



# THE ORDER OF AUSTRALIA ASSOCIATION

## G7 HEALTH SAFETY AND WELFARE POLICY

<b>Identifier</b>	G7 Health Safety and Welfare Policy
<b>Author</b>	Audit & Risk Committee
<b>Approved by the Committee</b>	June 2022
<b>Approved by Board</b>	September 2022
<b>Scheduled review date</b>	September 2025
<b>Document ownership</b>	National Secretary

### Table of Revisions

No.	Date Approved	Comments	Next Review
4		Amended to reflect the policy changes concerning COVID-19 agreed by the Board 10 December 2021	December 2024
5		Amended to reflect the current Public Health Orders concerning COVID-19	September 2025

## 1.0 INTRODUCTION

### 1.1 Overview

The Order of Australia Association (the Association) is committed to providing a safe, flexible, and respectful environment for directors, staff, members/guests volunteers and visitors; by effectively implementing a *Health Safety and Welfare Policy* which is intended to provide as safe an environment as is reasonably possible.

### 1.2 Purpose

To document the Associations approach to work health and safety in the internal operations of the Association's National Office located within Old Parliament House (OPH) Canberra and activities/events conducted by the Association in States/Territories.

### 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 as far as possible a safe work environment;
- 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;
- iv. Complying with Museum of Australian Democracy (MoAD) tenancy agreement and guidelines including compulsory onsite training and ACT government regulations in relation to the Association; and

- v. Ensuring that activities/events conducted by the Association are conducted in as safe an environment as is reasonably possible.

## **Policy Basis**

The basis for this Policy is:

- The Constitution of the Association-paragraph 49;
- The Association's G2 Board Charter; and
- The requirements with respect to managing risks to human health and State and Territory Legislation dealing with emergencies and disaster response.

## **2.0 POLICY STATEMENT**

The Board recognises that the health and safety of the directors , staff, volunteers, members, and guests at the OPH office are of the utmost importance and committed to the provision of the maintenance of a safe working environment. Likewise, health and safety issues should be considered by organisers when planning activities/functions.

The Board further recognises that Officers and members of the Association are required to treat each other and members of the public with dignity, courtesy, and respect. The specific details are documented in G9 Discrimination and Harassment and Workplace Discrimination and Harassment Policy.

The Association is required to comply with Section 19 of the ACT *Work Health and Safety Act 2011* that states that the Association 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, the health and safety of other persons.

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

The Association is also required to comply with Chapter 2 of the *Bio-Security Act 2015* which 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. The Association is required to implement processes to ensure appropriate compliance with Legislation-e.g., Public Health Orders.

## **3.0 RESPONSIBILITIES**

### **Board**

The Board has a duty of care to all persons who attend Association activities/events to ensure that these persons are not exposed to safety and preventable risk. COVID-19 has brought a new dimension to health safety and wellbeing for Association staff, members, guests and volunteers.

Notwithstanding, the relaxation of COVID-19 restrictions by a number of States and Territories, Members are reminded that COVID-19 is still rampant in the community and they must exercise personal care when attending functions and events. Members are required to

ensure that they comply with the COVID-19 restrictions pertaining to the particular State or Territory that they are residing in or working in or just visiting.’

### **Branches and Regional Groups**

Branches and Regional Groups have a responsibility to ensure:

- That all 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 are compliant with relevant State/Territory Safety Regulations; and
- That the Association official representative for each activity/meeting assesses the level of risk and to immediately raise any issues of hazard with the venue management to ensure it is rendered safe;

### **Executive Board members and staff**

The overall responsibility of work health and safety issues at Old Parliament House (OPH) rests with the landlord (Museum of Australian Democracy-MoAD).

The National Membership Director is responsible for ensuring the Association:

- Complies with the relevant sections of ACT *Work Health and Safety Act 2011* and the Emergency Procedures in place within the Association Office; and
- 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 Association is not required to establish a Work Health and Safety Committee. The National Membership Director and the National Membership Officer are invited to OPH Management Committee meetings when work health and safety issues are discussed, and minutes are emailed to all tenants.

Staff and the Secretary of the Association Foundation are 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;
- 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.

The National Secretary is 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.

### **Association Members**

Association members have a responsibility 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.

## **4.0 PROCEDURES**

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

## 5.0 RELATED DOCUMENTS

This Policy is read in conjunction with:

- The Constitution of The Order of Australia Association Ltd-November 2020;
- The Order of Australia Association Ltd By-laws-December 2021.
- G2-Board Charter;
- G5-Risk Management Framework;
- GP7-Health and Safety Procedure-June 2022
- G9-Discrimination and Harassment Policy including Workplace Discrimination and Harassment- November 2020.

## 6.0 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.