

Work Health and Safety Policy

Policy title	Work Health and Safety (WH&S)
Purpose	This Policy outlines how the Tourette Syndrome Association of Australia (TSAA) aims to provide a safe and healthy work environment that is free from workplace injury and illness.
Statement of Commitment	We are committed to providing and maintaining safe and healthy workplaces for all workers as well as TSAA members, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.
Scope	This policy applies to all volunteers, staff and contractors of the TSAA, as well as members and visitors.
Responsibilities	<p>The promotion and maintenance of work health and safety is primarily the responsibility of the Committee.</p> <p>All Committee members are required to contribute to the health and safety of all persons in the workplace.</p> <p>Workers also have important responsibilities for health and safety in the workplace.</p> <p>Committee members will review and maintain the Safety Risk Register on at least an annual basis.</p> <p>The Camp Sub-Committee is responsible for ensuring that safety is a priority for all camp activities and that risks are managed appropriately.</p> <p>The National Support Group Coordinator is responsible for ensuring that Support Group Leaders are aware of their responsibilities regarding safety at support group catch-ups and understand how to identify and manage their risks.</p> <p>All TSAA members have a role to play in their own safety and the safety of their children and are responsible for taking reasonable care of their own health and safety, and following the instructions of TSAA staff and volunteers at all times.</p>
Definitions	<p>Committee means the office bearers and ordinary committee members elected by TSAA members at the Annual General Meeting.</p> <p>Workers means all staff, volunteers and contractors of the TSAA.</p> <p>Workplace means any location where workers operate from, including in their homes, support group catch-ups, camps and other events.</p> <p>Health means both physical and psychological health.</p> <p>TSAA member means a paid-up member of the TSAA. This can be an individual or family members covered under a family membership.</p>
Relevant legislation and standards	<p>Victoria:</p> <ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004 (Vic)</i> <p>New South Wales:</p> <ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011 (NSW)</i> <p>Australian Capital Territory:</p>

	<p><i>Work Health and Safety Act 2011 (ACT)</i></p> <p>Queensland:</p> <ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011 (QLD)</i> <p>Northern Territory:</p> <ul style="list-style-type: none"> • <i>Work Health and Safety (National Uniform Legislation) Act 2011 (NT)</i> <p>Western Australia:</p> <ul style="list-style-type: none"> • <i>Occupational Safety and Health Act 1984 (WA)</i> <p>South Australia:</p> <ul style="list-style-type: none"> • <i>Work Health and Safety Act 2012 (SA)</i> <p>Tasmania:</p> <p><i>Work Health and Safety Act 2012 (TAS)</i></p>
Related organisational policies and procedures	<p>The following policies, procedures and registers work together to support workplace health and safety across all of our operations:</p> <ul style="list-style-type: none"> • <i>Child Safety Code of Conduct</i> • <i>Child Safety & Wellbeing</i> • <i>COVIDSafe Plan</i> • <i>Safety Risk Register</i> • <i>Injuries and Incidents Register</i> • <i>Workplace Discrimination and Harassment Policy</i>
Access to the policy	<p>This policy can be accessed from the Policies section of TSAA website: www.tourette.org.au</p>
Policy status and review	<p>This policy was approved on 12/12/2022 by the Committee.</p> <p>The Committee will review this policy at least every two years. We also review relevant practices, policies and the safety risk register in response to any incidents or 'near misses'. Findings from reviews will be reported to the people involved in our organisation and also inform our approach to continuous improvement of our policies. Reviews are overseen by the Committee and will be informed by consultation with members, volunteers and staff.</p>

Policy Detail

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

About Tics

Tourette Syndrome (TS) is a neurological disorder, which is characterised by rapid, repetitive and involuntary muscle movements and vocalisations called "tics". Both physical and vocal tics can sometimes appear to be aggressive and/or sexually inappropriate. Whilst acknowledging that the person with TS is doing these tics involuntarily, it is also important to acknowledge that tics can sometimes cause harm to others, both physically and emotionally. At camps and support group catch-ups these tics

are usually taken with good humour and understanding amongst attendees, however it is important that all staff, volunteers and contractors take seriously any complaints or incidents or harm resulting from tics. It is important to note that assault, including sexual assault, is a criminal offence and the perpetrator may be held accountable under the law. This is regardless of the involuntary nature of perpetrator's tics or their disability if they (or their parent/guardian) fails to put mitigations in place to reduce the risk of harm.

There is no single approach for dealing with this issue. Strategies for addressing complaints and incidents regarding tics include:

- Putting distance between the person with the tic and the person being harmed,
- Briefing new attendees at camps and support group catch-ups on the types of tics they may be exposed to and what to do if they feel unsafe, and
- Asking anyone with tics that might harm others to speak to the camp coordinator or support group leader about strategies that can be put in place, and
- Requiring that a person with aggressive tics be accompanied by a parent or carer, regardless of age.

If in doubt, a Camp Coordinator or Support Group Leader should speak to a member of the TSAA Committee for advice on how to handle a particular situation.

Committee Responsibilities

The Committee will, as far as is reasonably practicable:

- Ensure the organisation complies with all legislation relating to health and safety in each state and territory in which it operates,
- Establish and maintain a register of health and safety risks and implement actions to eliminate or minimise them,
- Provide information, instruction and training to enable all workers to work safely,
- Consult with and involve workers on matters relating to health and safety,
- Provide appropriate safety equipment and personal protective equipment,
- Maintain a register of injuries and incidents,
- Review this policy and the health and safety risks at least annually, and
- Make this policy available to all workers, members and visitors.

Worker Responsibilities

Workers will:

- Take reasonable care for their own health and safety,
- Follow safe work procedures, instructions and rules,
- Participate in safety training when requested,
- Report health and safety hazards,
- Report all injuries and incidents, and
- Use safety equipment and personal protective equipment as instructed.

Members and visitor responsibilities

Members and visitors in our workplaces will:

- Take reasonable care for their own health and safety,
- Notify Support Group Leaders and Camp Coordinators of any tics that they or their children have that could cause harm to others, and put in place mitigations to reduce the risk of harm,
- Ensure that a parent, guardian or carer over the age of 18 accompanies all children under the age of 18 to camps and support group catch ups at all times,
- Attend camps and support group catch-ups with a parent or carer, regardless of age, when requested to by the Support Group Leader or Camp Co-ordinator as a

risk mitigation, and

- Follow any other reasonable instructions that the TSAA may give, including providing all relevant information and allowing for relevant risk assessments to be undertaken.

Document History

Version No.	Date	Author	Description
V0.1	10/04/2021	Sandra Gleeson	First draft for Committee review and approval.
V1.0	20/04/2021	Sandra Gleeson	Approved by the TSAA Committee at meeting 20/4/2021.
V1.1	30/11/2022	Sandra Gleeson	Transferred to new template and additional details added. Additional content included to align with Child Safety and Wellbeing policy. More detail included on responsibilities of members.
V2.0	20/12/2022	Sandra Gleeson	V2.0 finalised after Committee approval 12/12/2022.