

Safe Work Policy

Purpose

Local Guardians is committed to creating and maintaining a safe and risk-free work environment for everyone, including employees, office visitors, subcontractors, and clients. It is crucial that every individual in the workplace understands and fulfills their role in maintaining workplace health and safety (“WHS”).

Cooperation and shared responsibility are key to ensuring a safe work environment. Local Guardians place a high priority on WHS and expect all Team Members to do the same.

This includes following all safe work directions and procedures and reporting any hazards, near misses or incidents.

Policy Statement, Local Guardians is committed

Safe Environment: Every Team Member has the right to work in an environment free from unreasonable behaviour, such as bullying, harassment, discrimination, which could compromise their health and safety, including psychosocial safety. Any proven allegations of such misconduct will result in immediate termination. Local Guardians is a smoke-free and drug-free workplace.

Support Systems: We provide all Staff and Care Advisors with confidential and free access to an Employment Assistance Program (EAP) to support their wellbeing.

Safe Practices: All Team Members are expected to adhere to safe working practices, including the proper use of aids and equipment. Workplace safety takes precedence over client dignity of risk considerations.

Legislative Compliance: We strictly comply with all relevant safe work and fair work legislation, including the use of substance over form, being pragmatic using common sense and if in doubt ask, share any risks.

Training and Supervision: Local Guardians provide necessary instruction, training, and supervision to enable all workers to perform their tasks safely, including proper manual handling techniques.

Incident Reporting: We maintain and actively monitor a robust incident reporting system to swiftly identify and address any safety concerns, ensuring a proactive approach to workplace safety.

Definitions

Team Members	Includes Staff, Contractors, Board Members, contractors and clients.
Workplace Health and Safety (WHS)	Refers to the policies, procedures, and practices in place to protect the health, safety, and welfare of all people at the workplace, including employees, contractors, visitors, and clients.
Fair Work Legislation	Refers to the legal framework governing employment conditions, rights, and responsibilities, including those related to health and safety, in the workplace.

Bullying	Repeated and unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. This includes actions such as verbal abuse, exclusion, and humiliation.
Harassment	Unwanted and inappropriate behaviour directed towards an individual or group, including sexual harassment. Harassment can involve physical, verbal, or written conduct that demeans or threatens the individual.
Discrimination	Treating someone unfairly or less favourably because of characteristics such as race, gender, age, disability, religion, or sexual orientation. Discrimination can occur directly or indirectly in the workplace.
Psychosocial Safety	Refers to the interrelation between social factors and individual thought and behaviour in the workplace. Psychosocial hazards are aspects of work that have the potential to cause psychological or social harm, such as high job demands, low job control, poor support, workplace bullying, or harassment. These factors can affect the mental health and well-being of employees, leading to stress, anxiety, depression, or other mental health issues.
Dignity of Risk	The concept that individuals have the right to take risks, but within the context of ensuring that such risks do not compromise the health and safety of others in the workplace.
Incident Reporting	The process by which employees or other individuals report accidents, near misses, or unsafe conditions to the appropriate authority within the organisation, enabling the identification and mitigation of potential hazards.
Manual Handling	Activities that involve lifting, lowering, pushing, pulling, carrying, or moving objects by hand or bodily force. Safe manual handling practices are critical to prevent injuries such as strains or sprains.
Safe Work Practices	Established methods and procedures that ensure tasks are carried out safely, minimising the risk of injury or harm to employees or others in the workplace.

References

[Transfer Manual SWEP](#)
[Worksafe Victoria](#)

Version History

Version number	Summary of change	Approved by	Effective date
1	Creation of policy to outline the stance LG takes on safe work practices	Board	01-Sep-2024