

Work Health and Safety Policy

Introduction

Gran's Van is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and discharging its workplace health and safety obligations.

Everyone has the right to be safe at work, including both paid staff and volunteers. Gran's Van relies heavily on the work of volunteers to provide services to the community and this policy outlines the rights and responsibilities of the organisation and its staff.

Purpose

Work health and safety is integral to achieving excellence in community service. The purpose of this policy is, as far as reasonably practicable, to:

- Prevent workplace injuries and illnesses.
- Promote a safe and healthy workplace culture.
- Provide a framework for consulting, collaborating, and communicating about workplace health and safety.
- Consider workplace health and safety in planning and work activities.
- Allocate adequate resources to prevent risks.
- Ensure staff understand their rights and responsibilities.
- Drive continuous improvement in workplace health and safety.

Definitions

Staff	includes all employees, volunteers, contractors, and consultants.
Clients	all persons to whom Gran's Van provides services.
Workplace	any location where people undertake work or provide services on behalf of Gran's Van including functions, events, and meetings.

Policy

Gran's Van aims to provide a safe and healthy workplace for all staff members including ensuring all staff have access to safe workspaces, equipment, systems of work, facilities and amenities, and the provision of training and instruction or supervision.

The organisation is committed to continuously improve its work health and safety practices through the ongoing development of systems and processes to:

- Identify, assess, and control work hazards.
- Reduce the incidence and cost of occupational injury and illness.
- Provide a rehabilitation system for those affected by occupational injury and illness.

Gran's Van is committed to ensuring all staff are free from bullying, harassment, and occupational violence. The Bullying and Harassment Policy addresses this issue in more detail.

Responsibilities

Gran's Van commits to uphold its obligations to staff and clients by:

- Providing relevant information, training, and support to staff.
- Respecting the privacy, dignity, skills, and individual needs of each staff member.
- Being receptive to feedback from staff regarding ways we can improve our procedures and services.
- Supporting a staff members' right to not accept any task they believe to be inappropriate, unsafe, or unacceptable.

Staff will be provided with access to all the organisation's policies and procedures and will be notified promptly of any changes or updates. Staff are expected to always act in the best interests of the health and safety of other staff and clients, including:

- Performing duties to the best of their ability.
- Being committed to and arriving on time for rostered duties.
- Providing adequate notice if unavailable to serve to allow time for alternative arrangements to be made.
- Abiding by the policies and procedures of the organisation.
- Abiding by relevant legislation related to their rostered duties.
- Accepting supervision and direction for other staff or board members as appropriate.
- Advising the organisation in a timely manner if their circumstances or contact details change or upon reasonable request of the organisation.

Emergency Procedures

Emergency procedures are covered in the Critical Incidents Policy and the appropriate responses detailed in the Critical Incidents Procedure.

Reporting

If any staff member identifies:

- a workplace health and safety incident, accident, injury, or hazard, including a near miss,
- any non-compliance with this policy or related procedures,

they must report it as soon as possible.

Hazard reports and Incident reports, including near miss reports can be submitted via the relevant form in the organisations volunteer management app, Connecteam.

Emergency Contact Information

It is important that all staff provide emergency contact information of a person they would like contacted in the event of any workplace emergency.

First Aid

A basic first aid kit is available in the servery of the food van.

First aid should only be administered by a qualified first aid officer, or if an officer is unavailable by visiting the nearest emergency room or calling an ambulance.

Breaches

Breaches of this policy or associated procedures may result in disciplinary action which may include, counselling, dismissal, or cessation of engagement with Gran’s Van.

Related Policy Documents

- Bullying and Harassment Policy
- Critical Incidents Policy
- Critical Incidents Procedure
- Ending the Volunteer Relationship Procedure
- Epidemics, Pandemics, and Infectious Diseases Policy
- Volunteer Recruitment and Inductions Policy

References

Work Health and Safety Act 2012 (Tas)

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