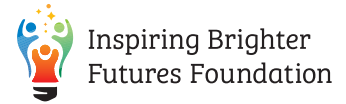


Workplace Health and Safety Policy



Purpose: To outline approach to Workplace Health and Safety (WHS) and to provide a safe, caring, incident/injury free workplace and to minimise or eliminate the risk of injury to people, damage to equipment, and the environment.

Scope: This policy applies to Inspiring Brighter Futures Foundation (IBFF):

Employees	Directors	Officers	Contractors (& their employees)	Volunteers	Suppliers	Consultants
✓	✓	✓	✓	✓	✓	✓

IBFF is committed to providing a healthy and safe workplace for all persons to whom this policy applies.

IBFF's WHS responsibilities

IBFF has the ongoing responsibility to:

- ensure, so far as is reasonably practicable, that the workplace under its control is safe and without risks to health and safety.
- identify, evaluate, and minimise those factors in the working environment which cause, or have the potential to cause, injury or illness.
- ensure that behaviour of all persons in the workplace is safe and without risks to health to self and others.
- provide a work environment that does not discriminate on the grounds of race, religion, sexuality, disability, age, and gender.
- address any issues regarding WHS in accordance with IBFF's policies.
- work with each organisation and venue that IBFF provides its program to and ensure our WHS policy is satisfied.

WHS employee responsibilities

Persons to whom this policy applies, are obligated to:

- comply with work health and safety legislation to ensure IBFF's activities do not put anyone at risk
- treat each other professionally. Inappropriate language, workplace bullying and/or violence will not be tolerated
- adhere to safe work practices, policies, procedures, instructions, and rules issued by IBFF
- not wilfully place at risk the health and safety of any person at the workplace
- not wilfully injure themselves
- report accurately and promptly all incident/accidents in writing on the Incident/accident report form
- in this policy "Accident" means an event that leads to an actual or potential injury or an event that creates a hazard that could lead to an actual or potential injury.

Pursuant to its commitment to provide a health and safe workplace for all person to whom this policy applies IBFF has developed an Incident/Accident Report Form and a Venue Checklist numbered 4.1 and 4.2 in this handbook.