Act) provides for the formation of DWGs and the election of Health and Safety Representatives (HSRs). RedR will commence the negotiations with staff to form a DWG in 2024.

A DWG is a group of employees that perform similar jobs or have similar occupational health and safety concerns. There can be more than one DWG in a workplace. A DWG can include:

- employees of an employer at one or more workplaces.
- employees of multiple employers at one or more workplaces.

Health and Safety Committee (HSC)

RedR is not required to establish an HSC under Occupational Health and Safety Regulation 2007. That said, RedR must establish an HSC within three months of receiving a request to establish one from an HSR.

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Board of Directors

Board of Directors provides leadership and holds overall responsibility in the exercise of due diligence to ensure the business or undertaking fulfils its health and safety obligations under the legislation and common law responsibilities. Directors of companies can be held liable for any acts or omissions by the company which compromise health and safety.

Senior Leadership Team (SLT)

SLT is to be responsible for the development of policies and systems to meet legislative requirements, the effective implementation of these policies and systems and on-going monitoring of system effectiveness and quality improvement. SLT is to facilitate and integrate the development of improved Health and Safety systems and practices throughout all functions of the organisation. SLT also supports improvement in the opportunities for staff and management to contribute both to new developments, continuous improvement and legislative requirements.

8. Flow Chart

Not Applicable
Please see Annexes for detailed information

9. Definitions

Ergonomics	The study of people's efficiency in their workplace.
Psychosocial	Relating to the interrelation of social factors and individual thought and behaviour.
Warden	A person responsible for the supervision of a particular place or activity or for enforcing the regulations associated with it.

10. Related Policies and Documents

RedR Code of Conduct
Grievance Policy
RedR Constitution
RedR Risk Management Policy
Employee Assistance Program
Occupational Health and Safety Act 2004 (Vic)
Occupational Health and Safety Regulations 2007 (Vic)
OH&S Manual Handling Code of Practice 2000

More Information

Work Safety Victoria	1800 136 089	www.worksafe.vic.gov.au
Safe Work Australia	1300 551 832	www.safeworkaustralia.gov.au
First5Minutes	03 9041 2424	www.first5minutes.com.au
VECCI	03 8662 5333	www.vecci.org.au

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11. Document Control

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Approved by:	CEO
Review date:	February 2024
Next review:	February 2027
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ANNEXES

- A. WHS INDUCTION CHECKLIST FOR NEW WORKERS
- B. WHS INTRODUCTION FOR CONTRACTORS/VISITORS
- C. WHS CHECKLIST

Annex A: WHS INDUCTION CHECKLIST FOR NEW EMPLOYEES

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Version 2.0
Next Review Date: February 2027

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ANNEX B: WHS INTRODUCTION FOR CONTRACTORS/VISITORS

Employee Name	Job Title
Start Date	Manager Name
Introduction	
Date completed	
<input type="checkbox"/> Show location of First Aid Equipment	
<input type="checkbox"/> Introduce Emergency Management Manual	
<input type="checkbox"/> Show location of exits	
<input type="checkbox"/> Show location of emergency fire equipment	
<input type="checkbox"/> Show location of bins (including classified waste bin)	
<input type="checkbox"/> Walk to the evacuation assembly area	
Demonstrate	
<input type="checkbox"/> Office closure procedures (including location of the lights and A/C switches)	
<input type="checkbox"/> Opening and closing the garage gates	
<input type="checkbox"/> Activating the Alarm	
Explain	
<input type="checkbox"/> Roles and responsibilities of people in the workplace regarding WHS	
<input type="checkbox"/> Hazards in the workplace and how they are controlled	
<input type="checkbox"/> How to report hazards	
<input type="checkbox"/> How to report an injury and the importance of immediate reporting of serious injuries	
<input type="checkbox"/> Consultation about WHS—Staff will be consulted about WHS changes during all staff meetings	
<input type="checkbox"/> Current VicHealth COVID-19 guidance	
<input type="checkbox"/> Office hours support (including the ability of the employee to call the duty officer at night when leaving the office if they feel unsafe)	
WHS Induction conducted by:	
Person providing the induction (print name):	
Signature:	Date:
Employee Signature:	Date:

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WELCOME TO REDR AUSTRALIA

SAFETY BRIEFING FOR CONTRACTORS AND VISITORS

RedR Australia (RedR) is committed to ensuring the health and safety of our staff, contractors and visitors.

