



HEALTH AND SAFETY POLICY

PURPOSE

ME/CFS South Australia Inc (ME/CFS SA) 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 volunteers:

- of ME/CFS SA
- those 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 SA 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 SA is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

ME/CFS SA 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 SA'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

Events

ME/CFS SA 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 38C
- gale force winds
- heavy rain

Underage collection

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

- they will be accompanied by a parent, guardian or family-nominated carer; or
- there will be at least one adult supervisor with a child-related employment screening check; or
- if from a school, then at least one supervising teacher from that school.

Bullying and violence at work

ME/CFS SA 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.