

Health and Safety Policy

1 Purpose

This policy outlines Greater Shepparton Lighthouse Project's (GSLP) commitment to ensuring, as far as reasonably practicable, the health, safety and wellbeing of workers and visitors to the work environment. This policy establishes the principles to be followed by GSLP for the protection of the health and safety of all GSLP workers, clients and workplace visitors who maybe affected by GSLP's work, including processes for reporting and acting upon hazards and incidents.

2 Scope

This policy applies to all GSLP employees, volunteers, Board members, interns, trainees, contractors, consultants, and other workers, both paid and unpaid (henceforth referred to as GSLP workers).

3 Introduction

GSLP is committed to providing a healthy and safe environment for all persons who participate in or are affected by our activities. GSLP complies with relevant legislation and meets commonly accepted and relevant occupational health and safety standards for workers.

GSLP believes that all injuries, physical and mental, are preventable, and aspires to having a workplace environment free from occupational injury or illness. GSLP will do this by:

- Complying with all legislation
- Continuously improving organisational capacity to recognise, assess and manage risks
- Encouraging workers to recognise their personal responsibilities to act safely and report hazards and incidents
- Effectively communicating and consulting with workers in relation to health and safety
- Incorporating health and safety considerations into all organisation and service planning processes

GSLP will provide information and relevant training to workers on maintaining a safe working environment, delivering safe services and activities, and contributing to improvements in safety. This will occur during induction and at regular intervals as required throughout employment or engagement.

All GSLP workers have a duty to take reasonable care for their own health and safety, and for others affected by their actions at work. This includes the duty to immediately inform their manager or the Executive Officer should they be involved in any incidents or become aware of any workplace hazards.

Hazards and incidents, including near-miss incidents will be documented in the Risk Register or Incident Register along with details of the subsequent actions taken to manage those risks.

All GSLP workers must act in accordance with this policy at all times. Any breach of this policy may result in disciplinary action up to and including termination of employment or engagement.

Should a GSLP worker be unsure of their obligations under this policy, they must seek clarification from their manager or the Executive Officer of GSLP.

4 Hazards

GSLP will provide information about known hazards, develop safe working procedures, including training and induction, which is appropriate to the work assigned to GSLP workers as well as clients, contractors and visitors to the workplace.

GSLP will manage a Risk Register to learn from identified hazards and ensure our work environments and practices are, to the extent reasonably practicable, without risk to the health and safety of any person.

All GSLP workers are required to report any hazards within the workplace that could result in an incident, or incidents, including near-miss incidents by following the below reporting process.

4.1 Reporting a hazard

A hazard is something that has the potential to injure or harm people, property and equipment. Despite not resulting in an incident, hazards constitute a risk to health and safety and must be reported in accordance with the following process.

<i>Process step</i>	<i>Detail</i>	<i>Responsibility</i>
Report hazard verbally	<ul style="list-style-type: none"> Report the hazard to a GSLP worker 	GSLP worker, client, contractor or visitor
Complete hazard report	<ul style="list-style-type: none"> Complete a Hazard Report including details of the hazard and the risk it poses/d as soon as reasonably practicable after observing the hazard, and within 48 hours Forward the Hazard Report to your manager 	GSLP worker
Assess hazard report	<ul style="list-style-type: none"> Review the details of the hazard, including seeking further information from the GSLP worker if required 	GSLP manager
Action hazard report	<ul style="list-style-type: none"> Take steps to ensure there are no impending risks that require immediate action Enter the hazard report into the Risk Register 	GSLP manager

Manage risk	<ul style="list-style-type: none"> • Assign the hazard a risk rating • Determine if residual risk exists • Determine if additional controls are required • Implement controls as required 	GSLP manager and Executive Officer
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4.2 Acting upon hazards

Hazards will be recorded in the Risk Register and the Executive Officer and GSLP managers will assess, investigate, and action hazard reports to ensure appropriate risk management controls are put in place.

5 Incidents

GSLP will manage an Incident Register to learn from identified hazards and incidents and ensure our work environments and practices are, to the extent reasonably practicable, without risk to the health and safety of any person.

All GSLP workers are required to report any incidents, including near-miss incidents by following the below reporting process.

5.1 Reporting an incident

An incident is an event that has the potential to or does lead to an injury or damage to property and equipment. A near-miss incident is an event that has a high probability of, but did not, result in injury or damage to property and equipment.

Incidents, however minor, and near-miss incidents constitute a risk to health and safety and must be reported in accordance with the following process.

<i>Process step</i>	<i>Detail</i>	<i>Responsibility</i>
Report incident verbally	<ul style="list-style-type: none"> • Report the incident to your manager or the Executive Officer verbally immediately after observing or experiencing the incident. 	GSLP worker
Take steps to ensure safety	Assess the situation and take action as required to: <ul style="list-style-type: none"> • Ensure the safety of clients, workers and others who may be present • Provide first aid if required or contact emergency services • Take steps to minimise further damage or injury 	Most senior GSLP worker present

