

<b>POLICY NAME:</b>	Health, Safety and Wellbeing (HSW)	<b>NO.</b>	5.1
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<b>Approved By:</b>	Risk Management and Controlled Documents Committee	<b>Next Review Date:</b>	20/02/2028

## PURPOSE

This policy reinforces QEC's commitment to providing a safe and healthy workplace and promoting a positive organisational culture that prioritises wellbeing. QEC aims to identify and eliminate hazards and risks, and where impracticable, control and manage risks. QEC employees, contractors, students and volunteers must take reasonable care for the health, safety and wellbeing of themselves and others in the workplace who may be affected by their behaviours, acts or omissions at work.

## PURPOSE IN CHILD'S VOICE

Everyone who cares for me and my family must look after themselves and others too so they are healthy, happy and safe when they come to work.

## SCOPE

This policy applies to all QEC employees, contractors, students, clients and visitors to QEC sites and those involved in QEC programs and services.

## DEFINITIONS

*HSW* - Health Safety and Wellbeing (formerly referred to at QEC as OHSES, Occupational Health & Safety, Environment & Sustainability)

*EHSW Committee* - QEC's Employee Health, Safety and Wellbeing Committee, consisting of management and employee health and safety representatives.

*Contractor* - A person or company that undertakes a contract to provide materials or labour to perform a service or undertake work.

*Employee* - A person employed under a contract of employment or contract of training.

*Employer* - A person or organisation (i.e. QEC) who employs one or more people under contracts of employment or contracts of training.

*Hazard* - A potential source of risk, harm or injury. The potential to cause injury, illness or disease.



*Hazardous Manual Handling* \* - Any manual handling activity that involves one or more of the following:

- Repetitive or sustained application of force
- Sustained awkward posture
- Repetitive movement or handling unstable or unbalanced loads or loads that are difficult to grasp or hold.

\* The term is not limited to handling heavy objects - Lifting a person is categorised as hazardous manual handling, e.g. child in and out of a cot, highchair, bath and floor are all examples of hazardous manual handling.

*Health and Safety Representatives ('HSR')* - QEC employees elected to represent the health and safety interests of employees.

*Manual Handling* - Any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object.



*Occupational Violence and Aggression (OVA)* \* – involves incidents in which a person is abused, threatened or assaulted in circumstances relating to their work and can create a risk to the health and safety of employees.

\* Examples of work-related violence can include biting, spitting, scratching, hitting, kicking, pushing, shoving, tripping, grabbing, throwing objects, verbal threats, threatening someone with a weapon, armed robbery, and sexual harassment or assault.

*Workplace Bullying* \* – repeated unreasonable behaviour directed toward a worker or group of workers that creates a risk to health and safety.

\* Examples of workplace bullying include verbal abuse, intimidation and threats, withholding information that is essential for someone to do their job, excluding or isolating others, interfering with someone's personal property or work equipment.

*QEC Workplace Health and Safety Program* – QEC's organisational health and safety program, designed to provide tools, templates and training to support managers and employees and to stay healthy and safe at work.

*QEC Employee Health and Wellbeing Program* – QEC's organisation health and wellbeing program, promoting wellbeing and team connection via a range of employee activities, newsletters, information and events.

## **POLICY STATEMENT**

QEC is committed to providing a safe and healthy workplace to ensure our employees, contractors, students, volunteers, client families and visitors are safe and prioritise their health and wellbeing.

### **Position Statement on OVA, Bullying and Aggression and Family Violence:**

QEC has zero tolerance to all forms of violence. We are committed to the safety and wellbeing of client families and employees and recognise that all people have the right to feel safe when they are at home, in the workplace and in the community. We take concerns regarding occupational violence and aggression, workplace bullying and family violence seriously and will act in the event concerns are raised.

## **PRINCIPLES**

To meet our commitment to providing a healthy and safe workplace, QEC's Workplace Health and Safety Program is designed to support QEC to achieve this policy's objectives. The Workplace Health and Safety Program is continually reviewed to ensure it remains aligned to relevant legislation, Compliance Codes, Government department policy, QEC strategic priorities and values, and meets the needs of our workforce.

