

WEAR IT PURPLE

HEALTH, SAFETY AND RISK INFORMATION

A healthy work environment is everyone's responsibility and Wear It Purple seeks to work with staff, volunteers and participants to ensure the health and safety of all are maintained.

Wear It Purple is currently a volunteer association (ie without paid workers) and as such does not have work health and safety (WHS) duties for its volunteers under the *Work Health and Safety Act 2011* (WHS Act) as the organisation is not considered a 'person conducting a business or undertaking' (PCBU).

However, the organisation seeks to ensure good practice is implemented and maintained for when the organisation is able to employ staff.

Management Commitment

Wear It Purple's Board has a commitment to keeping the workplace safe, ensuring that the organisation fulfils its health and safety obligations under the *Work Health and Safety Act 2011* and ensuring that *due diligence* is applied.

The essential elements of due diligence for an officer are interrelated and cumulative in nature. These elements require an officer:

- to acquire and keep up to date knowledge of work health and safety matters
- to gain an understanding of the operations of the business and the hazards and risks involved
- to ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
- to ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
- to ensure the PCBU has, and implements, processes for complying with any legal duty or obligation
- to ensure processes are verified, monitored and reviewed.

Consultation

Consultation provides an opportunity to share relevant information and participate in meaningful discussion on work health and safety matters which can assist to achieve safer and healthier workplaces.

Due to no staff being employed by the organisation, the consultation process to be used at Wear It Purple has yet to be set up and but could include:

- workers choosing to elect a health and safety representative (HSR).
- a health and safety committee if requested by an HSR or by five or more workers, having another type of arrangement agreed by the workers

Management of Risk

Managing risks to health and safety is critical to ensuring a workplace is safe.

Risk management is a legal requirement for all business regardless of their size. As a useful guide Wear It Purple and its employees and volunteers should:

- a) identify any reasonably foreseeable hazards
- b) eliminate those hazards so far as is reasonably practicable
- c) if it is not reasonably practicable to eliminate the risk, then action must be taken to minimise that risk so far as is reasonably practicable
- d) refer hazard identification to a supervisor or team leader if further action or assistance is required
- e) implement control measures to eliminate risk

If referral or reporting of hazard is required the person reporting the hazard should address the questions below when reporting it:

- What hazard exists?
- How serious is the hazard?
- How likely is it that this hazard will cause injury/illness?
- Who may this hazard effect?
- What can be done to control this hazard effectively?

Risk assessments are required to be completed prior to Wear It Purple events being conducted, as part of the planning process. This will include first aid and emergency plans and must be signed off by an appropriate officer of the organisation. An Event Planning Checklist and Risk Assessment (to be completed prior to any WIP-run event, and signed off by the Officer) will be made available to any WIP member running an event.

Training and instruction

Suitable and adequate information, training and instruction, which is easily understood and necessary, should be provided to all workers and/or volunteers by Wear It Purple.

Induction training

Induction training will be provided when a worker first starts at Wear It Purple. As relevant, this should cover information and instructions on:

- emergency procedures
- amenity facilities
- first aid
- how to report a hazard or other safety issues
- how work health and safety is managed in the workplace
- the health and safety procedures and policies required for their tasks

The information, training and instruction provided to each worker relates to the:

- nature of the work carried out by the worker
- nature of the risks associated with the work at the time the information, training or instruction is provided
- implemented control measures.

Reporting Safety

All incidents, near misses, or injuries that occur in the workplace need to be recorded and reported to the secretary of WIP and placed in the register of injuries. Wear It Purple is required to keep a register of injuries for those workers who are injured while performing work tasks. Each worker is required to enter their injury into the register of injuries. In the absence of a physical workplace & book register Wear It Purple has deemed that this is to be completed online through Google Documents by the link provided through the secretary of the board:

Stephanie Papapavlou, Secretary
secretary@wearitpurple.org

Please notify your supervisor or the responsible officer as soon as possible after injury, in order that obligations to inform the insurer if necessary can be fulfilled within 48 hours.

When the following serious incidents (known as notifiable incidents) occur, they must be immediately reported to WorkCover and to Wear It Purple's Insurer in the timeframes provided in the table below:

Notifiable incidents	Report to:	Timeframe
Serious incidents involving a death (fatality) or a serious injury or illness	WorkCover - 13 10 50 and Scheme Agent/Insurer	Immediately Within 48 hrs
Serious incidents involving injury or illness to non-workers at your workplace	WorkCover - 13 10 50	Immediately
Other incidents involving an injury or illness where workers compensation is payable	Scheme Agent/Insurer	Within 48hrs

Return to Work and workers compensation

Given that Wear It Purple does not currently employ workers there is no current workers compensation insurance policy, and no return to work program. Should this change in the future Wear It Purple is committed to addressing these requirements to ensure that workers receive the appropriate treatment and benefits, including assistance in returning to their normal duties in the event of a workplace injury or illness.