

Last Reviewed/Approved	September 2025
Next Review	September 2026
Responsible Officer	People, Culture & Safety Manager
Applicable Legislation	Work Health and Safety Act (WA) 2020 Work Health and Safety (General) Regulations 2022
Relevant Policies	Code of Conduct Equal Employment Opportunity, Bullying and Harassment Policy Motor Vehicle Policy
Related Procedures	Safe Drivers

WEST AUSTRALIAN FOOTBALL COMMISSION INC.
ABN 51 167 923 136
("WA FOOTBALL")

WA FOOTBALL CORE VALUES
Our People | Our Relationships | Being our Very Best | Leading our Industry

PURPOSE

WA Football (WAF) is committed to the provision of a safe and healthy work environment for its workers, contractors, sub-contractors, volunteers, work experience persons, agents and visitors across its locations and operations, through an effective health and safety management system and adherence to legal requirements.

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

- Risk Management & Workplace Rehabilitation;
- Workers' Compensation;
- Alcohol & Other Drugs;
- Road Safety; and
- Security.

This policy should be read in conjunction with WAF's Equal Employment Opportunity (EEO), Bullying and Harassment policy, which forms part of the standards required for a safe work environment.

1. POLICY DETAILS

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 herein collectively be referred to as “workers”.

WAF recognises that for a health and safety management system to be effective, adequate resources are required for development, implementation, and review, and as such, is committed to provision of such resources, with the **ultimate goal of incident-free workplaces and operations**.

To achieve this goal, the **WAF will implement initiatives including, but not limited to:**

- Establishing and maintaining hazard identification processes and eliminate workplace hazards wherever practicable or otherwise reduce associated risk to a level which is as low as reasonably practicable.
- Establishing mechanisms for communication and consultation with workplace participants on all workplace health and safety matters.
- Demonstrating good health and safety leadership through executives and managers.
- Provision of training and supervision to workplace participants to ensure they hold the required knowledge to carry out their tasks in a healthy and safe manner.
- Establishing health and safety key performance indicators for key job roles.
- Implementation of workplace health and safety reporting and monitoring processes so that continuous improvement can be achieved.
- Implementation of robust incident reporting and investigation processes so that root causes can be established, and recurrence prevented.

To support WAF’s goals, **workplace participants must:**

- Adhere to the requirements of WAF workplace health and safety manual and relevant training.
- Take reasonable care to protect their own health and safety at the workplace, and to not adversely affect the health and safety of others.
- Comply with reasonable directions from WAF managers and WH&S Committee representatives relating to health and safety in the workplace.

2. HEALTHY WORK ENVIRONMENT - WORKPLACE HEALTH & SAFETY

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

- Consultation with workers in relation to WHS issues;
- Provision of WHS information to workers;
- WHS training and 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 & WORKPLACE REHABILITATION PROGRAM

WAF is committed to providing a safe and healthy workplace for all workers, with work related injuries addressed and managed through the provision of Risk Management and Workplace Rehabilitation programs, as applicable.

3.1 Risk Management Program

In the event of a work-related injury, WAF will take all necessary steps to ensure that the risk of an injury occurring again is managed. WAF will:

- Take all practicable steps to identify, assess and control any known or potential risks to workers 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 recurring.
- Comply with legal obligations, including notification of incidents to WorkSafe WA when required.

3.2 Workplace Rehabilitation Program

Should one of the WAF workers incur a work-related injury that renders them unable to continue their normal work, WAF will provide the necessary assistance for them to remain at work or return to work as soon as it is safely possible. Specifically, the WAF 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 workplace 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 workers at the earliest opportunity.
- An individual return to work plan will be established with any worker 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 worker and their treating practitioner.
- Consultation and communication with all workers and/or representative worker(s) in the development and review of our workplace rehabilitation program and individual return to work plans will occur on a regular basis.
- The confidentiality of workers' information during return to work and any workplace rehabilitation service provision will be maintained.
- Participation in a return-to-work plan will not, of itself, prejudice any worker.

WAF expects all workers to assist and cooperate in ensuring the effectiveness of this policy.

