

Health and Safety Policy

Purpose

This Policy sets out CIGRE Australia's commitment to the health, safety and wellbeing (including psychosocial and mental health) of all CIGRE Australia employees, directors, volunteers, and members.

This policy outlines CIGRE Australia's commitment to eliminating and managing risks that may impact the work health, safety and wellbeing of our people.

Document History

Version	Date	Summary of Changes	Approved	Review Date
1.0	16 February 2026	Initial Policy	CIGRE Australia Board	February 2029

Related Policies

- CIGRE Australia Diversity and Inclusiveness Policy
- Anti-Discrimination, Harassment and Conduct Policy

Contact Information

CIGRE Australia Secretariat
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1. Scope

This Policy applies to:

- Board members, employees, and volunteers
- All aspects of work and volunteering related to activity for CIGRE Australia
- On-site, off-site, and after-hours work-related activities including meetings, social functions, site visits and conferences, including travel to and from an event
- Travel undertaken for CIGRE Australia business

The policy does not apply to persons simply attending or participating in a CIGRE Australia event.

2. Legislative Framework

CIGRE Australia is committed to complying with the Work Health and Safety Act 2011 (Cth) and Work Health and Safety Regulations 2011 (Cth).

Safe Work Australia's 'How to Manage Work Health and Safety Risks Code of Practice November 2024' is a relevant guiding framework.

Volunteers at CIGRE Australia are considered workers under the Work Health and Safety Act 2011 (Cth) when they carry out work in any capacity for the organisation.

3. Policy Objectives

CIGRE Australia aims to provide a safe and inclusive environment that protects all employees, directors, and volunteers from harm and promotes wellbeing. Our objectives are to:

- Provide a workplace that is safe and without risks to health, so far as is reasonably practicable
- Eliminate risks to health and safety, or where elimination is not reasonably practicable, minimise those risks
- Foster a respectful and inclusive environment where safety, wellbeing, and open communication are valued
- Provide information, training, instruction and supervision to enable all individuals to work safely and meet their WHS responsibilities
- Consult with employees and volunteers on matters affecting their health, safety and wellbeing
- Ensure timely reporting, fair investigation, and continuous improvement following any hazard, near miss, or incident
- Recognise psychosocial risks and support positive mental health.
- Define and uphold WHS responsibilities for all roles, ensuring compliance and due diligence

CIGRE Australia maintains a zero-tolerance approach to all forms of discrimination, bullying, and sexual harassment. See our Anti-Discrimination, Harassment and Conduct Policy.

4. Risk Management

CIGRE Australia will apply a structured risk management process to all activities:

1. **Identify hazards** – systematically identify potential sources of harm
2. **Assess risks** – evaluate the likelihood and consequences of harm occurring
3. **Control risks** – apply the hierarchy of controls to eliminate hazards where possible, or reduce risk through controls:
 - Eliminate the hazard
 - Substitute with something safer
 - Isolate the hazard from people
 - Use engineering controls
 - Use administrative controls
 - Provide personal protective equipment (PPE)

Where controls are identified as required to manage health and safety risks, and for all major conferences, an implementation plan will be developed to clearly identify required actions and to ensure completion of those actions.

4. **Review controls** – evaluate the effectiveness of risk controls and update where necessary

4.1 Psychosocial Hazards

CIGRE Australia recognises psychosocial hazards including job demands, low job control, poor support, lack of role clarity, poor organisational change management, inadequate reward and recognition, poor workplace relationships, remote or isolated work, violence and aggression, bullying, harassment and sexual harassment.

A useful guideline to assist in managing psychosocial hazards is the [‘Managing psychosocial hazards at work Code of Practice 2021’](#).

4.2 Event Safety

For large events (for example conferences and workshops) the employee or volunteer coordinating the event must:

- Complete a pre-event safety plan including WHS risk assessment
- Identify emergency contacts and procedures
- Ensure accessibility and consider health and environmental risks
- Communicate safety information clearly to all participants

Event safety plans must be approved by the Chief Executive Officer before events proceed.

For smaller events such as Panel meetings, the safety requirements of the host organisation or venue will apply. It is the responsibility of the employee or volunteer managing the event to be aware of the relevant requirements and to communicate relevant requirements to attendees.

