

## 2.5 Workplace Wellbeing, Health and Safety

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### Workplace Wellbeing, Health and Safety Policy

Braver Together's is committed to providing and maintaining a safe and healthy work environment through demonstrating commitment, promoting accountability, encouraging co-operation, implementing processes and outlining responsibilities.

This policy and the associated practice statement relate to the following national standards:

National Disability Insurance Scheme (NDIS) Practice Standards and Quality Indicators. July 2020 v3	National Standards for Disability Services. December 2013 v1	National Quality Standard (Early Childhood). October 2018.
<b>2.1. Governance and Operational Management:</b> Each participant's support is overseen by robust governance and operational management systems relevant (proportionate) to the size, and scale of the provider and the scope and complexity of supports delivered	<b>6.2.</b> Practice is based on evidence and minimal restrictive options and complies with legislative, regulatory and contractual requirements. <b>6.3.</b> The service documents, monitors and effectively uses management systems including Work Health Safety, human resource management and financial management. <b>6.5.</b> The service has a clearly communicated organisational vision, mission and values which are consistent with contemporary practice.	<b>4.2.2. Professional standards.</b> Professional standards guide practice, interactions and relationships <b>7.1.1. Service philosophy and purpose.</b> A statement of philosophy guides all aspects of the service's operations. <b>7.2.2. Educational leadership.</b> The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.

#### Scope

1. The scope of this policy applies to all workers, including permanent, contract, casual employees, volunteers, students, and visitors, such as clients and their families

#### Outcome

2. The outcome of this policy, is that Braver Together intends:
  - a. Each client is assured of receiving support from our organisation in a manner that promotes health, wellbeing and safety of all members of the support provision team.
  - b. Each worker is assured of a healthy and safe working environment
  - c. To be guided in the establishment and maintenance of a working environment that places the wellbeing of staff and clients at the forefront.

#### Principles.

3. Safe working environments, equipment and culture are a priority for Braver Together. This priority is guided by the following principles.
  - a. **Accountability** – Braver Together is committed to the careful selection, training and direction of all workers and the diligent monitoring of the systems that in place to maintain a safe and healthy work environment. It is our attention to our responsibilities that will keep the wellbeing of all workers and visitors a top priority. Supervisors and Managers are held accountable for taking prompt remedial action to address unsafe situations or behaviour. Each worker will be held accountable for their cooperation and compliance with our Workplace Wellbeing Policy and Practises, this ensures their own safety and the safety of others. All injuries, incidents and unsafe or hazardous conditions, either in systems, processes, facilities must be reported immediately
  - b. **Certainty** – Being committed to implementing a well-documented, systematic, and controlled approach to managing workplace wellbeing, health and safety will be linked, where appropriate, to measurable targets and outcomes. To ensure that the systems being implemented will be effective, a commitment to consultation and collaboration between all workers is paramount to ensure the



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organisational culture of improvement will safeguard the wellbeing of all who work or visit or partner with our organisation.

- c. **Helpful** – The genuineness of seeking to benefit others is manifested in how helpful the organisation's services and processes are when contributing to the wellbeing of a person. Braver Together takes its responsibilities seriously and holds all workers accountable for their judgements and actions. Learning from mistakes can only occur where there is a high degree of confidence that the mistake is viewed from an optimistic growth mindset.
- d. **Integrated** – Managing workplace wellbeing is fundamental to all of Braver Together's business
- e. **Transparent** – Openness engenders confidence in the development and application of objectives and leads to acceptance of organisational decisions and directions. All stakeholder contributions are welcome when policies and practices are reviewed and considered against the organisation's mission, vision, and strategic objectives

