

HR10 Work Health and Safety

Policy Statement

1. P4 Movement is committed to:
 - a. Providing a healthy and safe work environment for all workers, clients and visitors.
 - b. Taking all practicable actions to identify, evaluate and control those factors in the workplace which cause or have the potential to cause injury or ill health.
 - c. Maintaining a safe working environment and access to physical resources to carry out work safely and productively.
 - d. Providing clear guidelines and promoting safe work practices for all workers, clients and visitors.
 - e. Minimising the exposure and risk of harm for workers through assessment and control of hazards and risks associated with delivering services.
 - f. Compliance with relevant laws and guidelines in NSW and Australia that relate to safe working practices and environment.

Procedures

1. Work Health and Safety Committee
 - a. P4 Movement has an appointed Work Health and Safety Committee (WHSC) which is governed by the Work Health and Safety Committee Terms of Reference.
 - b. The WHSC is responsible for reviewing workplace health and safety matters, facilitating cooperation between management and workers in developing and carrying out measures designed to ensure workers' health and safety, and developing systems and procedures relating to health and safety.
 - c. The WHSC has access to information about workplace hazards and risks relating to health and safety of workers (excluding worker's personal medical information) to facilitate the performance of their function on the committee.
 - d. Members of the WHSC receive appropriate training and support to facilitate the performance of their role, including risk assessment and management and hazard identification and control.
2. Communication and monitoring
 - a. P4 Movement monitors WHS systems and consults with workers who are, or are likely to be, affected by a work health and safety matter. This provides opportunities for information sharing and discussion about strategies to manage health and safety.

- b. WHS mechanisms include:
 - i. having WHS as a standing agenda item in team meetings
 - ii. having WHS as a standing agenda item in management and Board meetings
 - iii. conducting WHS Committee meetings
 - iv. undertaking audits and review of incidents and hazards
 - v. involving workers in the development and review of WHS procedures
- c. Where risk management actions are developed or implemented, this is communicated to all relevant parties throughout the process.

3. Training and orientation

- a. All Bunji workers are provided with WHS information and instructions on commencement of their time with Bunji. Workers are directed to, or provided a copy of, Bunji's WHS Policy and supporting documents, and informed of their responsibility to understand and comply with them.
- b. New employees, contractors and students are provided with instruction on:
 - i. Emergency procedures and amenity facilities
 - ii. First aid
 - iii. Reporting Incidents and Hazards and responding to hazards or other safety issues
 - iv. How work health and safety is managed in the workplace, and
 - v. Specific health and safety procedures related to their tasks, such as manual handling and infection control.
- c. Employees acting on WHS Committee or as Workplace Health and Safety Coordinator, First Aid Officers or Fire Safety Officers are supported to undertake accredited training as part of their WHS role. The company provides financial resources to cover costs of training and releases employees from their usual duties to undertake initial and ongoing training.

4. Smoke free environment

- a. P4 Movement prohibits smoking and vaping in buildings and vehicles owned or leased by the company. Employees wishing to smoke or vape do so in dedicated areas outside buildings and away from public thoroughfares or employee recreational areas.
- b. No worker, regardless of the ownership of the vehicle, is to smoke, vape or use e-cigarettes in a car when a client is present.
- c. Workers (including employees, volunteers and contractors) are not to smell of smoke, nor should their vehicle, when delivering a service to a client.
- d. Genuine work health and safety requirements and management of hazards, such as smoking or vaping, take priority over client rights. Clients who smoke or vape do so outside buildings and away from public thoroughfares or employee recreational

areas.

- e. Where a service is provided in a client's home this is considered the worker's workplace and the worker has the right to a smoke-free environment. Clients are requested to refrain from smoking, vaping or using e-cigarettes inside the home while the worker is present. They are asked to smoke or vape outside the home during this period. If they refuse and smoke, vape or use e-cigarettes inside, then the worker waits outside until the smoke has cleared. Workers have the right to refuse service if clients do not cooperate with these requests.