	<ul style="list-style-type: none"> • Continue to review the situation including allocating tasks and responsibilities • Notify the Executive Officer as soon as possible 	
Complete written incident report	<ul style="list-style-type: none"> • Record the incident in an Incident Report including all details of the incident as soon as reasonably practicable after the incident occurs, and within 48 hours of the incident. • Forward the Incident Report to the Executive Officer 	GSLP worker or, if unable to, most senior GSLP worker present at the time
Assess incident report	<ul style="list-style-type: none"> • Review the details of the incident, including seeking further information from the GSLP worker if required 	Executive Officer
Action incident report	<ul style="list-style-type: none"> • Ensure any required subsequent action is taken, including medical attention, control of hazards, completion of Workcover or insurance reports, coordination of staff briefing, counselling or other follow up that may be required 	Executive Officer
Record actions	<ul style="list-style-type: none"> • Record actions taken in the Incident Register • Analyse and record any identifiable risks into the Risk Register • Manage risks as required 	Executive Officer

5.2 Acting upon incidents

Incidents will be recorded in the Incident Register and the Executive Officer and GSLP managers will assess, investigate, and action incident reports to ensure appropriate risk management controls are put in place.

5.3 Acting upon critical incidents

Critical incidents are events due to actual or imminent occurrence of an incident which in any way endangers or threatens the safety of any worker or client or which destroys or damages, or threatens to destroy or damage, any property of a GSLP worker or client.

GLSP acknowledges that, on occasion, workers may be involved in a critical incident. In such an instance, GLSP will manage the critical incident in accordance with the following process.

<i>Process step</i>	<i>Detail</i>	<i>Responsibility</i>
Report incident verbally	<ul style="list-style-type: none"> Report the incident to your manager or the Executive Officer verbally immediately after observing or experiencing the incident. 	GSLP worker
Take steps to ensure safety	<p>Assess the situation and take action as required to:</p> <ul style="list-style-type: none"> Ensure the safety of clients, workers and others who may be present Activate evacuation procedures if required Provide first aid if required or contact emergency services Take steps to minimise further damage or injury, which may involve organising willing bystanders to provide support Continue to review the situation including allocating tasks and responsibilities In the event of a death or serious injury, preserve the incident site, contact Worksafe immediately Notify the Executive Officer as soon as possible 	Designated Officer
Complete written incident report	<ul style="list-style-type: none"> Record the incident in an Incident Report including all details of the incident as soon as reasonably practicable after the incident occurs, and within 48 hours of the incident. Forward the Incident Report to the Executive Officer 	Designated Officer
Assess incident report	<ul style="list-style-type: none"> Review the details of the incident, including seeking further information from the Designated Officer or other workers and witnesses if required 	Executive Officer
Action incident report	<ul style="list-style-type: none"> Ensure any required subsequent action is taken, including medical attention, control of hazards, completion of Workcover or insurance reports, coordination of staff debriefing, counselling or other follow up that may be required Arrange debriefing for workers involved with the Executive Officer or other appropriate person within 24 hours of the incident 	Executive Officer

Record actions	<ul style="list-style-type: none"> Record actions taken in the Incident Register Analyse and record any identifiable risks into the Risk Register Manage risks as required 	Executive Officer
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6 Accountabilities

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| <i>GSLP Board</i> | <ul style="list-style-type: none"> Take active steps to understand GSLP's health and safety obligations and risks Ensure that GSLP has and uses resources and policies for the effective management of those risks |
| <i>Executive Officer</i> | <ul style="list-style-type: none"> Be informed of health and safety obligations and risks Ensure the implementation of health and safety procedures for effective risk control and compliance Receive and action hazard and incident reports Manage Risk Register and Incident Register Determine actions required after a critical incident Arrange debriefing after a critical incident |
| <i>Managers</i> | <ul style="list-style-type: none"> Demonstrate safety leadership to motivate, educate and support GSLP workers Receive and action hazard and incident reports Manage Risk Register Contribute to management of Incident Register In consultation with the Executive Officer, determine actions required after a critical incident |
| <i>Designated Officer</i> | <ul style="list-style-type: none"> Take charge of a critical incident if it occurs Inform the Executive Officer and manager of the critical incident |

7 Definitions

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| <i>Workplace</i> | Any location a GSLP worker conducts work for GSLP, inclusive of GSLP offices and other offsite work locations where activities are conducted, including clients' homes. |
| <i>Hazard</i> | Something that has the potential to injure or harm people, property and equipment. |
| <i>Incident</i> | An event that has the potential to or does lead to an injury or damage to property and equipment. |
| <i>Near miss incident</i> | An event that has a high probability of, but did not, result in injury or damage to property and equipment. |

Critical incident

An event due to actual or imminent occurrence of an incident which in any way endangers or threatens the safety of any worker or client or which destroys or damages, or threatens to destroy or damage, any property of a GSLP worker or client.

Debriefing

The process by which a GSLP worker is helped to return to their normal level of functioning after a critical incident.

Designated Officer

The most senior GSLP worker available, normally the Executive Officer or a manager.

Serious injury

An injury that requires:

- Immediate medical treatment for injuries
- Medical treatment within 48 hours of exposure to a substance
- Immediate treatment in hospital or as an in-patient

8 Related documents

- [Occupational Health and Safety Act \(2004\)](#)
- [Occupational Health and Safety Regulations \(2017\)](#)
- [Risk Management Policy](#)

9 Document history

Version	Date approved	Summary of changes	Approved by	Version author	Next review date
1.0	April 2018	New policy	Executive Officer		April 2019
2.0	August 2023	Reviewed and updated policy	Executive Officer	HR Consultant	August 2025