



# Work Health and Safety Policy

12 December 2023

12 December 2023

12 December 2024

AVA HR Policies and Procedures Manual

Dr David Andrews - Chief Executive Officer

## Purpose

This policy clearly outlines the responsibilities of all stakeholders in ensuring the Australian Veterinary Association promotes a workplace that protects the health and safety of employees, customers, members, contractors and visitors. It is important we are all aware that we all play a role in ensuring a safe work environment.

## Scope

This policy and procedure applies to employees, agents, contractors (including temporary contractors), members and 'workers' as otherwise defined under relevant WHS legislation of the Australian Veterinary Association, collectively referred to in this policy and procedure as 'workplace participants'.

This policy and procedure does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

## Policy Requirements

The Australian Veterinary Association recognises its responsibility under Work Health and Safety (WH&S) legislation and regulations. The Australian Veterinary Association will endeavour to:

- undertake risk management activities to manage adequately, risks to persons in the work environment, including review of changes to work methods and practices;
- comply with all relevant legislation standards, and other requirements;

- ensure that equipment is safe and without risk to health when used in accordance with standard operating procedures;
- maintain safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response;
- provide facilities to protect the welfare of all staff, contractors and visitors;

## **Responsibility and Accountability**

In fulfilling the objectives of this policy, management is committed to regular consultation with workers to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

## **Management Duties**

The Australian Veterinary Association management should

- make WH&S a factor in all decisions, actions and communications;
- take responsibility for the effective implementation and regular review of this WH&S policy;
- ensure all incidents are reported and investigated, and basic causes and control strategies identified.

## **Workplace Participant Duties**

- Consultants, contractors, volunteers, members and visitors are required to:
- take reasonable care of themselves and others in the workplace;
- take responsibility to actively participate in the WHS program;
- take responsibility to comply with relevant AVA WH&S Management System policies, procedures and programs, as appropriate;
- report to work fit for duty, and without impairment from alcohol, drugs, medications or other influences;
- not bypass or misuse systems provided for WH&S purposes;
- report any unsafe conditions that come to their attention;
- immediately report all injuries, illnesses and safety incidents to management; and
- if ill or injured, actively participate in rehabilitation programs to promote recovery.

## **Hazard and Incident Reporting**

- When an employee, consultant, contractor, volunteer, member or visitor identifies a hazard, they are to report it immediately to their manager by completing a hazard report form.
- The manager is responsible for conducting a workplace risk assessment in consultation with the relevant employee, consultant, contractor, volunteer or visitor if required.
- An incident is any event that has led to, or could have led to, an injury. Incidents include injuries/illnesses, near misses, accidents and property damage.

- When an incident occurs (including property damage or a near miss), the employee, consultant, contractor, volunteer or visitor is to seek medical attention if required, then notify the manager immediately.
- The manager is to facilitate the administration of first aid (if required) and in consultation with the person/s involved in the incident, is to ensure that the incident is documented on the Incident/ Injury Report Form. The Manager should also undertake a risk assessment and either put in place mechanisms to control/eliminate the risk factor.

## **Notifiable Incidents**

The Australian Veterinary Association has a legal obligation to report any “notifiable incidents” to the relevant state authority (ie. SIRA NSW or WorkSafe Victoria).

A notifiable incident is an incident that results in:

- death;
- a serious injury or illness of a person; or
- a dangerous incident.

A serious injury or illness is one that requires:

- immediate treatment as an in-patient in a hospital; or
- immediate treatment for:
  - the amputation of any part of his or her body; or
  - a serious head injury; or
  - a serious eye injury; or
  - a serious burn; or
  - the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
  - a spinal injury; or
  - the loss of a bodily function; or
  - serious lacerations; or
  - medical treatment within 48 hours of exposure to a substance.

A dangerous incident is an incident that exposes a person to serious risk to their health and safety as a result of:

- an uncontrolled escape, spillage or leakage of a substance; or
- an uncontrolled implosion, explosion or fire; or
- an uncontrolled escape of gas or steam; or
- an uncontrolled escape of a pressurised substance; or
- electric shock; or
- the fall or release from a height of any plant, substance or thing; or
- the collapse or partial collapse of a structure.

The Australian Veterinary Association will take to steps to ensure that:

- The relevant state authority is notified immediately of any notifiable incident by telephone.
- An Incident Notification Form is completed and sent to the nearest state authority office within 48 hours of the incident. A copy of this form should be archived.
- So far as is reasonably practicable, the site where the incident occurred is not disturbed until an inspector arrives at the site.

## **Consultation with Stakeholders**

The Australian Veterinary Association encourages proper consultation to increase WH&S outcomes for everybody in the workplace.

Consultation requires that:

- relevant information about matters that may affect health or safety is shared with all staff;
- staff are given a reasonable opportunity to express their views and to raise work health or safety issues in relation to the matter, and to contribute to the decision-making process relating to the matter;
- the views of staff are taken into account by AVA; and
- the staff consulted are advised of the outcome of the consultation in a timely manner.

## **Variations**

We reserve the right to vary, replace or terminate the policy from time to time.