

# Workplace Health, Safety and Wellbeing Policy

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## 1. Purpose and Objective

At the Heart Foundation we are committed to improving the heart and overall health of all Australians.

As part of this commitment, we believe that we need to create workplaces and work practices that protect and promote the physical and psychological health and safety of our honoraries, volunteers, employees, contractors and visitors.

At the most basic level this means that we must meet our legal, ethical and moral obligations to prevent workplace injury and illness as far as practicable and to manage effectively any workplace injury and illness that does occur. We comply with these obligations through our Workplace Health and Safety System.

However, our commitment extends beyond compliance to proactively improving the well-being of our volunteers and employees through a holistic range of programs and initiatives that promote physical, psychological, social and financial well-being.

The purpose of this Policy is to set out our commitment to and framework for workplace health and safety and to outline the ways in which we promote wellbeing. The objective is to help ensure that all those who are covered by this Policy understand their workplace health and safety roles and responsibilities and the additional well-being initiatives that are available to them.

## 2. Scope / Coverage

This Policy applies to all Heart Foundation honoraries, volunteers and employees as well as contractors working in and visitors to Heart Foundation workplaces. Such workplaces include Heart Foundation offices, home offices and other remote locations and donor environments.

## 3. Relevant Legislation and Related Documents

All Commonwealth and State/Territory Workplace Health and Safety legislation, regulation and codes of practice.

- Code of Conduct
- All WHS Procedures, Forms and Checklists

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- Workplace Health and Safety Committee Charter
- Leave Policy and Procedures
- My Simple Thing Guidelines
- Thrive page in the People and Culture section on the Heart Foundation intranet, RED

### 4. Definitions / Abbreviations

Nil.

### 5. Policy

The Heart Foundation is committed to providing safe and healthy work environments and to improving the well-being of its volunteers and employees. To this end, we have in place a comprehensive Workplace Health and Safety (WHS) System and a range of well-being initiatives.

Participation in well-being initiatives is optional and volunteers and employees may select the combination that best suits their personal situations. However, compliance with and participation in the Heart Foundation's WHS System is mandatory.

WHS is a shared responsibility and everyone covered by the Policy has a role to play. The responsibilities that arise from WHS legislation and our WHS System and set out in Clause 6 of this Policy.

#### 5.1 WHS System

The Heart Foundation's WHS System provides the framework for compliance with our legal obligations. It includes but is not limited to:

- This Policy
- A range of other WHS Procedures, Forms and Checklists
- Emergency and evacuation procedures and drills (in conjunction with Building Management where applicable)
- A range of WHS resources and guidance materials that include ergonomics
- WHS Committees that include employee representation
- Office wardens and first aid officers and kits
- Regular workplace inspections
- Regular management reporting

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- External benchmarking
- Volunteer and employee induction and refresher courses and other training as required
- Volunteer and employee communication and consultation

There may be some variations among Heart Foundation offices depending on the building in which they are located and the number of people working in the offices.

### 5.2 Well-Being Initiatives

The Heart Foundation takes a holistic approach to enhancing well-being. We have a suite of initiatives that promote physical, psychological, social and financial well-being and although these are primarily designed for employees, volunteers are eligible and encouraged to participate in relevant initiatives.

#### 5.2.1 Thrive

Thrive, is our wellness program and is supported by national and local committees who drive a range of organisation wide and office specific activities that encompass the four pillars of well-being established above. It includes an Employee Assistance Program (EAP) which is a free, confidential counselling service that is available 24/7 to volunteers and employees and their immediate families.

#### 5.2.2 Work policies and practices that promote well-being

The Heart Foundation has a number of policies and practices that enable employees to balance their professional and personal responsibilities. These include My Simple Thing which facilitates work/life balance; flexible work arrangements; and additional leave entitlements including annual leave, Heart Foundation Day, unlimited paid Volunteer Leave and paid Family and Domestic Violence Leave.

