

Work Health & Safety (WHS) Procedure

Policy Number:	RMPRO003	Version:	V1
Drafted By:	Gail Carter, Morwen Rossiter, Juliette Parker	Approved by the Executive Committee On:	11/08/2020
Responsible Person:	Executive Committee	Scheduled Review Date:	11/08/2021

Purpose

Rafiki Mwema Inc. (Rafiki) considers the work health and safety of all employees, contractors, volunteers and clients to be of utmost importance. We will make resources available to comply with the relevant Acts and Regulations associated with workplace health and safety and to ensure that this organisation is a safe and healthy one.

By effectively implementing our *WHS Policy* and *WHS Procedure* we aim to attract and retain talented staff and volunteers to create a positive environment for all.

Rafiki have a duty of care to our employees, contractors, volunteers and clients and are required to comply with the following legislation:

- [Work Health & Safety Act 2011 & Regulations 2017 \(Cth\)](#)
- [Workers Compensation Act 1987 \(NSW\)](#)
- [Occupational Safety and Health Act 2007 \(Kenya\)](#)

Rafiki will implement this procedure by adopting a risk management system for workplace health and safety as follows:

1. Develop and implement a work health and safety policy
2. Develop and maintain a risk register
3. Promote, maintain and improve safe work practices
4. Follow the 4-step risk management approach to hazards in the workplace
 - a. Identify the hazards
 - b. Assess the risk
 - c. Apply Control Measures
 - d. Review Controls

Rafiki strongly encourages any staff member or volunteer who identifies hazards or unsafe work practices to take appropriate action by raising the issue by email or conversation with their direct Supervisor.

Responsibilities

The Rafiki Executive Committee, under the leadership of the Chief Executive Officer, is responsible for monitoring the implementation of this procedure.



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All Rafiki staff and volunteers are entitled to:

- work in a safe and healthy workplace
- provide input and feedback into the workplace safety processes and procedures
- raise safety concerns with management or other appropriate organisations

All Rafiki staff and volunteers must:

- report observed safety hazards to their Supervisor and/or Management Committee
- participate in consultation and training about WHS
- actively promote safe working practices in the organisation


Additional responsibilities of Executive Committee Members and Supervisors

Executive Committee members and supervisors must also:

- model appropriate standards of behaviour
- ensure that the organisation under their control is safe and without risks to the health of themselves and others
- ensure the behaviour of all persons in the organisation is safe and without risk to the health of themselves and others
- if they do not have the necessary authority to fix a problem, they will report the matter promptly, with any recommendations for remedial action, to the relevant Committee and where necessary to the owner of the premises.

If you have a query about this procedure or require more information, please contact your supervisor or Risk & Governance Committee representative. More information about workplace health and safety can be found at www.safeworkaustralia.gov.au or the Occupational Safety and Health Act 2007 found at <https://www.health.go.ke>.

Authorisation

 Signature of Executive Committee Secretary

11 August 2020..... Date of approval by the Executive Committee