

# WORKPLACE HEALTH & SAFETY POLICY



Document Number	
Last Reviewed	<b>November 2019</b>
Next Review	<b>November 2020</b>
Responsible Officer	<b>Manager People, Culture &amp; Safety</b>
Applicable Legislation	<b>Fair Work Act 2009, Fair Work Regulations 2009</b>
Relevant Policies	<b>Code of Conduct, Appropriate Workplace Behaviour, Motor Vehicles</b>
Related Procedures	<b>Safe Drivers</b>

## WAFC CORE VALUES

**Our People | Our Relationships | Being our very best | Leading our Industry**

### PURPOSE

The WAFC is committed to providing a safe work environment that promotes the health and well-being of its employees, which involves promoting a culture that seeks to prevent, report and effectively manage work-related injury.

This policy sets out the standards and expectations required and processes to be followed with respect to Occupational Health and Safety, to promote consistency of management and application, including:

- Risk Management & Occupational Rehabilitation;
- Worker's Compensation;
- Alcohol & Other Drugs;
- Road Safety; and
- Security.

This policy should be read in conjunction with the WAFC's EEO, Bullying and Harassment policy, which form part of the standards required for a safe work environment.

## 1. POLICY DETAILS

All employees are expected to actively promote safe working practices and environments for themselves and anyone in our workplace or using our facilities, ensuring that our decisions and actions contribute to a safe and harassment-free environment.

This includes compliance with all WAFC policies and procedures to ensure a safe work environment for all staff.

### 1.1 SCOPE

This policy applies to all employees (full-time, part-time and casual), interns, temporary labour-hire staff, contractors and consultants, who will be herein collectively referred to as “employees”.

## 2. HEALTHY WORK ENVIRONMENT - OCCUPATIONAL HEALTH & SAFETY

The WAFC encourages a workplace culture that promotes the proactive identification, reporting and management of risk and hazards throughout the WAFC work environment. This program relates to aspects of occupational health and safety (OHS) including:

- Consultation with employees in relation to OHS issues;
- Provision of OHS information to employees;
- OHS training & education;
- Review of work and workplace design;
- Emergency procedures and drills;
- Workplace inspections and assessments;
- Reporting and recording hazards, incidents, accidents, investigations, injuries and illnesses.

## 3. RISK MANAGEMENT & OCCUPATIONAL REHABILITATION PROGRAM

The WAFC is committed to providing a safe and healthy workplace for all employees, with work-related injuries addressed and managed through the provision of Risk Management and Occupational Rehabilitation programs, as applicable.

## 3.1 Risk Management Program

In the event of a work-related injury, the WAFC will take all necessary steps to ensure that the injury does not happen again. The WAFC will:

- Take all practicable steps to identify, assess and control any known or potential risks to employees and visitors.
- Encourage the early reporting of any symptoms of an injury or disease related to work.
- Investigate all incidents, accidents and/or injuries to identify their cause(s) and prevent them reoccurring.
- Comply with legal obligations, including notification of incidents to Worksafe Western Australia when required.

## 3.2 Occupational Rehabilitation Program

Should one of the WAFC's employees incur a work-related injury that renders them unable to continue their normal work, the WAFC will provide the necessary assistance for them to remain at work or return to work as soon as it is safely possible. Specifically, the WAFC return to work policy is that:

- Return to work planning will commence as soon as possible after an injury, consistent with medical advice.
- Remaining at, or returning to work following injury, is a normal expectation of this workplace.
- Treatment, return to work activities and any reasonable necessary occupational rehabilitation services will begin as soon as they are necessary.
- Suitable employment, including modified or alternate duties, consistent with medical opinion, will be made available to all injured employees at the earliest opportunity.
- An individual return to work plan will be established with any employee who is unable to work for 20 calendar days or more, or earlier where this is deemed appropriate. This plan will be developed at the earliest opportunity, in consultation with our injured employee and their treating practitioner.
- Consultation and communication with all employees and/or representative employee(s) in the development and review of our occupational rehabilitation program and individual return to work plans will occur on a regular basis.
- The confidentiality of employees' information during return to work and any occupational rehabilitation service provision will be maintained.
- Participation in a return to work plan will not, of itself, prejudice any employee.

WAFC expects all employees to assist and cooperate in ensuring the effectiveness of this policy.

### 3.3 Return to Work Plan

Following any workplace injury, the Manager People, Culture & Safety (or other appointed return to work coordinator) will:

- Contact the injured employee and their treating practitioner to implement the commitments outlined in the risk management program and the WAFC return to work policy.
- Coordinate discussions between the employee, their treating practitioner and manager to determine the need for any occupational rehabilitation assistance. Where appropriate, this will be referred to the WAFC's nominated approved occupational rehabilitation provider.

The injured employee and their treating practitioners will be involved in all aspects of their return to work. All return to work plans will be developed and reviewed in consultation with them.

## 4. WORKERS COMPENSATION

All directly-engaged employees of the West Australian Football Commission, whether full-time, part-time, casual or seasonal, who have a work-related injury or disease, and need medical treatment and/or cannot work for a certain length of time because of the disability, are entitled to submit a claim for Workers' Compensation.

The scheme provides eligible injured employees with compensation for loss of wages, medical, vocational rehabilitation and traveling expenses, and lump sum settlements in certain situations. Please note that the level of compensation will vary for individual claims.

Cover is generally provided for injuries sustained by an employee while working for the WAFC or while acting under the WAFC's instructions as well as, any accident that occurs during any journey undertaken in the course of their employment or at the direction of their employer. However, such accidents will not be compensated if the injury occurs during or after a substantial interruption or deviation from the journey. Cover does not apply for injuries occurring on journeys between home and work, or vice versa.