## 6. Roles and Responsibilities

| Role: Board   |                 |
|---|-----------------|
| Responsibility  | Frequency       |
| Ensures that the Policy is in place and is reviewed.                          | Ongoing         |
| Oversee, review and approve this Policy.                                      | Every two years |
| Oversee legal obligations and the effective implementation of the WHS system. | Ongoing         |

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| Ensure WHS remains a strategic priority for the Heart Foundation and support a strong safety culture.  | Ongoing          |
| Monitor performance.   | Ongoing          |
| <b>Role: Risk, Audit and Governance Committee (RAG Committee)</b>  |                  |
| <b>Responsibility</b>  | <b>Frequency</b> |
| Endorse this Policy.   | Every two years  |
| <b>Role: Group CEO</b>   |                  |
| <b>Responsibility</b>  | <b>Frequency</b> |
| Ensures that the Heart Foundation develops procedures and controls to implement the policy.  | Ongoing          |
| Ensure procedures are in place for the identification of workplace hazards and implement controls to manage risks.   | Ongoing          |
| Ensure that all incidents including near misses are reported and investigated.   | As required      |
| Ensure a health and safety culture is being promoted at all times.   | Ongoing          |
| Ensure that WHS performance is reported.   | As required      |
| Ensure sufficient forums for employees to raise and discuss workplace health and safety issues in an open and transparent manner.                                      | Ongoing          |
| Encourage staff to take accountability for personal health and safety.   | Ongoing          |
| Participate in WHS training and education.   | As required      |
| Ensure the physical and psychological health and wellbeing of staff is promoted and supported through programs and initiatives designed to enhance employee wellbeing. | Ongoing          |
| <b>Role: Executive Group</b>   |                  |
| <b>Responsibility</b>  | <b>Frequency</b> |
| Oversee, review and endorses this Policy   | Every two years  |
| <b>Role: People Leaders</b>  |                  |
| <b>Responsibility</b>  | <b>Frequency</b> |
| Ensure staff, volunteers and themselves are aware of and comply with this Policy.  | Ongoing          |
| Ensure a health and safety culture is being promoted at all times.   | Ongoing          |
| Role model appropriate behaviours, comply and ensure the team complies with the WHS System.  | Ongoing          |
| Provide opportunities for team members to raise and report WHS concerns.   | Ongoing          |
| Act on any WHS issues that are observed or reported.   | Ongoing          |
| Participate and ensure team participation in any WHS training.   | As required      |

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| Empower team members to participate in well-being initiatives.   | Ongoing          |
| <b>Role: All Staff</b>   |                  |
| <b>Responsibility</b>  | <b>Frequency</b> |
| Comply with the policy   | Ongoing          |
| Assume individual accountability for personal health and safety including psychological wellbeing.   | Ongoing          |
| Undertake tasks in accordance with relevant standard operating procedures and/or work instructions.  | Ongoing          |
| Participate in health and safety consultative forums and contribute ideas to improving the health and safety.  | As required      |
| Where appropriate, participate in workplace health and safety training, programs and initiatives to embed a safety culture.  | Ongoing          |
| <b>Role: Contractors</b>   |                  |
| <b>Responsibility</b>  | <b>Frequency</b> |
| Comply with all WHS requirements set out in Heart Foundation contracts.  | Ongoing          |
| Work safely at all times.  | Ongoing          |
| Report all hazards and incidents, including near misses to the Heart Foundation.   | As required      |
| Take reasonable care for their own health and safety and not place at risk the health or safety of others.   | Ongoing          |
| Cooperate with others in relation to actions taken by the Heart Foundation to comply with all relevant WHS legislation.  | Ongoing          |
| Undertake tasks in accordance with relevant standard operating procedures or work instructions, including wearing correct personal protective equipment as required. | Ongoing          |
| Participate in health and safety information, training and induction procedures.   | As required      |
| Implement relevant specific responsibilities described in any applicable Heart Foundation health and safety policies and procedures.                                 | Ongoing          |
| <b>Role: Visitors to Heart Foundation workplaces</b>   |                  |
| <b>Responsibility</b>  | <b>Frequency</b> |
| Comply with any WHS instructions.  | Ongoing          |

## 7. Review and Document Control

The policy is to be reviewed every two years or as determined by the Board.

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| <b>Policy Type</b> | Governance Policy |
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## Workplace Health, Safety and Wellbeing Policy

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| <b>Function Owner</b>  | People and Culture     |             |
| <b>Version Number</b>  | 1.0                    |             |
| <b>Approved Date</b>   | 31/08/2020             |             |
| <b>Endorsement Dates</b><br><i>(can be removed for Operational Policies)</i> | <b>Executive Group</b> | <b>RAGC</b> |
|  | 13/05/2020             | 02/06/2020  |
| <b>Scheduled Review Date</b>   | 31/08/2022             |             |

## 8. Attachments

Nil.