

Policy P8: Occupational Health and Safety

Policy Level:	1
Accountable Executive:	Chief Executive Officer
Version:	1
Date Approved:	30 th April 2025
Date Effective:	30 th April 2025

Overview

The purpose of this policy is to prescribe how the VFF implements its legislated requirements related to Occupational Health and Safety. This policy is a commitment to providing a safe and healthy environment for the prevention of work-related injury and ill health.

Background

The VFF is committed to ensuring the health, safety and welfare of its employees in the workplace and in the course of their duties. The VFF will implement measures to identify and manage workplace hazards and to eliminate or minimise risk so far as is possible to prevent workplace injuries and illnesses.

Audience and Application

All People working with Victorian Farmers Federation or its Controlled Entities, including Directors and Committee Members, and all Victorian Farmers Federation’s clients, project participants and suppliers (**Team Members**).

External parties engaging with Victorian Farmers Federation.

Related Policies

The following policies and documents operate in conjunction with this Policy:

Policy C7; Risk management	Policy P4; Psychosocial safety	
Policy P1; Employment	Policy P5; Staff code of conduct	
Policy P2; Grievances	Policy P6; Working from home	

Renewal Timeframe

This policy will be reviewed and renewed regularly, but at least every two years, or as applicable legislation changes materially.

Policy Guidelines

Policy Principles

1. POLICY

- 1.1 The VFF takes its OH&S responsibilities seriously and will:
- Take reasonable care for the health and safety of all workplace participants including employees, committee members, contractors, project partners, clients, consultants, suppliers, volunteers and the public.
 - Monitor the health, safety and wellbeing performance and effectiveness of the current OHS standards and seek continual improvement opportunities.
 - Comply with all relevant health and safety legislation and other relevant requirements.
 - Assess and mitigate physical and mental health and safety hazards through risk management processes.
 - Consult with employees including staff, contractors and directors on decisions which may impact their health and safety.
 - Assist injured workers in returning to work in an appropriate and timely manner by implementing effective early intervention and injury management programs.
 - Provide the necessary resources, information, training and supervision to employees, volunteers, contractors, suppliers and members of the public, as appropriate.
- 1.2 Employees, including staff, contractors and directors will:
- Cooperate and comply with all OH&S regulations, policies and procedures in the workplace and out in the field.
 - Maintain an awareness of OH&S risks and take every opportunity to identify hazards and mitigate risks, including advising management of hazards and incidents.
 - Participate in OHS training, to ensure the health, safety and welfare of themselves and others.

2. RESPONSIBILITIES

- 2.1 All persons on our sites, including employees, contractors, labour hire staff, suppliers, members of the public must take reasonable care for themselves and others through their actions and behaviours.
- 2.2 Employees, volunteers and contractors have a responsibility to report all occupational health and safety hazards, including any near misses, illnesses or injuries to their manager within 24 hours of an incident occurring, or as soon as practicable thereafter.
- 2.3 An incident or injury may be a notifiable incident and reportable to WorkSafe Victoria. Therefore, a manager or the employee is required to notify the Senior People and Culture Advisor within 24 hours or as soon as practicable thereafter, so that VFF can ensure that appropriate action is taken.
- 2.4 All employees are required to participate and assist with any incident investigation processes.
- 2.5 Any person injured in the course of their duties must participate and cooperate in 'return to work' activities after a workplace injury.
- 2.6 Employees should not put the health and safety of themselves or others at risk.
- 2.7 Employees should use appropriate safety equipment when directed to do so.
- 2.8 Employees must participate and follow all OHS training and instructions provided and actively participate in emergency drills and follow emergency plans.
- 2.9 Employees, volunteers and contractors have a responsibility to review their Work From Home area and to inform their manager of any potential OHS risks to their own health and safety and put steps and measures in place to reduce or eliminate those risks.
- 2.10 Employees visiting a farm or working in off-site location such as an industry event, should consider any potential OHS risks to their own health and safety, and put steps or measures in place to reduce those risks.

3. COMPLIANCE

Compliance to this policy will be monitored, evaluated and reported through:

- 3.1 Regular monitoring of performance and incidents, with reports provided to relevant VFF Committees and the VFF Board.
- 3.2 Non-compliance with this policy may lead to disciplinary action up to and including termination of your employment.

VFF's Obligations

VFF will:

- provide training about people's responsibilities under the Policy;
- regularly remind People about their responsibilities under the Policy;
- maintain a record of team briefings and refresher training about this Policy; and
- promptly and fairly investigate internal disclosures, and act appropriately based on the outcomes of the investigation.

Accountability

VFF CHAIR
VFF CEO

Glossary

Term	Definition
Hazard	Anything that has the potential to injure or harm people or cause damage to property and equipment.
Controlled Entity	Any company, trust or organisation of which Victorian Farmers Federation has a majority or controlling interest.
Directors & Committee Members	Members of the Victorian Farmers Federation Board, any Board Sub-committees or Advisory Boards of Victorian Farmers Federation or its Controlled Entities.
Incident	An event that has the potential to or does lead to an injury or damage to property and equipment as result of losing control of a hazard.
Notifiable Incident	Is an incident for which VFF is legally required to notify WorkSafe Victoria.
Policy	This policy document – Occupational Health and Safety
Near miss	Any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so.
Workplace participants	Includes employees, contractors, consultants, clients, volunteers, committee members and the public.

Policy Administration

Key Policy Information

Administrative Area	Policy Information
Document Title	Occupational Health and Safety Policy
Policy Level	1
Version No	1.0

Policy Owners and Governance Forums

Administrative Area	Owner / Forum
Accountable Executive	Chief Executive Officer
Policy Owner	VFF Board
Policy Administrator	Executive Officer
Review Body	RAF Committee
Approval Body	VFF Board

Key Dates

Administrative Area	Date
Policy Approval Date	30 April 2025
Policy Effective Date	30 April 2025
Next scheduled review	Prior to 30 April 2027

Record of Policy Revisions		
Date	Version	Comments
30/4/2025	1.0	Initial policy approved by the Board