The implementation of the QEC Workplace Health and Safety Program, and the plans, policies, procedures and programs necessary to support this Program, will ensure:

- The organisation-wide awareness and leadership of workplace health and safety is led by QEC's Board, Executive Team, Clinical and Corporate leaders in partnership with health and safety representatives, employees, contractors, suppliers, client families and the community.
- Compliance with relevant legislation, including the OHS Act, Victorian Government environmental policy and supporting regulations.
- OH&S performance is managed and measured through established objectives and performance indicators to monitor safely performance, culture, work practices and environment.
- Regular processes are in place to proactively identify and address risks, such as workplace inspections, hazard and incident reporting, risks assessment, controls and treatment programs.
- Employees, students and volunteers are inducted and trained on relevant health, safety and wellbeing factors relevant to their work and the support available to them.
- Contractors are effectively inducted, monitored and supported to ensure any identified hazards associated with their work are managed, and appropriate hazard controls implemented.
- Health, safety and wellbeing priorities are considered in the procurement of products and services.

- Appropriate support is provided to any employee, student or contractor who is injured during the course of their work, to recover and return to work.
- Communication of this policy to all employees, contractors, students, volunteers and other stakeholders, as well as making this policy available to the public via QEC's website.

#### RELATED QEC DOCUMENTS

- EHSW Committee Terms of Reference
- Corporate Orientation Program and Presentations
- Emergency Management Plan
- 1.1 Infection Prevention and Control
- 1.2 Client Safety and Wellbeing
- 2.1 Recruitment and Selection
- 2.2 Employee Support and Workplace Relations
- 2.3 Continuing Employment and Performance Development
- 2.5 Workplace Family Violence Disclosure
- 4.2 Risk Management
- 5.1.1 Home Visiting
- 5.1.2 Workplace Health and Safety Program
- 5.1.3 Managing Work Related Stress and Fatigue
- 5.1.4 Safety During Bushfire Season
- 5.1.5 Personal Security Alarm Devices
- 5.1.6 Hazardous Substances and Dangerous Goods
- 5.1.7 Workplace OHSES Risk Assessment
- 5.1.8 Workplace OHSES Inspection Procedure
- 5.2 Infrastructure and Business Continuity
- 5.5 Emergency Management
- 5.5.1 Emergency Response Procedures
- 5.10 Environmental Sustainability

#### RELATED LEGISLATION AND EXTERNAL DOCUMENTS

- Occupational Health and Safety Act (Vic) 2004
- Accident Compensation Act (Cth) 1985
- Dangerous Goods Act (Vic) 2008
- DHS (Incident Notification) Regulations
- Worksafe: Hazardous Manual Handling Health and Safety Guide (Jan 2020)  
<https://www.worksafe.vic.gov.au/hazardous-manual-handling-health-and-safety-guide>
- Worksafe: Preventing and Responding to Work-related Violence: A Guide for Employers (May 2017) <https://www.worksafe.vic.gov.au/resources/preventing-and-responding-work-related-violence-guide-employers>
- Worksafe: Preventing Workplace Bullying (Jan 2020):  
<https://www.worksafe.vic.gov.au/preventing-workplace-bullying>
- Worksafe: A handbook for workplaces: Controlling OHS hazards and risks (June 2017)  
<https://www.worksafe.vic.gov.au/resources/controlling-ohs-hazards-and-risks-handbook-workplaces>

#### PERFORMANCE MEASURES

- EHSW incident reports
- Quarterly site inspections
- Number of active WorkCover claims
- No. wellbeing initiatives delivered per month.
- People Matter Employee Survey - Workplace Health and Safety Ratings

#### KEY WORDS

HSW, OH&S, OHS, OHSES, environment, occupational health, safety, employee, hazard, OVA, wellbeing

APPENDIX  
Nil

DOCUMENT HISTORY

	Date	Summary of Purpose/Changes
Document Created:		Prior to 2017
Reviewed:	31/01/2020	Three yearly review.
Reviewed:	18/04/2023	Three yearly review. Added Purpose in Child's Voice and Performance Measures.
Reviewed:	20/02/2025	Updated general language and terminology - OHSES Committee now EHSW Committee. Updated OVA Statement to broader context - all forms of violence. Reviewed and approved by EHSW Committee 18/02/2025.