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**Policy and Procedure - Occupational Health and Safety**

**GenYZ Mentoring**

**Purpose**

## GenYZ is committed to the health, safety and welfare of all persons in the workplace including our staff, mentors and young people, as well as all other workplace participants.

To achieve this commitment, GenYZ will make all practicable efforts to prevent incidents, protect all persons in the workplace from injury and promote the health, safety and welfare of all employees.

## GenYZ requires all program participants to regard accident prevention and working safely as a collective and individual responsibility.

## The intention of this policy is to ensure each staff member, mentor, young person and other workplace participant is aware of their responsibilities under the *Occupational Health and Safety Act 2004 (VIC)* (as amended or replaced).

OH&S performance is an integral component of GenYZ's strategic planning.

**Policy**

## GenYZ recognises its moral and legal responsibilities to provide a safe and healthy environment for all persons in the workplace including its staff, mentors and young people, as well as all other workplace participants. GenYZ is also committed to ensuring that its operations do not place the wider community at risk of injury or illness.

## GenYZ is committed, so far as is reasonably practicable, to:

* ensuring compliance with all relevant OH&S legislation and other legislative requirements and implementing current industry standards for workplace health and safety where appropriate
* providing safe plant and systems of work
* providing written procedures and instructions to ensure safe systems of work, including for dealing with responses to emergencies
* undertaking risk management activities and changes to work methods and practices to protect staff and all program participants
* consulting with staff and staff representatives regarding OH&S issues and to enhance the effectiveness of our OH&S policies and procedures
* providing adequate OH&S training, information, instruction and supervision to all staff, mentors and young people, as well as all other workplace participants where appropriate
* regularly reviewing and evaluating its OH&S systems, including audit and inspection
* establishing measurable objectives to ensure continued improvement of OH&S standards, including striving for zero accidents in the workplace.

**Responsibilities**

## Everyone has a responsibility and a duty of care regarding health and safety in the workplace.

## Everyone has the responsibility to:

* adhere to instructions provided by their supervisors and managers or as set out in GenYZ's policies relating to health and safety issues
* immediately report any unsafe work practices or equipment to their manager or supervisor
* not misuse, damage, refuse to use, or interfere with anything provided in the interest of OH&S
* perform all duties in a manner that ensures their own health and safety and the health and safety of others
* cooperate with others to enable the achievement of health and safety responsibilities.

## GenYZ management is accountable for providing a safe and healthy workplace for program staff and ensuring adequate resources are provided to meet OH&S objectives, in accordance with this policy.

## GenYZ management will, as far as reasonably practicable, ensure that:

* steps are taken to identify, assess and eliminate or control any known or potential risks to staff, mentors and young people, as well as all other workplace participants
* appropriate OH&S policies and procedures are developed, documented and implemented consistently across GenYZ
* procedures exist to identify, develop, implement, assess and annually review OH&S policies, procedures and performance
* program staff are consulted about any proposed changes to OH&S policies or procedures that affect them and about health and safety issues in general
* staff, mentors and young people, as well as all other workplace participants are provided adequate training, instruction, information and supervision and have the required knowledge and skills as well as the necessary equipment and conditions, in order to effectively and safely carry out their work duties.

## Program staff will, as far as reasonably practicable:

* implement relevant health and safety policies and procedures
* identify, assess and control all risks to health and safety within the program
* monitor deviations from standards and take steps to improve risk control measures
* make sure mentors have adequate knowledge to safely fulfil their roles
* consult other staff and mentors about any proposals for changes to OH&S policies or procedures that affect them
* report any incident within the program to a manager or supervisor as soon as practicable (by telephone or verbal notification).

## Staff, mentors and young people, as well as all other workplace participants in GenYZ's workplace, have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

## Staff, mentors and young people must:

* take reasonable care for his or her own health and safety and for the health and safety of others who may be affected by their acts or omissions
* comply with all relevant OH&S policies and procedures, as well as any documented safe systems of work, safety instructions and procedures whilst participating in the program or carrying out their role
* carry out their role and responsibilities according to the relevant health and safety policies and procedures as may be implemented, amended or replaced by GenYZ from time to time
* cooperate with GenYZ's management and program staff in relation to health and safety including obeying any reasonable instruction aimed at protecting their health and safety whilst participating in the program or carrying out their role
* not intentionally or recklessly interfere with or misuse anything provided in the workplace in the interests of health and safety
* assist in identifying hazards, assessing risks and implementing risk control measures
* immediately report any safety incident or any known or observed safety hazard to management or to their immediate supervisor or manager
* provide feedback on any matters which could affect their health and safety
* ensure they are not affected by alcohol or another drug, or engage in any conduct, activity or behaviour which could endanger their own or any other persons' health.

**Fire, Evacuation and First Aid Procedures**

Everyone is required to comply with emergency procedures. First aid, fire and evacuation procedures can be found on **[insert details of where the evacuation procedures can be found, e.g. staff noticeboard/intranet].**

**Responding to a Hazard**

Everyone has the responsibility to take responsible actions to eliminate or reduce situations that may result in a potential hazard to another individual. If you are unable to eliminate a hazard, you must report it to your manager or supervisor.

**Incident Reporting**

If any person sustains an injury at work, they should obtain appropriate medical treatment.   
All injuries, near misses or hazards must be reported by the injured or affected person by notifying a manager or supervisor as soon as practicable.

Please note, failure to report a workplace injury may jeopardise a subsequent claim for workers' compensation.

**Safe Workplace Behaviour**

Recognising that we work in a challenging, and at times demanding, work environment, GenYZ seeks to identify and eliminate workplace behaviours that may result in risks to the health and welfare of employees. GenYZ assesses concerns in relation to unacceptable workplace behaviours that may cause risk to the health and safety of staff and program participants.