



NURTURE + STRENGTHEN + CONNECT OUR COMMUNITY

WORKPLACE HEALTH AND SAFETY

Workplace Health and Safety Policy

Commitment:

LIVEfree PROJECT recognises its moral and legal responsibility to provide a safe and healthy work environment for everyone.

All people at LIVEfree PROJECT will endeavour to do nothing to place themselves or others at risk of emotional or physical injury or illness.

LIVEfree PROJECT is committed to encouraging consultation and cooperation between pastors, administrators, employees, and voluntary workers. It will involve all parties in workplace changes likely to affect their safety, health, and welfare.

Objectives:

The Board, Director and Coordinators endeavour to:

- Provide a safe workplace including a safe site and ministry programs.
- Ensure compliance with legislative requirements and standards
- Provide workers (volunteers & paid) and contractors with necessary equipment, information, instruction, training and supervision for their safety.
- Provide support that will assist workers in maintaining their psychological and physical health
- To implement Work Health and Safety policies and procedures
- Actively promote and be involved in the implementation of those policies and procedures

Workers (volunteer and paid) are responsible for:

- Reporting all identified hazards that require intervention or attention to their Leader (or current supervisor)
- Workers/ volunteers will ensure the hazard is documented, communicated with the Director and filed in the appropriate place.
- Complying with reasonable instructions
- Not behaving in a willful or reckless manner
- Following all health and safety policies and procedures, including the following:
 - Food Preparation and Hygiene Policy
 - BBQ Procedure
 - Induction and Orientation Policy
 - Duty of Care Policy

- Incident Report Form
- Fire and Evacuation Procedure

- Following all health and safety policies and procedures, including the following:
 - First Aid Plan (including responding to serious injury)
 - Property Management Plan
 - Support and Wellbeing Plan

N.B These policies and procedures can be accessed on the LIVEfree PROJECT website or in the organisations office.