5. Physical resources and environment

- a. All workers at P4 Movement are responsible for ensuring a safe workplace for all, including visitors and clients. This extends to maintaining a safe work environment and access to the physical resources required to carry out work safely and productively.
- b. The physical work environment includes core office facilities, regular in home care facilities and community based facilities depending on where work is undertaken
- c. Core office facilities:
 - i. The core office facilities will be assessed periodically using the Safe Work Australia Code of Practice Checklist.
 - ii. Any identified hazards or risks will be identified and action taken to remove these where possible or minimise the likelihood of harm.
 - iii. All new employees based in the core office facilities will receive an introduction to the work environment as part of their induction process. They will also receive training on how to report a hazard or incident in their workplace as part of their onboarding.
- d. In home care facilities:
 - i. Each client home setting which will be a regular working environment for employees (i.e. a regular and frequent place of work and not a one off or highly irregular workplace) will be assessed by the relevant Care Partner or Participant Engagement Manager using the Home Environment Risk Assessment Checklist.
 - ii. Home Environment Risk Assessments will be conducted on intake and updated in any Client Reviews or when circumstances change.
 - iii. All employees who conduct Home Environment Risk Assessments will receive training in completing an effective environmental risk assessment. Employees carrying out in home care support will also receive training on how to understand an environment risk assessment and how to report any hazards or incidents in the workplace.
- e. Community based facilities:
 - i. Any planned activities such as social events or holidays will require an Environmental Risk Assessment to be conducted. Environmental Risk Assessments should be periodically reviewed and easily accessible to

employees.

- ii. Any unplanned activities undertaken as part of a client's daily support for example shopping or going to the park, will fall under a general community risk assessment which all workers should consider before each trip or activity.
 - iii. Any worker who is with a client in the community should be aware of risks and hazards which are present in their surroundings and do their best to avoid these or minimise the likelihood of harm.
 - iv. All employees receive training and support on how to understand risks in the environment, management of any hazards or risks which are present and how to report any incidents.
- f. P4 Movement employs strategies to control risks where possible, including but not limited to:
- i. Movement records for example shift check in and check out location mapping and client notes made during the service;
 - ii. Communication systems such as the use of email, mobile phone and Webex applications to ensure access to and for workers. This will also consider mobile phone reception and coverage in the case of emergency;
 - iii. Training, information and instruction including induction, regular supervision and access to relevant policies, procedures and documentation;
 - iv. Buddy systems and check in processes for late evening supports or support for clients with extremely high intensity needs;
 - v. Workplace layout and design, including the use of pass access control to the office location; and
 - vi. First aid and the provision of access to medical treatment.

6. Workplace Injury Management

- a. P4 Movement is committed to assisting employees who sustain an injury or illness to remain at work or return to work as soon as possible. The rehabilitation of employees who are injured at work is a priority.
- b. Reporting an Injury at Work:
 - i. Where an employee is injured in the course of performing their duties, the employee should immediately report this to their People Leader (where office based) or the relevant Admin team via the office hotline (where field based).
 - ii. An assessment of whether the employee needs to stop work immediately and seek medical attention is conducted and communicated to the injured worker.
 - iii. An incident report is required in all events where an employee is injured or taken ill in the workplace.
 - iv. When a worker is injured, this should be reported to the People and Culture team who will make contact with the worker to discuss the injury, any treatment and any steps to be followed.

- c. Workers Compensation:
 - i. The People and Culture team are responsible for initiating any workers compensation claim via the insurer and iCare within three days of the injury but as soon as reasonably practical. They will liaise with the injured worker to gather relevant information to assist the insurer in determining liability.
 - ii. A Certificate of Capacity is required in the event of an illness or injury occurring in the workplace. This certificate should give details of the injury or illness, any work restrictions, treatment and timeframes.
 - iii. The People and Culture team are responsible for the ongoing management of any workers compensation claim, including any period of Lost Time and any Return to Work arrangements.
- d. Return to Work Plan / Recovery at Work:
 - i. Where an employee has capacity to return to the same or suitable duties, a Return to Work Program will be developed by an appropriately trained P4 Movement representative and implemented in consultation with employees, their treatment providers and any other relevant parties such as Rehabilitation Providers or Insurers.
 - ii. The People and Culture team will work closely with the People Leader to identify appropriate duties for any worker participating in a Return to Work Plan; this includes a return to normal pre-injury duties or suitable alternative duties if available.
- e. Where the inherent requirements of the role cannot be met, P4 Movement may initiate formal discussions with the employee about their ability to perform their role. These discussions would follow the processes outlines in HR5 Employment Lifecycle policy.
- f. Where an employee is injured in a non-work related incident or suffers from a long-term non-work related illness, P4 Movement will try to accommodate a return to work or suitable duties where it is practical to do so. This includes consideration of inherent requirements of the role, and availability of alternative duties. P4 Movement is under no obligation to provide modified duties and may insist on full medical clearance before allowing an employee to return to work.

