**Workplace Health and Safety**

**AIM**

To ensure that Community Development Workers Association Inc (CDWAI), meets its duties under the Papua New Guinea Industrial Safety, Health and Welfare Act of 1961.

CDWAI recognises its obligations to inform and keep safe all team members, employees, participants and community members and all other visitors who may observe workshops, training days and other activities.

CDWAI is committed to their safety, health and welfare.

CDWAI team members, including employees, volunteers and students on placement, and contractors, will aim to minimise the likelihood of injury occurring to one another, to participants and community members, visitors from other NGOs and government agencies or others who associate with CDWAI by always taking a planned and thorough approach to the management of health, safety and welfare.

**ASSOCIATED POLICIES/PROCEDURES & DOCUMENTS**

This policy/procedure should not be read in isolation. It forms part of a number of related policies, procedures and documents including the Workplace Bullying and Risk Management policies.

**POLICY**

The Board accepts its primary responsibility, as far as reasonably practical, for the oversight and maintenance of CDWAI health, safety and welfare practices procedures and conditions.

The Board recognises that every team member, employee, including volunteers and placement students, and contractor has a general responsibility and duty to take reasonable care for the health, safety and welfare of themselves and others and to cooperate with the team leader, coordinators and management in meeting these responsibilities.

Health, safety and welfare is a cooperative responsibility of management and staff and is best conducted by processes of active consultation and involvement.

This policy imposes requirements on all team members, employees, contractors and responsible members of partner community bodies such as their officers. They must 🡪

* Report all illness, injuries, hazards or accidents to the team leader or activity coordinator
* Report all damage to property
* Comply with Managers', Team Leader's or Coordinator's instructions
* Ensure all areas are left clean and tidy
* Comply with CDWAI policies, procedures and operations manuals

Management has the overall responsibility for training all team members and employees to 🡪

1. Know, follow and act on the Workplace Health and Safety regulations and related policies
2. Understand that everyone has the responsibility to report any WHS hazards they recognise or safety incidents they observe to their respective team meetings.

* All CDWAI team members will carry out the functions of WHS representatives.

In fulfilling its responsibilities, the CDWAI team and management will 🡪

* Comply with all statutory regulations and codes of practice for workplace health and safety
* Pursue the long term goal of strengthening and supporting the physical and mental wellbeing of all team members and employees, including volunteers, placement students and contractors
* Follow and develop workplace health, safety and welfare procedures and practices, especially for fieldwork, community consultations and training workshops
* Provide instruction, training and supervision to ensure that the team and all employees are aware of safe work practices, emergency procedures and any workplace health and safety risk

The CDWAI team leader will ensure that management and all team members have practical knowledge of and take responsibility for 🡪

* Hazard identification, risk assessment and control and specific WHS risks of project activities,
* The regular review of team compliance with the Workplace Health Safety and Welfare policies.

**Approved: Team Leader**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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