



ME/CFS Australia (SA) Inc

Health and Safety Policy

PURPOSE

ME/CFS Australia (SA) Inc is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its volunteers.

SCOPE

This policy applies to:

- (a) volunteers of ME/CFS Australia (SA) Inc
- (b) working at events such as but not limited to seminars and badge day

In this policy, 'workplace' includes working at events, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

POLICY

Overview

ME/CFS Australia (SA) Inc supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.

ME/CFS Australia (SA) Inc is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

ME/CFS Australia (SA) Inc is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with ME/CFS Australia (SA) Inc's Safety Representatives, of management systems and procedures designed to, so far as is reasonably practicable:

- identify, assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

Events

ME/CFS Australia (SA) Inc will, wherever possible, hold events in an indoor, perfume-free air-conditioned venue.

Any event held outdoors will be subject to extreme weather policy, in that the event will be cancelled when the weather is

- over 38°
- gale force winds
- heavy rain

Underage collection

Should there be underage volunteers collecting donations at such occasions, but not limited to, Badge Day, then

- there will be at least one adult supervisor with a child-related employment screening check
- and if from a school, then at least one supervising teacher from that school.

Bullying and violence at work

ME/CFS Australia (SA) Inc is committed to reducing bullying and occupational violence so far as is practicable in the workplace.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying can include:

- verbal abuse;
- excluding, ignoring or isolating a person;
- psychological harassment;
- intimidation;
- assigning meaningless tasks unrelated to a person's job;
- giving a person impossible assignments and deadlines;
- unjustified criticism or complaints;
- deliberately withholding information vital for effective work performance; and
- constant taunting, teasing or playing practical jokes on a person who is not a willing participant.

Bullying can be verbal, or in writing (including online).

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

Breach of this Policy

Any breach of this policy may result in counseling and/or disciplinary action, which may lead to the cessation of a volunteer's engagement.

Occupational Health and Safety Coordinator

The Occupational Health and Safety Coordinator will be held accountable for coordinating ME/CFS Australia (SA) Inc's management of health and safety on behalf of the CEO. The Occupational Health and Safety Coordinator does not assume the responsibilities of supervisors and managers.

Health and Safety Committee

As ME/CFS Australia (SA) Inc has no paid workers and only volunteers there is no need to establish a Health and Safety Committee.