### Definitions

4. Definitions within the Risk Management Policy and Procedure. Where these Terms and Conditions refers to:
- a. **Contact transmission** – Usually involves transmission of an infectious agent, by hand or via contact with blood or body substances. Contact may be either direct or indirect.
  - b. **Direct contact transmission** – Occurs when infectious agents are transferred from one person to another; for example, a client's blood entering a healthcare worker's body through an unprotected cut in the skin.
  - c. **Fire Safety Officer (FSO)** – Employee elected or selected to supervise day-to-day fire prevention, protection, fire safety functions and implement emergency procedures. The FSO assists the WHSR and FAO in monitoring and reporting WWHS risks and incidents.
  - d. **First Aider** – an individual who is certified to provide First Aid.
  - e. **First Aid Officer (FAO)** – A First Aider who is an employee elected or selected to be responsible for administering First Aid, monitoring and maintaining First Aid facilities and policies. The FAO assists both the WHSR and FSO in monitoring and reporting WWHS risks and incidents.
  - f. **Hazard** – a situation or thing that has the potential to harm a person.
  - g. **Incident** – any unplanned act, omission, event, or circumstance that resulted in harm to an individual or to the business. This includes, but is not limited to:
    - i. Injury to a client
    - ii. Injury to workers
    - iii. Acts by a person with disability that have caused serious harm, or a risk of serious harm, to themselves or another person, such as: suspected abuse of the client or others
    - iv. Breach of privacy
    - v. Breach of statutory obligations
    - vi. Complaint or negative feedback about the service
    - vii. Less than expected therapeutic outcome
    - viii. Damage to equipment / goods
  - h. **Indirect contact transmission** – Involves the transfer of an infectious agent through a contaminated intermediate object or person; for example, an employee touches an infected body site on one client and does not perform hand hygiene before touching another client.
  - i. **Infection** – Requires three main elements — a source of the infectious agent, a mode of transmission and a susceptible host.
  - j. **Infectious agents** – Are biological agents that cause disease or illness to their hosts.
  - k. **Risk** – the likelihood that a harmful consequence (death, injury or illness) might result when exposed to a hazard
  - l. **Standard precautions** – Are work practices which require everyone to assume that all blood and body substances are potential sources of infection, independent of perceived risk.



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- m. **Wellbeing, Health and Safety Committee (WHSC)** – Committee established by workers, bringing together employees and management to assist in the development and review of wellbeing, health and safety policies and procedures for the workplace.
- n. **Wellbeing, Health and Safety Representative (WHSR)** – Employee elected or selected to represent the wellbeing, health and safety interests of employees within Braver Together. The WHSR assists both the FSO and FAO in monitoring and reporting WWHS risks and incidents.
- o. **Worker** – any person aged 16 years or over who is employed or engaged in work in any of the following capacities: paid employee, self-employed person or as a contractor or subcontractor, volunteer, a person undertaking practical training as a part of an educational or vocational course, or a student undertaking work experience.
- p. **Workplace** – The place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while working.
- q. **WWHS** – Workplace Wellbeing, Health and Safety.

### Legislation

5. The relevant legislation that supports and inform the delivery of this policy
- a. Carers Recognition Act 2010 (Federal): <https://www.legislation.gov.au/Details/C2010A00123>
  - b. Children and Young People Act 2008 (ACT): <https://www.legislation.act.gov.au/a/2008-19>
  - c. Disability Discrimination Act 1991 (ACT): <https://www.legislation.act.gov.au/a/1991-81/> and [Discrimination Regulation 2016](#)
  - d. Disability Services Act 1991 (ACT): <https://www.legislation.act.gov.au/a/1991-98/> and [Disability Services Regulation 2014](#)
  - e. National Standards for Disability Services: <https://www.dss.gov.au/our-responsibilities/disability-and-carers/standards-and-quality-assurance/national-standards-for-disability-services>
  - f. National Disability Insurance Scheme 2013: Principles: [Part 2—Objects and principles](#)
  - g. NDIS Quality and Safeguarding Practice Standards 2018: <https://www.ndiscommission.gov.au/document/986>
  - h. Public Health Act 1997 (ACT): <https://www.legislation.act.gov.au/a/1997-69/>
  - i. Public Health Regulation 2000 (ACT): <https://www.legislation.act.gov.au/sl/2000-1/>
  - j. Universal Declaration of Human Rights: <https://www.un.org/en/about-us/universal-declaration-of-human-rights>
  - k. United Nations Convention on The Rights of Persons with Disabilities: <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html>
  - l. Work Health and Safety Act 2011 (ACT): <https://www.legislation.act.gov.au/a/2011-35/>
  - m. Work Health and Safety Regulation 2011 (ACT): <https://www.legislation.act.gov.au/sl/2011-36/>
  - n. Work Health and Safety (Work Health and Safety Consultation, Cooperation and Coordination Code of Practice) Approval 2018: <https://legislation.act.gov.au/ni/2018-725/>

### Approvals

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Signature of Director: **Carolyn Harkness**

