DISCLAIMER: While all care has been taken in the preparation of this material, no responsibility is accepted by the Indigenous Remote Communications Association, its staff, volunteers or Board of Directors, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. It is not intended to be relied upon or be a substitute for legal or other professional advice. No responsibility can be accepted by the Indigenous Remote Communications Association for any known or unknown consequences that may result from reliance on any information provided in this publication.

# MEMBERSHIP HEALTH AND SAFETY Policy

# TEMPLATE

## 1. Purpose

The purpose of the [ORGANISATION] Membership Health and Safety Policy is to provide for, as far as reasonably practicable, the health, safety and welfare of the membership environment in their dealings with [ORGANISATION].

## 2. Application

The Membership Health and Safety Policy applies to membership:

* Participation in governance actions and provisions.
* Travelling in [ORGANISATION] vehicles.
* Participation in meetings, workshops, Festivals, seminars, conferences, delegations, committees.
* Visits to [ORGANISATION] premises.
* Use of [ORGANISATION] provided membership benefits and resources.
* Engagement with [ORGANISATION] staff and contractors, and
* Any other activities and communications where a Member has direct dealings with [ORGANISATION] or formally represents [ORGANISATION].

## 3. Responsibilities

**3.1 Members**

In dealing with [ORGANISATION] as set out under *Application* above, members will:

* Follow reasonable health and safety instructions from [ORGANISATION] staff or contractors.
* Report any serious incidents, accidents, injuries or accidents to an [ORGANISATION] staff member or contractor.
* Advise any potential hazards to to an [ORGANISATION] staff member or contractor.
* Aim to work in a way that does not endanger the health or safety of themselves or others.
* Conduct themselves without discrimination, bullying or harassment of other [ORGANISATION] members, [ORGANISATION] staff or [ORGANISATION] contractors.

**3.2 [ORGANISATION]**

In carrying out the actions as set out under Applications above, [ORGANISATION] will in relation to members:

* Be committed to the provision and maintenance of healthy and safe environments.
* Use risk identification, assessment and control principles to maintain safe and healthy environments.
* Appropriately respond to health and safety incidents.
* Keep a record of:
* incidents and injuries.
* hazard identification, risk assessment and control processes.
* maintenance of equipment.

## 4. Relevant legislation

**4.1 Commonwealth**

* Age Discrimination Act 2004 (Cth)
* Australian Human Rights Commission Act 1986
* Disability Discrimination Act 1992
* Fair Work Act 2009
* Racial Discrimination Act 1975
* Sex Discrimination Act 1984
* Workplace Gender Equality Act 2012
* Workplace Gender Equality Act 2012

**5.2 State/Territory legislation**

* Work Health and Safety Acts (State/Territory)

## Associated Policies

* Membership Code of Conduct

## Authorisation

<Signature of Board Chair>  
<Signature of Manager>  
<Date of approval by the Board>  
<Name of Organisation>