



# The Order of Australia Association

## G7 HEALTH, SAFETY AND WELFARE POLICY

Includes COVID-19 Annex

<b>Policy</b>	G7 Health, Safety and Welfare Policy
<b>Author</b>	Audit & Risk Committee
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<b>Approved by Board</b>	
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### Table of Revisions

No.	Date Approved	Comments	Next Review

## 1.0 INTRODUCTION

### 1.1 Overview

The Order of Australia Association (the Association) is committed to providing a safe, flexible and respectful environment for staff and members; by effectively implementing our *Health, Safety and Welfare Policy* we intend to provide as safe an environment as is reasonably possible.

### 1.2 Purpose

To document the Association approach to work health and safety in the internal operations of the OAA National Office located within Old Parliament House (OPH) and management (if required) of the Emergency Management Framework of the Commonwealth and State/Territory governments.

### 1.3 Applicability

Work Health and Safety (WHS) and Occupational Health and Safety (OHS) laws require principals to take care of the health, safety and welfare of their staff, including directors, other staff, contractors, volunteers, members and guests.

This includes:

- i. Providing and maintaining a work environment that is without risk to health and safety;
- ii. Providing adequate and accessible facilities for the welfare of staff to carry out their work;
- iii. Monitoring the health of staff and the conditions of the workplace for the purpose of preventing illness or injury and

Complying with tenant guidelines and regulations

### 1.4 Policy Basis

The basis for this Policy is:

- the Constitution of the OAA which at paragraph 50 provides *inter alia* that Directors must comply with their duties as Directors under legislation and common law (judge-made-law), the Associations Board Charter and with duties described in Governance Standard Five of the regulations made under the ACNC Act; and
- the requirements of the ACT *Work Health and Safety Act 2011* (the Act), the *Bio Security Act 2015* with respect to managing risks to human health and State and Territory Legislation dealing with emergencies and disaster response within their own borders.

## 2.0 POLICY STATEMENT

Section 19 of the ACT *Work Health and Safety Act 2011* requires that OAA has a primary duty of care to ensure, as far as is reasonably practicable, the health and safety of—

- (1)(a) workers engaged, or caused to be engaged, by the person; and
- (b) workers whose activities in carrying out work are influenced or directed by the person while the workers are at work in the business or undertaking.
- (2) a person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons.

Chapter 2 of the *Bio-Security Act 2015* deals with managing risks to human health by imposing a human biosecurity control order on an individual who may have a listed human disease. Dependent upon the human risk identified various State and Territory legislation becomes enforceable and OAA is required to implement processes to ensure appropriate compliance with legislation.

As a tenant in OPH, the Association is required to adhere to the Emergency Management processes of the landlord Museum of Australian Democracy

### 3.0 RESPONSIBILITIES

The National Membership Director (NMD) is responsible for ensuring the Association complies with the relevant sections of *Work Health and Safety Act 2011* and the Emergency Procedures in place within the Association Office in OPH. The NMD must ensure, so far as reasonably practicable that the office, the means of entering and exiting the office and anything arising from the office are without risks to the health and safety of any person.

The overall responsibility of work health and safety issues at OPH rests with the landlord.

The Association is not required to establish a Work Health and Safety Committee. The NMO and NMD are invited to OPH Management Committee meetings when work health and safety issues are discussed and minutes are emailed to all tenants.

Staff will be required to take reasonable care of their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of another person.

The Association has processes in place to record work health and safety incidents and to report notifiable incidents.

The Associations Board has appointed National Secretary as the person responsible for ensuring that the Association complies with the *Bio-Security Act 2015* in relation to human bio-security control-pandemics or national disasters so designated by the Commonwealth and/or State/Territory governments. As and when required the Association will develop a Management Plan to address each declared human bio-security issue.

In general, the Order of Australia Association undertakes four categories of activity – meetings, or gatherings with or without food/beverage present, either of these with visiting speakers, guests and/or volunteers, and excursions visits or trips involving travel and diverse locations. Each of these activities is covered by detailed rules and regulations explained in the State/Territory governments relevant documents. Each Branch Committee is responsible for ensuring that the State /Territory regulations are implemented. Each Branch Committee is also responsible for implementing any OAA Management Plan to address each declared human bio-security issue.

### 4.0 Staff rights and responsibilities

Staff will be entitled to have an opportunity to express their views on this policy and to raise concerns; those views will be considered and staff will be advised of the outcome.

All staff must follow the standards and procedures outlined in this policy and the tenant guidelines and regulations and advise the board of any apparent failures in the implementation of the policy.

### 5.0 What you must do to ensure health, safety and welfare at venues

Activities conducted by The Association are located within commercial venues, non-commercial venues and private homes, all have the responsibility to ensure the premises are clean, safe and clear of obstructions or trip hazards. The OAA official representative for the function is to assess the level of risk and to immediately raise any issues of hazard with the venue management to ensure it is rendered safe.

