



Policy: Safety and Security

For Staff and Volunteers in Australia and Overseas

The Common People (TCP) is committed to the safety and security of all its representatives by ensuring a safe workplace is available all. TCP achieves this by identifying and addressing all Occupational Health and Safety (OHS) concerns in the workplace for staff, volunteers, sponsors, visitors and children.

Objective

The purpose of this policy is to:

- Ensure all representatives of the organisation understand their role, responsibility and liability in relation to ensuring a safe work environment for staff and others.
- Ensure all areas of TCP including staff, associate staff and consultants comply with relevant health and safety legislation, regulations, compliance codes and quality standards.
- Ensure each Designated work group (DWG) has an elected OHS representative to support and encourage staff to raise and address OHS.
- Ensure procedures and practices are in place which details TCP expectation around safe work practices in the various site setting e.g. offices, outreach, community based and residential settings.

Scope

This policy applies to all representatives of TCP who attend the premises of the services managed by TCP including management committee members, staff, associates, volunteers, visitors, sponsors, partners and external third-party providers.

Policy Statement

- TCP will exercise due diligence to ensure that the organisation, staff and others comply with all relevant Australian, country of operation, and state/regional legislation, regulations, compliance codes, contracts, service agreements and quality standards.
- TCP promotes timely and appropriate responses to OHS concerns and places a high priority on ensuring the safety of staff, consumers, carers and others including members of the public.
- TCP acknowledges that all parties in the workplace have responsibility for the OHS of themselves and others. Duty of care obligations apply to everyone in the workplace (employers and staff) and all staff are expected to assist with identifying potential hazards and where necessary notify or remove the potential hazard to prevent workplace accidents, injuries and illnesses.
- Each Designated work group (DWG) will have an elected Occupational Health and Safety Representative (OHS rep). The OHS rep will be encouraged to attend safety training and will be supported to consult with colleagues and identify risk, hazards and control measures to prevent incidents or injuries in the workplace to staff, volunteers, children, carers and others.
- Staff training, procedures and guidelines around safe work practices will be available to staff and volunteers working in the various service settings e.g. offices, outreach, residential/sub-acute or community-based settings.



Definitions

Representatives: This term refers to any committee member, employee, volunteer, sponsor, student, visitor or third-party associate who may be in contact with the children or acting in the interest of the children indirectly.

Designated Work Group (DWG): DWG are a negotiated and agreed grouping of staff conducting similar work that share similar workplace health and safety interests and conditions and have a specific health and safety representative.

Occupational Health and Safety Representative (OHS Rep): A selected person that represents a designated work group (DWG) on work health and safety concerns and interests and provides communication and consultation between employers and employees.

Responsibilities

The management committee members are responsible for endorsing and authorising this policy. They are also responsible for making sure the principles and guidelines in this policy are embedded and available organisation wide so that TCP ensures its compliance with all legislation, national and international governing and regulatory bodies.

All Staff and Volunteers are responsible for ensuring strict adherence to all standards in this policy.

Policy Review and Monitoring

TCP's Safety and Security Policy will be reviewed every 2 years. The management committee members will manage the review of the policy. Any change made to the Policy will be signed off by TCP management.

Legislation and Regulation

- [Australian Psychological Society Code of Ethics](#) (CTH)
- [Work Health and Safety Act, 2011](#) (Australia)

Standards and Guidance

- [ACFID Code of Conduct](#)
- [Guidelines of Integrating OHS into National Industry Training Packages](#) (Safe Work Australia)