

1. Purpose

RB Safeguarding Solutions is committed to protecting the health, safety and wellbeing of everyone affected by our work.

As a Victorian-based consulting partnership working across Australia, we recognise that our work takes place in a range of settings, including home offices, online, client workplaces and locations visited during work-related travel. We are committed to identifying and managing the health and safety risks associated with these activities.

2. Scope

This policy applies to the partners of RB Safeguarding Solutions and, where engaged, employees, contractors and other people undertaking work on its behalf.

It applies to work undertaken:

- In home offices and other remote working locations.
- At client workplaces and during meetings, workshops and training.
- Online and through other virtual working arrangements.
- During work-related travel, including travel between locations and overnight stays.

3. Our commitment

RB Safeguarding Solutions will, so far as is reasonably practicable:

- Provide and maintain working arrangements that support physical and psychological health and safety.
- Identify hazards, assess risks and implement practical controls appropriate to the work being undertaken.
- Consult with workers and others affected by our work on health and safety matters.
- Provide relevant information and guidance to people undertaking work on our behalf.
- Encourage the prompt reporting of hazards, incidents, near misses and safety concerns.
- Respond to reported concerns and review controls when circumstances change or an incident occurs.
- Work with clients and other relevant parties to understand and coordinate safety arrangements at shared workplaces.
- Meet applicable health and safety obligations in each jurisdiction where we work.
- Review our safety arrangements and improve them as our business and work activities change.

4. Legal and other requirements

RB Safeguarding Solutions will identify and comply with the health and safety legislation relevant to the jurisdiction in which work is undertaken.

This includes, where applicable:

- **Victoria:** the *Occupational Health and Safety Act 2004* and relevant regulations.
- **Other Australian jurisdictions:** the applicable work health and safety legislation, regulations and approved codes of practice.

We will also comply with relevant client workplace safety procedures and site requirements when working at client premises.

5. Managing our work health and safety risks

RB Safeguarding Solutions will consider the risks associated with each engagement and apply controls that are appropriate to the nature of the work. These may include:

- **Remote and office work:** considering workstation setup, screen use, breaks, electrical safety and the suitability of the workspace.
- **Work-related travel:** planning travel and allowing sufficient time for rest, considering fatigue, weather and road conditions, and ensuring vehicles are suitable for use.
- **Client sites and events:** understanding site procedures, emergency arrangements, access requirements and any known hazards before or on arrival.
- **Psychological health and safety:** considering workload, fatigue, exposure to distressing material, challenging interactions, and the need for support and debriefing.
- **Online work and information handling:** arranging work to support safe and sustainable practices, including appropriate breaks and secure handling of sensitive information.
- **Working alone:** maintaining appropriate communication and contact arrangements where work or travel presents additional risks.

Where a risk cannot be eliminated, we will take reasonably practicable steps to reduce it and review whether the controls remain effective.

6. Roles and responsibilities

Partners

The partners of RB Safeguarding Solutions are responsible for:

- Demonstrating commitment to health and safety and making appropriate resources available.
- Identifying applicable safety obligations and ensuring that appropriate arrangements are in place.
- Considering health and safety when planning engagements and allocating work.
- Consulting with workers, where engaged, about matters affecting their health and safety.
- Ensuring hazards, incidents and concerns are considered and appropriate action is taken.
- Coordinating with clients and other relevant parties where safety responsibilities overlap.
- Reviewing this policy and associated arrangements.

Workers and others undertaking work for RB Safeguarding Solutions

Everyone undertaking work on behalf of RB Safeguarding Solutions is expected to:

- Take reasonable care for their own health and safety and that of others affected by their actions.
- Follow reasonable safety instructions and relevant client site procedures.
- Raise hazards, incidents, near misses and safety concerns promptly.
- Participate in discussions about safety matters relevant to their work.
- Advise a partner if they believe work cannot be undertaken safely or they are not fit to perform it.

7. Consultation and communication

The partners will discuss health and safety matters as part of planning and reviewing work.

Where workers are engaged, RB Safeguarding Solutions will consult with them on matters that may affect their health and safety, including identifying hazards, considering controls and making changes to work arrangements. Workers may raise concerns directly with either partner and will be informed about relevant decisions and actions.

When working at client premises or alongside other organisations, we will communicate and coordinate with the relevant parties about shared risks and safety requirements.

8. Fitness for work

People undertaking work for RB Safeguarding Solutions must be fit to perform their duties safely. Fitness for work may be affected by fatigue, illness, stress, alcohol, drugs, medication or other circumstances.

Anyone who believes their fitness for work may affect safety is expected to advise a partner as soon as practicable. The partners will discuss appropriate action, which may include adjusting duties, rescheduling work, arranging support or stopping the activity.

9. Hazards, incidents and concerns

Hazards, incidents, near misses and health and safety concerns must be reported to a partner as soon as practicable.

The partners will:

1. Arrange immediate assistance and take steps to prevent further harm.
2. Record relevant details of the hazard or incident.
3. Consider the cause and decide what corrective action is needed.
4. Communicate relevant outcomes to those affected.
5. Determine whether the incident must be reported to the relevant regulator or another party and make any required notification.

Where an incident is potentially notifiable, RB Safeguarding Solutions will follow the applicable requirements, including preserving the incident site where required.

10. Review

This policy will be reviewed at least every **two years**, and earlier if there is a significant change to the business, work activities or applicable legislation, or following a serious incident.

The partners are responsible for making this policy available to people undertaking work on behalf of RB Safeguarding Solutions.