**Employees who believe they have been injured at work must inform their manager or other person in authority as soon as possible and take the following steps:**

- see a doctor of their choice and ask for a **First Certificate of Capacity**;
- complete a **Worker's Compensation Claim Form**; and
- return the completed claim form and medical certificate to the People, Culture and Safety Administrator or Manager People, Culture & Safety as soon as possible so they can be lodged with the WAFC's insurer.

The employee concerned will receive notification from the WAFC's insurer to advise if their claim has been accepted, or is disputed or pended (on hold pending further information).

Please note that the WAFC or their insurer may refer any employee making a claim to a medical practitioner of their choice before or after any claim is accepted.

## 5. SMOKE-FREE ENVIRONMENT

All WAFC buildings and their immediate surroundings are smoke-free. A smoke-free environment offers benefits to employees and visitors, and conveys a positive health message to our community. Smoking is not permitted in vehicles owned or leased by the WAFC.

## 6. ALCOHOL & OTHER DRUGS POLICY

For their own safety and the safety of others, employees are expected to present fit for work and not in a state where they are unable to perform their work duties to an acceptable standard due to the influence of alcohol or other drugs.

The WAFC prohibits the consumption of alcohol during working hours or at a WAFC workplace, except where at an approved work function as described below.

Illegal drugs are not permitted on WAFC premises at any time for any reason. If an employee is found under the influence of illegal drugs or buying, selling or possessing narcotics on the premises, he or she will be summarily dismissed.

Employees taking prescription medication should ensure that they are fully informed of the effects of the medication and that these will not interfere with the safe performance of their work duties.

An employee may be sent home should their manager believe that they are not fit for duty and if an employee is found to have breached this policy, they may be subject to disciplinary action.

### 6.1 Approved Work Functions

Alcoholic drinks may, from time to time be available to employees at work related functions or other social activities during working hours, which may sometimes occur on company premises.

It is the responsibility of all employees who consume alcohol on such occasions, to do so in a safe and responsible manner. Following such a function, if the employee (or their manager/supervisor) believes their judgment and performance has been impaired due to the consumption of alcohol, they should not return to work for the rest of the day and advise their manager accordingly.

This should only occur as an exception. If such action impacts upon the performance of the department, disciplinary action may be taken.

Misuse of alcohol in such situations may lead to disciplinary action, up to and including termination of employment.

Any breaches of WAFC policies relating to harassment or discrimination will not be tolerated. Being under the influence of alcohol at the time of the policy breach will not be accepted as a valid excuse.

Employees under the influence of alcohol following a work-related function must ensure that they can travel home safely. This includes ensuring that laws relating to blood alcohol limits are not breached if driving a motor vehicle. Staff should also be aware that workers' compensation claims arising from injuries sustained whilst under the influence of alcohol are likely to be declined by insurers.

## 7. ROAD SAFETY

The WAFC is committed to preventing death and serious injury from occurring on Western Australia's roads and to providing a workplace that is as safe as reasonably practicable for its own staff.

The WAFC has developed a Safe Driving Procedure for employees with respect to operating vehicles and mobile plant/equipment, addressing minimum vehicle standards and implementing requirements for safe driving over significant distances.

All staff (whether driving WAFC vehicles or their own) are to take responsibility for their own safe driving practices and must observe the road traffic laws and regulations at all times, particularly in relation to drink driving, speed and use of restraints.

Staff members who have been assigned or provided with access to use a Company vehicle are required to comply with the requirements of the Motor Vehicle policy and to advise of any change in status of their Driver's Licence or any sudden increase in demerit points.

Staff are not permitted to use mobile phones (either personal or business provided phones) whilst driving unless a certified hands free kit is in use.

## 8. SECURITY

Staff are encouraged to leave work at a reasonable time and be mindful of security measures available at their site to minimise any potential risks to personal safety.

All visitors at Tuart College are to report to the reception desk to notify their intentions and purpose of visit. Visitors should be accompanied while on WAFC premises and are required to complete the visitor's sign-in book and wear a visitor's badge for the duration of their visit.

Please note that all visitors from the Media may only be provided with access to Tuart College with prior approval from the Media & Communications Specialist.

All deliveries shall be made to reception, who will advise if deliveries are then referred to other areas of the building/venue.

## 9. FIRST AID & EMERGENCY PROCEDURES

Emergency evacuation procedures are in place for all WAFC sites and it is important that all employees make themselves aware of these procedures and assembly points. The WAFC provides training, where required, to appointed First Aid Officers and Fire Wardens to provide support and assistance in case of an emergency or requirement to assist with first aid.

## 10. EMPLOYEE ASSISTANCE PROGRAM

In support of promoting employee wellbeing, the WAFC provides WAFC employees and eligible family members with access to free, confidential support and counselling. The EAP provides a range of support and resources to assist employees to manage their work, health and life.

For more information and to make contact, please visit [www.benestar.com](http://www.benestar.com) or Benestar may be contacted on 1300 360 364.

## 11. VARIATION

THE WAFC reserves the right to vary, replace or terminate this policy from time to time.

## 12. QUESTIONS/ FURTHER INFORMATION

Any questions about this policy should be directed to the Manager People, Culture & Safety.

Further information about Worker's Compensation may be found at [www.workcover.wa.gov.au](http://www.workcover.wa.gov.au) or by calling the WorkCover WA Infoline on 9388 5555.