### 6.0 PROCEDURES

The Association has developed Procedures which document the operational aspects of this Policy.

### 7.0 RELATED DOCUMENTS

This Policy is read in conjunction with:

- The Constitution of The Order of Australia Association Ltd;
- Bylaws
- G3-Board Renewal Policy;
- G-13 Risk Management Policy; agenda item A&R 1<sup>st</sup> meeting 2021 and
- GP7-Health Safety and Welfare Procedure
- COVID-19 Information on The Order of Australia Association website under “COVID-19”
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### 8.0 APPLICABLE LEGISLATION

- *ACT Work Health and Safety Act 2011.*
- *National Compliance and Enforcement Policy- Safe Work Australia.*
- Emergency Management Framework of the Commonwealth and State/Territory governments.
- *Bio-Security Act 2015*
- Safe Work Australia
- Model code of Practice: Work health and safety consultation, cooperation and coordination
- Model WHS Laws have been implemented in all jurisdictions except Victoria and Western Australia. Victoria – refer to WorkSafe Victoria – Occupational health and safety- your legal duties Western Australia -refer to WorkSafe WA – Employers- your responsibilities and Employees – your rights and responsibilities.
- Interpretive Guideline – model Work Health and Safety Act – the meaning of person conducting a business or undertaking.

## COVID-19 Health, Safety and Welfare Information

The COVID-19 respiratory virus pandemic has been present in Australia since January 2020 and will remain so for an indeterminate time. The future course of this disease in our country is uncertain.

You must do what you can to ensure the health, safety and welfare of your workers and that includes eliminating the risk of exposure to COVID-19 if reasonably practicable.

The Australian government Department of Health has developed a comprehensive information website with connections to State and Territory COVID-19 websites. These provide detailed and updated information on the full range of rules and recommendations regarding safe living during the duration of the pandemic. These recommendations cover individual responsibilities, group meeting rules, workplace rules and responsibilities, and more specific matters relating to particular public events. They are not the same in each state and territory and it is likely that they will need to be changed in the future over the course of this disease.

Always prudent to remind branch and regional chairmen of the increased risk posed to the majority of members. Persons over the age of 60 years with associated illness are at much greater risk from this potentially lethal disease than is the population at large. This should be taken into account when scheduling activities involving personal contact.

There are a number of COVID-19 risk assessment checklist templates available and Safe Work Australia provides detailed instruction of officer duties under WHS and OHS laws. The volume of this material is considerable, and the board will need to decide what level of detail it wishes to go into, and which model or template would be most appropriate.

Activities conducted by The Order of Australia Association Limited(OAA) are located within commercial venues, non-commercial venues and private homes, all have the responsibility to ensure the premises are clean, safe and clear of obstructions or trip hazards. The OAA official representative for the function is to assess the level of risk and to immediately raise any issues of hazard with the venue management to ensure it is rendered safe.

However, due to the presence of COVID-19 there are additional duties and responsibilities to be undertaken by the OAA representative.

1. You must eliminate the risk of exposure to COVID-19 if reasonably practicable
2. If you are not able to eliminate the risk of exposure to COVID-19, you must minimize that risk by taking required precautions including the wearing of personal protective equipment (PPE) if appropriate.
3. Permit working from home where this is practicable
4. Practice good hygiene
5. Facilities to be well stocked with soap and paper towels
6. Hand sanitiser to be provided in several locations on premises easily accessible by attendees.
7. If not feeling well to stay home
8. Supply of cleaning products to ensure regular cleaning the workplace

### **Duty to other people in the workplace**

Protect others from the risk of exposure to COVID-19 by:-

- a. practicing physical distancing including contactless payments, if EFTPOS is available
- b. requiring them to practice good hygiene
- c. Comply with current regulations including wearing a mask

**Duty to maintain the workplace and facilities** - our landlord has a COVID-19 site plan in place and holds monthly meetings with tenants via TEAMS

Maintain a safe environment by:

- a. Cleaning the workplace regularly and thoroughly
- b. Restructuring the layout of the workplace to allow for physical distancing; and
- c. Limiting the number of people in the workplace at any given time.
- d. You must provide adequate facilities in your workplace to protect your workers from contracting COVID-19
- e. Facilities include washroom facilities with an adequate supply of soap, hot water and paper towel, hand sanitiser, clean staff rooms and allow for physical distancing

### **Duty of Branches of the Order of Australia Association Ltd**

1. The branch is to complete a COVID-19 safety plan. Template is available on national website.
2. An incident or breach report template approved by the National Board July 2020 has been developed and distributed to branch committees and regional groups with the requirement that they be implemented for any meetings or events held.
3. Meeting or event organisers are to report back to the appropriate officer on the branch committee that the safety plan was followed and provides a detailed report on any breaches or other incidents.
4. The appropriate officer in the branch is to provide the breach/incident report to the National Secretary.