Related Business Procedures

- 1. HR1 – Code of Conduct
- 2. HR5 – Employment Lifecycle
- 3. Risk Management Policy
- 4. Infection Control Policy

Responsible Persons

1. The General Manager must:
 - a. Manage and monitor compliance with this policy.
 - b. Support employee competence and compliance with this policy.
2. Management must:
 - a. Manage and monitor compliance with this policy.
 - b. Ensure that all workers receive appropriate training, supervision, and debriefing to comply with this policy.
 - c. Actively participate in the review and action of any identified hazards and incidents to ensure a safe work environment for all workers.
3. People and Culture team must:
 - a. Provide support to managers to ensure that all employees are provided with reasonable instruction and training relating to Work Health and Safety during induction and onboarding, including Incident Reporting, risk assessment
 - b. Ensure that reported incidents resulting in injury to a worker are acted on promptly.
 - c. Ensure that relevant Workers Compensation Scheme processes are followed.
4. Work Health and Safety Chair must:
 - a. Ensure all WHS Committee members are trained in risk assessment and management including hazard identification and control.
 - b. Act on all reported issues or concerns.
5. Work Health and Safety Committee must:
 - a. Work cooperatively with the P4 Movement management team in identifying, developing and implementing measures to improve worker health and safety.
 - b. Assist in developing workplace WHS standards, rules, and procedures.
 - c. Attend committee meetings as scheduled
 - d. Consult with teams and individuals to represent worker views and concerns and relay information between workers and the committee.
 - e. Use access provided to hazard, risk and safety information to support informed decision-making and consultation (excluding personal/medical information without consent).
 - f. Contribute actively to structured, evidence-based discussions and help progress and resolve agenda items.
 - g. Participate in training where required to effectively fulfil WHS Committee duties.
6. All P4 Movement employees, volunteers and subcontractors must:
 - a. Take all reasonable steps to comply with this policy.
 - b. Take reasonable care for the health and safety of themselves and others in the

workplace.

- c. Avoid reckless behaviour that may place others at risk of death, serious injury or illness.
- d. Use premises, equipment and resources responsibly to support the health and safety of themselves and others.
- e. Comply with company and legislative WHS requirements.
- f. Cooperate with other workers, clients/participants and management on work health and safety matters.
- g. Contribute to the development and review of WHS systems and practices.
- h. Notify any incidents and hazards as soon as possible.
- i. Attend all reasonable appointments as required under a Return to Work Plan or Workers Compensation processes.
- j. Comply with activities and any restrictions in a Return to Work Plan.

Definitions

1. **As far as reasonably practicable:** that which is or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:
 - a. The likelihood of the hazard or risk occurring
 - b. The degree of harm that might result from the hazard or risk
 - c. What the person concerned knows or ought to reasonably know about the hazard and risk and ways of eliminating or minimising those risks
2. **Risk management** - is the 'coordinated activities to direct and control an organisation with regard to risk' (Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines).
3. **PCBU:** 'Person Conducting a Business or Undertaking (PCBU)', on whom the duty of care is applied, if you control, influence or direct work.
4. **Hazard:** A situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying, and violence at the workplace.
5. **Risk:** The possibility harm (death, injury or illness) might occur when exposed to a hazard.

References

1. Aged Care Act 2024 (Cth) and its associated regulations.
2. National Disability Insurance Scheme (NDIS) Practice Standards and their associated

regulations.

3. Privacy Act 1988 (Cth).
4. Work Health and Safety Act 2011 (Cth).
5. Work Health and Safety Regulation 2011 (Cth).

Version Control

Version 1	April 2026	New policy creation
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