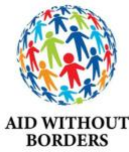




Workplace Health and Safety Policy



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Drafted by	Birchgrove Legal	Approved by Board on	8/07/2025
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Revision Number	Revision Date	Summary of Changes	Changes Marked?

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1. Introduction

Aid Without Borders Ltd (AWB) is committed to safeguarding the health, safety, and welfare of all people who interact with the organisation and complying with its occupational health and safety obligations. AWB recognises that workplace health and safety is integral to achieving excellence in project delivery and work performance outcomes.

2. PURPOSE

The purpose of this policy is to, as far as reasonably practicable:

- Prevent workplace injuries and illnesses
- Promote a safe and healthy workplace culture
- Provide a framework for consulting, collaborating, and communicating with workers and health and safety representatives
- Consider workplace health and safety in project planning and work activities
- Allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
- Ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace
- Drive continuous improvement in workplace health and safety

3. SCOPE

This policy applies to the following, together referred to as 'workers':

- Employees
- Directors
- Officers
- Contractors (including employees of contractors)
- Volunteers
- Suppliers
- Consultants

4. DEFINITIONS

- In this policy, 'workplace' means places where people work in connection with AWB, whether on-site or off-site, including work-related conferences, functions, client events, retreats, and social events.
- 'Occupational violence' refers to any incident where a person is physically attacked, abused, assaulted, or threatened in the workplace.

5. COMMITMENT TO WORKPLACE HEALTH AND SAFETY

AWB aims to safeguard the rights of all people to work in an environment that is safe and does not pose risks to health. AWB is committed to working in partnership with all workers to identify and address workplace health and safety issues. It encourages the formation of work groups and the appointment of health and safety representatives to represent employees on health and safety matters.

AWB is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:

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

AWB is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

6. RESPONSIBILITIES

- The CEO and managers will:
 - Demonstrate a commitment to providing and maintaining a safe and healthy workplace
 - Consult with workers about, and participate in, AWB's workplace health and safety program
 - Use risk identification, assessment, and control principles to reach AWB's health and safety objectives
 - Ensure that all workers receive appropriate training on the policy and related procedures, and on their obligations under occupational health and safety laws
- Employees and volunteers will:

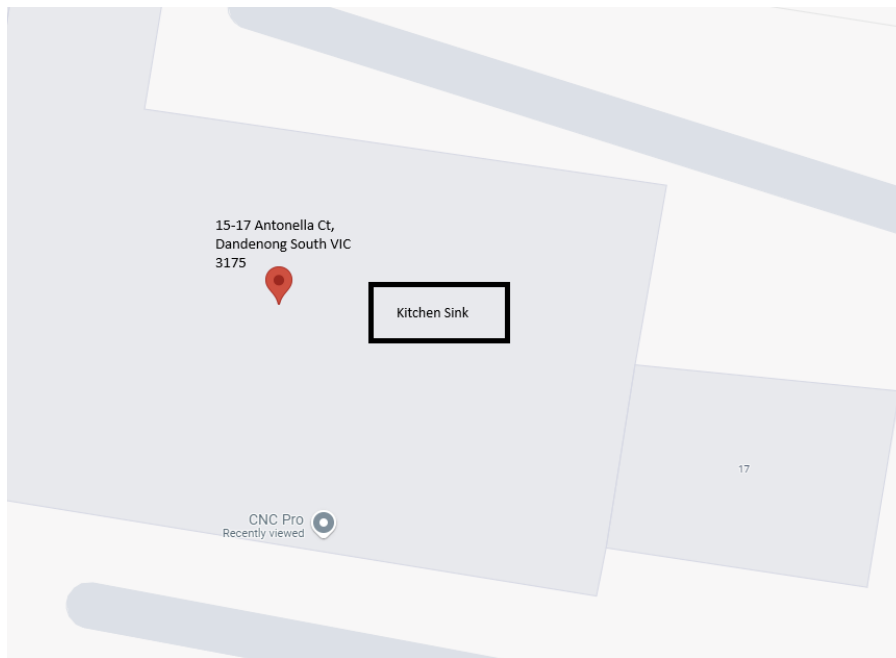
- Demonstrate a commitment to providing and maintaining a safe and healthy workplace
 - Participate in workplace health and safety training, actions, and activities and support AWB in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives
 - Follow lawful and reasonable workplace health and safety instructions from managers or supervisors
 - Report any serious incidents, accidents, injuries, or hazards in the workplace to supervisors or designated representatives
 - Work in a way that does not endanger the health or safety of themselves or others
 - Properly use and maintain safety equipment
 - Make sure visitors follow safety rules in the workplace
- Contractors, visitors, and volunteers of AWB will:
 - Demonstrate a commitment to providing and maintaining a safe and healthy workplace
 - Follow lawful and reasonable workplace health and safety instructions from AWB
 - Report any serious incidents, accidents, injuries, or hazards in the workplace to AWB
 - Assess risks to their health and safety arising from the provision of their charitable projects
 - Have control measures in place to address those risks, including complying with any relevant policies and practices