It is expected that organisations hosting meetings and site visits will have their own Health and Safety requirements that are organisational and/or site specific. When CIGRE Australia visits these sites the requirements of the host organisation must also be complied with. This may include, but is not limited to, such matters as induction, management of visitors, personal protective equipment and emergency procedures.

4.3 International Travel

Before approval is given for any employee or volunteer to travel internationally on CIGRE Australia business (that is, where CIGRE Australia is funding or part-funding the travel), the location of the travel and any stopover locations will be assessed using the Department of Foreign Affairs Smartraveller website.

Travel is not to be taken to countries or zones classified as 'Do not travel' (Red rating) or 'Reconsider your need for travel' (Orange rating). Should a destination become classified as Red or Orange after approval to travel is granted but before travel commences, the travel should not be undertaken. In the event of escalation of a country's risk profile during the course of travel, it is expected the employee or volunteer will follow all advice issued by the Australian Government via Smartraveller.

An opinion or decision by an individual or their employer as to the safety and appropriateness of travel to any given destination does not take precedence over this policy.

While travelling, employees and volunteers are expected to take reasonable steps to manage their own health and safety. This may include such things as considering the benefit of vaccinations relevant to the travel location, having health assessments before travel where there are known pre-existing medical conditions and avoiding high-risk activities.

5. Consultation

CIGRE Australia will consult with employees and relevant volunteers on WHS matters including:

- Identifying and assessing hazards and risks
- Making decisions about control measures
- Proposed changes that may affect WHS
- When updating this Policy.

For larger events with an organising committee or similar or a professional conference organiser (PCO), consultation in relation to that event will also involve the organising committee and/or PCO.

6. Incident Management

6.1 Reporting Requirements

Employees and volunteers must report hazards, near misses, and incidents to the Chief Executive Officer as soon as practicable. This is to ensure that any necessary corrective actions are taken and that insurance implications are assessed.

All members travelling internationally on CIGRE Australia business will be provided with details of our insurer and policy number and must also contact the insurer directly as soon as practicable after any injury requiring medical treatment.

Notifiable incidents (death, serious injury or illness, dangerous incident) must be:

- Reported immediately to the Chief Executive Officer
- Notified by the Chief Executive Officer to SafeWork NSW within required timeframes (immediately by phone, written notice within 48 hours)
- Managed with the incident site preserved until authorised by the regulator

6.2 Investigation and Review

The Chief Executive Officer will investigate incidents to:

- Identify root causes
- Implement corrective actions
- Prevent recurrence
- Share lessons learned

A post-incident debrief will be conducted for significant incidents involving affected employees or volunteers. A copy of the debrief or incident review will be provided to the Board for its consideration and action as required.

7. Roles and Responsibilities

Board

- Exercise due diligence to ensure CIGRE Australia meets its WHS duties
- Ensure adequate resources and systems are in place
- Oversee and promote a culture of safety
- Monitor WHS performance and risks (both physical and psychosocial) and review this policy every three years

Chief Executive Officer

- Conduct or coordinate risk assessments for all activities
- Report serious incidents to the Board and relevant authorities as required
- Coordinate event safety planning and approve event safety plans
- Investigate incidents and implement corrective actions
- Communicate the requirements of this policy to those who need to comply with or implement it, for example Panel Convenors and contractors.

Employees and Volunteers

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- Comply with reasonable instructions and use equipment safely, including personal protective equipment as required
- Report hazards, near misses, and incidents promptly to the Chief Executive Officer. This applies to both physical and psychosocial hazards and incidents.
- Participate in consultation and training as required
- When coordinating events, complete pre-event safety plans and ensure safety information is communicated to attendees

8. Records and Documentation

CIGRE Australia will maintain records of:

- Risk assessments and control measures
- Inductions and training
- Incident reports and investigations
- Consultation activities

Records will be retained in accordance with legislative requirements (minimum five years).

9. Review and Continuous Improvement

This policy will be reviewed:

- At least every three years
- Following any significant incident
- When legislation changes
- When operational changes affect WHS