For your safety and the safety of others, it is a condition of entry to this premises that you take a few minutes to read this briefing.

General Safety Information

- All visitors must sign-in.
- Violent, threatening or other unacceptable behaviour is not tolerated.
- Smoking (including the use of e-cigarettes) and illegal drugs are not permitted on RedR premises.
- The consumption of alcohol is ordinarily not permitted on RedR premises except on designated occasions when the CEO has authorised the consumption of alcohol.
- Weapons, including knives, are not permitted on RedR premises.
- Visitors and contractors intending to bring dangerous goods and/or hazardous substances in to RedR premises must declare these to a Risk, Safety, and Security (RSS) team member on arrival.
- All hazards, incidents and injuries must be reported to an RSS team member. Injuries will be recorded in the Register of Injuries. First Aid supplies are available on site.

Emergency Procedures

In a life-threatening emergency DIAL 000 For Fire, Police and Ambulance. In all cases advise a RedR Staff member of any incident.

Follow directions of RedR staff in the event of an evacuation.

Evacuation Procedures

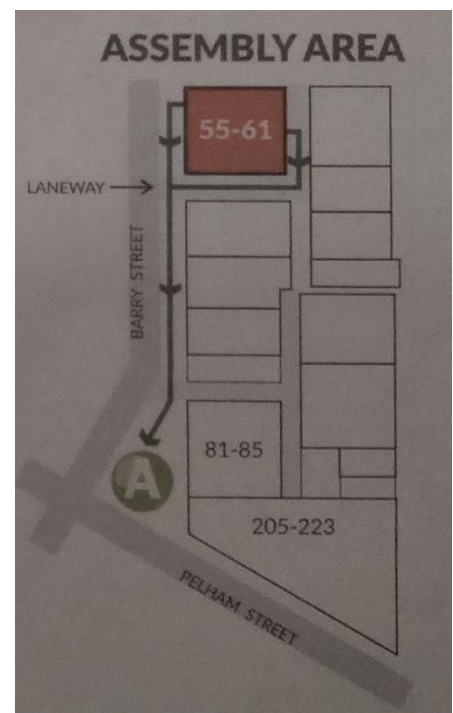
When the evacuation alarm sounds:

- Evacuate the building and proceed to the assembly area).
- Remain in the assembly area until advised otherwise.

Contractors

All contractors are to report to an RSS team member:

- Indicate the location and duration of the job.
- Sign-in/out in the RedR Visitor Register.
- Advise an RSS member on the status of the job before leaving the premises.
- Remove all job and personal rubbish.
- Advise an RSS member of any high-risk work, and submit evidence of public liability insurance and safe work plan as required.



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ANNEX C - WHS CHECKLIST

Quick Hazard Inspection Checklist	
Area Assessed:	
Date:	
ITEM	COMMENTS
Are the following safe and fit for purpose? Answering “No” will require corrective action stated in Comments	
1. Buildings > air-conditioning > ventilation > adequate lighting > glare problems > ergonomics > amenities clean > amenities serviceable > slip/trip hazards > electrical testing/tagging > smoke alarms > fire extinguishers > safety signage/information	
2. Chemicals > appropriately stored > excess quantities beyond immediate use > decanted materials labelled > Safety Data Sheets available > spills procedure > first aid > PPE	
3. All Electrical > leads, plugs, switches in good condition > leads safely positioned; any temp leads; tagged > tagging current	

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4. Fire & Emergencies > fire extinguishers/hoses checked and serviceable > exit signage > exits clear > signage > Fire Wardens > designated assembly areas	
5. First Aid > first aid kits adequately stocked > first aid kits clearly located	
6. Walkways, stairs and landings > surface in good condition > no clutter, trip hazards > rails stable	
7. Security > visitor procedures > signage > lighting	
OTHER	