3.3 Return to Work Plan

Following any workplace injury, a member of the People, Culture & Safety Team will:

- Contact the injured worker and their treating practitioner to implement the commitments outlined in the risk management program and the WAF return to work policy.
- Coordinate discussions between the worker, their treating practitioner and manager to determine the need for any rehabilitation assistance. Where appropriate, this will be referred to the WAF's nominated approved rehabilitation provider.
- Any return-to-work plan will be developed in consultation with the injured employee, their consulting GP and any other relevant parties with the following considerations:
 - The program and any amendments to the program must be consistent with the current medical certificate or report for the employee's injury.
 - The program must document what are suitable duties for the employee.
 - Suitable duties assigned to an employee must be meaningful and have regard to the objective of the employee's rehabilitation.

- The employer must review an employee's suitable duties on regular basis and progressively upgrade the program to remain consistent with their recovery.

4. WORKERS' COMPENSATION

All directly engaged workers of WAF, 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 workers with compensation for loss of wages, medical, vocational rehabilitation, travelling expenses, and/or 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 a worker working for WAF or while acting under WAF'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 sustained on journeys between home and work, or vice versa.

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

The injured worker will receive notification from WAF's insurer to advise if their claim has been accepted or is disputed or pended (on hold pending further information).

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

In the event that the injured worker's claim is not accepted by the insurer, WAF will continue to ensure that the injured worker is fully supported in their recovery and provide them with every opportunity to remain at work or to return to work as soon as is safely possible.

A member of the PCS Team will act as the Injury Management Coordinator and will maintain close contact with the injured worker throughout the recovery process.

They will coordinate discussions between the employee, their treating medical practitioner and any relevant managers or supervisors, so all relevant parties are consulted and involved with the injury management process. Suitable employment, including modified or alternate duties, consistent with medical advice will be made available to all injured employees at the earliest opportunity.

5. SMOKE AND VAPE FREE ENVIRONMENT

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

6. ALCOHOL & OTHER DRUGS POLICY

For their own safety and the safety of others, workers 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.

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

Illicit drugs are not permitted on WAF premises at any time for any reason. If a worker is found under the influence of illicit drugs or buying, selling or possessing illicit drugs on the premises, he or she will be subject to termination for such an act.

Workers 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.

A worker may be sent home should their manager believe that they are not fit for duty and if an worker 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 workers at work-related functions or other social activities during working hours, which may sometimes occur on company premises.

It is the responsibility of all workers who consume alcohol on such occasions, to do so in a safe and responsible manner. Following such a function, if the worker (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 WAF 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.

Workers 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. Workers 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. REMOTE WORK

Remote work generally means work carried out where there are few people, and communication and travel are difficult. Work in isolation refers to activities carried out in a geographically isolated area, on or off site, either during or outside of standard working hours. WAF has recognised remote work as a workplace psychosocial risk factor and, as such, has included this on the Psychosocial Risk Register along with a number of control measures to minimise the risk to isolated workers.

Risk controls include, but are not limited to the following:

- Ensuring there is a minimum of two reliable means of communication with others and that backup power is available to ensure the communication devices remain operational.
- Development of a Journey Management Plan for travel over 200kms one way, which includes time and check-in procedures.
- We encourage regional staff to advance plan and stay overnight rather than complete lengthy trips in one go.
- Allocation of appropriate tools and resources for remote work.
- Providing specialised training to workers who will undergo remote and/or isolated work, such as in first aid response, flora and fauna awareness, basic vehicle mechanics, heat, and UV exposure, etc.

8. ROAD SAFETY

WAF 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 workers.

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

All workers (whether driving WAF 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.

Workers 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.

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

9. SECURITY

Workers 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 WAF 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.

10. FIRST AID & EMERGENCY PROCEDURES

Emergency evacuation procedures are in place for all WAF sites and it is important that all worker make themselves aware of these procedures and assembly points. WAF 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.

11. EMPLOYEE ASSISTANCE PROGRAM (EAP)

In support of promoting employee wellbeing, WAF provides workers and eligible family members with access to free, 24/7 confidential support and counselling. The EAP provides a range of support and resources to assist workers to manage their work, health and life.

For more information and to make contact: <https://convergeinternational.com.au/>

12. VARIATION

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

13. QUESTIONS/ FURTHER INFORMATION

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

Further information about Worker's Compensation may be found at www.workcover.wa.gov.au