1.0 PREAMBLE
Australian Doctors for Africa (ADFA) has a legal and moral responsibility to ensure it provides a workplace that is safe and without risks to health, as far as is reasonably practicable. ADFA is committed to the health, wellbeing and safety of all its representatives and to people affected by our operations.

2.0 PURPOSE AND SCOPE
This policy applies to all ADFA employees, office bearers and volunteers.

2.1 Purpose
This policy demonstrates our commitment to occupational health and safety (OHS) and fulfilling our legislative obligations by describing the aims and objectives of our occupational health and safety program, together with responsibilities for all representatives.

2.2 Scope
This policy applies to all representatives of Australian Doctors for Africa in all its operations and functions including those situations where volunteers and employees are required to work off site or internationally.

3.0 CONSULTATION AND COMMUNICATION
3.1 Consultation
ADFA is committed to consultation and cooperation between management, overseas representatives and partners, and volunteer and staff. The organisation will consult with its representatives in any workplace about changes that may or will affect the health and safety of any of its personnel.

3.2 Communication
All personnel are to receive a copy of the policy at induction and are to be provided with a copy of the policy after Board of Management (BOM) revisions. Any changes to this policy will be communicated to representatives of ADFA through BOM meetings, communication with medical teams and overseas partners and as part of induction for new representatives.

The policy will be available to all stakeholders via email: admin@ausdocafrica.org and website: www.ausdocafrica.org.

3.3 Review
The Occupational Health and Safety Policy will be reviewed every three years, as part of our policy and procedure revision strategy. The amended and/or updated version will be reissued, to key stakeholders and in addition, a copy of the current policy will be available on the ADFA website.
4.0 POLICY

4.1 Standards
- Occupational Health and Safety Act (WA) 1984
- Dangerous Goods Safety Act (WA) 2004
- Clinical Operational Rules (Clinical Governance Committee)
- ADFA Trip Policy
- ADFA Risk Assessment Policy
- ADFA Counter Terrorism Policy
- Crisis Management Framework for Kidnap and Ransom

4.2 Obligations
Australian Doctors for Africa is committed to establishing and maintaining an effective OHS program incorporating:
- Safe work systems and procedures for:
  - Employees
  - Administration volunteers
  - Warehouse and logistics volunteers and;
  - Overseas volunteers
- Effective consultation mechanisms to ensure staff are involved and have the opportunity to contribute to decisions that affect health and safety.
- Reporting and review of all safety incidents and situations likely to be hazardous to identifying contributing factors and take action to prevent a recurrence.

4.3 Objectives
- Provide safe plant and systems of work.
- Provide guidelines for health and safety during international activities.
- Ensure compliance with legislative requirements and current industry standards.
- Provide information, instruction and supervision to employees, volunteers and patients to ensure their safety.
- Provide support and assistance to employees.
- To systematically identify and control OHS risks.
- Have a consultative process on OHS.

4.4 Responsibilities
The BOM of Australian Doctors for Africa is responsible for the implementation of this policy.
Management is responsible for:
- the provision of a safe workplace for staff and volunteers;
- involvement in the development, promotion and implementation of health and safety policies and procedures;
- training employees in the safe performance of their assigned tasks; and
- the provision of resources to meet the health and safety commitment

All employees, volunteers and representatives of Australian Doctors for Africa have a responsibility to:
- integrate safe work practices into organisational activities;
- maintain safe working environments;
- follow health and safety policies and procedures; and
- report all known or observed hazards to their immediate supervisor or manager ensuring their own and their colleagues’ occupational health and safety.
5.0 REFERENCES

5.1 Associated Documents

- Clinical Operational Rules (Clinical Governance Committee)
- Occupational Health and Safety Act (WA) 1984
- Policy - Child Safety
- Policy - Gender Equity
- Policy - Human Resource Management
- Policy - Risk Management
- Policy - Trips
- ADFA Charter
- Crisis Management Framework for Kidnap and Ransom

5.2 Acknowledgements

This OHS policy is established under the framework of the Western Australian Occupational Health and Safety Act 1984 which is to promote and secure the safety and health of persons in the workplace.

Parts of this policy have been adapted from the Royal Australasian College of Surgeons, Monash University Occupational Health and Safety Guidelines; and Worksafe WA.