7. BREACHES

AWB takes its health and safety obligations seriously. Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which may include counselling, dismissal, or cessation of the person's engagement with AWB.

8. FIRST AID

A first aid kit is located at AWB's office (15-17 Antonella Ct, Dandenong South Vic 3175), under the kitchen sink.



The qualified first aid officers at AWB are:

- Abdul Wali Argand: +61 431 016 378
- Ahmad Shekieb Aziz: +61 450 564 433

9. EMERGENCY CONTACT

It is essential that AWB has details of the person(s) whom each employee would wish to be notified in the event of any emergency at work. Details will be noted in each employee's personnel file. Employees should notify human resources of any changes.

10. WORKERS' COMPENSATION

Any worker who is injured at work should report the incident to their supervisor as soon as possible and consider whether to submit a worker's compensation claim.

11. REHABILITATION

AWB is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness. Early return to work should be a normal expectation in this process.

Where appropriate, rehabilitation programs will be individually developed by AWB's rehabilitation co-ordinator in consultation with the employee, supervisor, provider, and any other relevant party.

12. HAZARD REPORTING

Reporting hazards helps prevent accidents from occurring. Any worker who sees a hazard in their work area must report it to their line manager or safety representative immediately in line with the Workplace Health and Safety Procedures.

13. INCIDENT REPORTING

AWB will investigate all incidents, near misses, and hazards reported. The **Incident Reporting Form (Appendix A)** must be completed and submitted to the relevant supervisor or safety representative as soon as possible after the incident occurs.

14. INCIDENT REPORTING PROCEDURE

The following steps will be followed in the event of an incident:

- The incident will be reported to the relevant supervisor or safety representative immediately.
- The Incident Reporting Form will be completed and submitted to the relevant supervisor or safety representative.
- The incident will be investigated, and the root cause will be identified.
- The incident will be documented, and the relevant parties will be informed.
- The incident will be reviewed, and recommendations will be made to prevent similar incidents occurring in the future.

15. APPLICATION TO THE WORKPLACE

This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier in section 4.

16. REVIEW

AWB's Workplace Health and Safety Policy and Procedures will be reviewed at least every two years, and the review will involve assessing the effectiveness of the policy and procedures by (among other things):

- Reviewing overall health and safety performance
- Ensuring continued compliance with the relevant legislation

17. LEGISLATION AND INDUSTRIAL INSTRUMENTS

Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of employees and other stakeholders in the workplace. All officers, employees, contractors, suppliers, and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:

- Occupational health and safety laws that operate in each state and territory
- Workers' compensation legislation that operates in each state and territory
- Criminal laws, including recently introduced industrial manslaughter offences that operate in Victoria, NT, WA, Queensland, and ACT
- Anti-discrimination laws (each Australian jurisdiction regulates discrimination on the basis of certain protected attributes including sex, race, and age)
- Employment laws (including measures to address bullying at work under the Fair Work Act 2009 (Cth))

This policy and associated procedures are not intended to override any industrial instrument, contract, award, or legislation.

APPENDIX A: INCIDENT REPORTING FORM

Incident Details

Date: _____

Time: _____

Location: _____

Incident Type: (tick one)

☐ Accident

☐ Near Miss

☐ Hazard

☐ Other (please specify) _____

Description of Incident:

Injured Person(s)

Name: _____

Position: _____

Date of Birth: _____

Contact Details: (phone number and email) _____

Witness Details

Name: _____

Position: _____

Contact Details: (phone number and email) _____

Root Cause

What was the root cause of the incident?

How can the incident be prevented from occurring in the future?

Recommendations

What recommendations do you have for preventing similar incidents occurring in the future?

Signature

Signature of Person Completing Form: _____

Date: _____