

WORK HEALTH AND SAFETY

POLICY AND PROCEDURE

Policy Statement

Mypower Foundations is committed to the health, safety and wellbeing of employees and contractors, clients, and visitors, ensuring work environments and practices that help its employees and contractors to have safe, productive working lives.

To achieve this, we all need to be committed to improving health, safety, and wellbeing in the workplace; working together to create a positive culture that drives excellence in what we do. This includes managing psychosocial hazards i.e., risks to mental health. This policy should be read in conjunction with MPF's *Bullying and Harassment Policy* and MPF's *Code of Conduct*.

This WHS Policy applies to all employees and contractors as well as other people in the work sites of the Mypower Foundations and compliance is mandatory.

Mypower Foundation adopts a risk management approach to WHS and expects employees and contractors to do the same where risks to health and safety are reduced as much as is reasonably practicable. This approach involves identifying hazards, assessing, and prioritising risks, implementing risk control measures, and reviewing risk control measures, including eliminating or minimising psychosocial hazards.

Mypower Foundations and its contractors have a duty of care to ensure contractors' and others' risk to health and safety is reduced by:

- risk assessment of work environments to ensure they are adequate and accessible.
- implementing safe working practices as they relate to physical and psychosocial hazards.
- implementing processes for the notification and recording of workplace incidents, hazards and near misses.
- implementing processes for monitoring the physical and psychosocial health of contractors, others, and workplace conditions.
- providing adequate information, instruction and support.
- maintaining compliance with requirements under the WHS legislative framework.
- complying with mandatory health measures as a condition of work, as prescribed by the Australian Technical Advisory Group on Immunisation (ATAGI)

Definitions

- **Due Diligence:** The continuous process of ensuring, on an ongoing basis, that an organisation meets its work health and safety obligations.
- **Consultation:** The process of sharing information and giving workers a genuine opportunity to express their views and influence decision-making on work health and safety matters.
- **Hazard:** A source or situation with the potential to cause harm in terms of injury, ill-health, damage to property, or the environment.
- **Risk:** The likelihood that harm from a particular hazard will occur, considering both the probability and the potential severity.
- **Psychosocial Hazard:** Factors in the design and management of work that increase the risk of psychological harm to the worker.

Procedure

Mypower Foundations will pursue this commitment by establishing the following standards in conjunction with Mypower employees and contractors:

- Model the safety behaviours they want everyone to emulate.
- Managing physical and psychosocial safety, health, and wellbeing with effective management of risk, information on available training, instruction, [supervision, and review (as requested for contractors)]
- Establishing, monitoring, and reviewing engagement and support processes for physical and psychosocial health of contractors
- Proactive incident reporting and reviewing and management while ensuring the appropriate support when incidents occur.
- Ensure workplaces have emergency procedures in place.
- Processes in place with a focus on managing and controlling risks to physical and psychosocial health.
- Encouraging positive and productive environments to improve and support physical and psychosocial health and wellbeing.
- Processes in place to prevent and respond to bullying in the workplace.
- Ensuring COVID vaccination certificates for each employee and contractor are sited, dates recorded and available for any audit.
- Have risk controls in place to manage psychological risk, eliminating or reducing the risk of hazards.
- Consult with workers when assessing risks and deciding on risk control measures.
- Regular review and update of the policy to ensure it aligns with any new legislative changes or identified risks in the workplace.
- Provide employees and contractors with information about the risks and hazards in their work areas.

Responsibility

- Employees and contractors engaged by Mypower Foundations have a personal duty to exercise due diligence to ensure they comply with the Model Work Health and Safety Act and Model Work Health and Safety Regulations. Employees and contractors are responsible for exercising due diligence by taking reasonable steps to:
 - Acquire and keep up-to-date knowledge of WHS matters.
 - Understand the nature of Mypower Foundations and generally the hazards and risks associated with those operations.
 - Ensure appropriate resources and processes to eliminate or minimise risks to health and safety.
 - Ensure there are appropriate processes for receiving and considering information regarding incidents, hazards and risks to health and safety; and
 - Ensure the duties in the Act and Regulation are complied with, including reporting notifiable incidents.

All contractors have a duty to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Ensure that they do not work outside of their qualifications and experience.
- Maintain and keep up to date all necessary licenses, permits, registrations, checks, insurance, and vaccinations.
- Comply with safety instructions of the Director, including the use of safety equipment.
- Report any incidents, injuries, and hazards through the correct reporting process and
- Cooperate with any reasonable Organisational policy or procedure relating to health and safety at the workplace that has been notified to them.
- The provision of WHS tools and resources as required.

Mypower Foundations is responsible for:

- Developing, implementing, and reviewing procedures to follow the Model Work Health and Safety Act and Model Work Health and Safety Regulations.
- Ensure workers are consulted, and their views are considered before making decisions on health and safety matters.
- Ensuring compliance with this Policy in relation to workers.
- Ensuring workers can voice concerns or suggestions regarding health and safety.
- To investigate complaints relating to work health and safety by consulting with employees and contractors both formally and informally.

- To inquire into anything that appears to be a risk to the physical and psychosocial health or safety of contractors or others in the workplace; and
- Citing current COVID vaccination certificates.

In exercising a power or performing a function, Mypower Foundations may:

- Inspect workplaces regarding health and safety issues with consent from the client and reasonable notice to the employee or contractor, or without notice to the employee or contractor following an incident, or where there is a serious risk to physical or psychosocial health and safety.
- Be present at an interview between the employee or contractor and client (with their consent) regarding a physical or psychosocial health and safety issue.
- Request and receive information about physical and psychosocial work health and safety matters.
- Whenever necessary, request the assistance of any person.

Relevant Legislation and Policies

- Privacy Act 1988
- Work Health and Safety Act 2011
- Biosecurity Act 2015
- Public Health (COVID-19 Mandatory Reporting) Order 2020
- NSW Anti-Discrimination Act 1977
- Public Health Act 2010 (NSW)
- Fair Work Act 2009
- NSW Disability Services Standards
- National Standards for Disability Services
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- NDIS Code of Conduct
- NDIS Quality and Safeguarding Framework
- Universal Declaration of Human Rights
- United Nations Convention on The Rights of Persons with Disabilities
- Workplace Injury Management and Workers Compensation Act 1998
- Workers Compensation Regulation 2016
- Model WHS Regulations
- Model Code of Practice: Managing psychological hazards at work