
WORK HEALTH AND SAFETY POLICY

Work Health and Safety Policy

Everyone goes home safe, every day, in the office and on Country

Version 1.1 - July 2026

Policy owner	Board of Directors, THRIV3 (Indigenous Corporation)
Responsible officer	Chief Executive Officer
Applies to	Directors, members, the CEO, employees, volunteers, contractors, students on placement and agency workers of THRIV3 (together, THRIV3 People)
Effective date	July 2026
Next review	July 2027 (or earlier if legislation or funding conditions change)
Related documents	Alcohol and Other Drugs Policy; Motor Vehicle, Travel and Living Away From Home Policy; THRIV3 Handbook Part B; Incident and Hazard Report (Form F15)

1. Purpose and Scope

THRIV3 (Indigenous Corporation) is committed to the health, safety and wellbeing of every person connected with our work. As a person conducting a business or undertaking (PCBU) under the Work Health and Safety Act 2011 (NSW), THRIV3 owes duties to all workers and to others affected by our work.

This policy applies to all THRIV3 People: Directors (as officers), the CEO, employees, volunteers, contractors, students on placement and agency workers, and covers every THRIV3 workplace: our office, program sites, aquatic facilities, vehicles, community venues, on-Country locations and home workspaces.

2. Our Commitments

- Provide and maintain safe systems of work, safe plant and equipment, and a safe working environment.
- Identify hazards, assess risks and control them using the hierarchy of controls, eliminating risks where reasonably practicable.
- Consult workers (including volunteers) on WHS matters that affect them, and give them genuine opportunity to raise concerns.
- Provide the information, training, instruction, supervision and personal protective equipment (PPE) needed to work safely.
- Support the physical and psychological health of our people. Psychosocial hazards (including bullying, harassment, high job demands, poor support, remote and isolated work, and exposure to traumatic events) are identified, assessed and controlled using the hierarchy of controls, as required by the Work Health and Safety Regulation 2025 (NSW) and the SafeWork NSW Code of Practice: Managing Psychosocial Hazards at Work.
- Maintain first aid, emergency procedures and workers compensation insurance, and support injured workers to recover at work.

3. Responsibilities

Officers (Directors and the CEO)

Exercise due diligence: keep WHS knowledge current, understand THRIV3's operations and hazards, ensure resources and processes exist to manage risk, and verify they are used. Officers note that NSW law includes an industrial manslaughter offence (from 16 September 2024) for gross negligence causing a workplace death, which underlines why due diligence is personal, continuous and documented.

Managers and supervisors

Implement safe systems in their areas, induct and supervise workers, enforce PPE and safe work procedures, act on reported hazards, and lead by example.

All workers (employees, volunteers, contractors, students)

Take reasonable care for your own health and safety and that of others, follow reasonable instructions and procedures, use PPE as trained, and report hazards, incidents and near misses promptly.

4. Hazard and Risk Management

Hazards are identified through inspections, consultation, incident data and program risk assessments (including for on-Country work, water-based activities and events). Risks are assessed for likelihood and consequence and controlled using the hierarchy of controls: eliminate, substitute, isolate, engineer, administrate, then PPE. This hierarchy applies to psychosocial risks in the same way as physical risks. Risk assessments are recorded and reviewed after any incident or significant change.

5. Incident Reporting and Investigation

Report all injuries, illnesses, incidents and near misses to your supervisor as soon as possible and complete an Incident Report Form (Form F15). THRIV3 investigates to find causes and prevent recurrence, not to blame.

Notifiable incidents (a death, serious injury or illness, or dangerous incident) must be reported to SafeWork NSW immediately by the CEO on 13 10 50, and the site preserved until an inspector allows it to be disturbed, except to help an injured person or make the site safe.

6. Specific Safety Arrangements

Working alone and remote work

No worker undertakes remote or isolated work without a communication plan: a charged phone or satellite communicator where coverage is unreliable, scheduled check-ins, and a clear escalation procedure if a check-in is missed (Form F16). Vehicles used for remote work carry water, first aid and recovery basics.

Fitness for work, fatigue, heat and sun

Present fit for duty. Manage fatigue by taking breaks and raising concerns about excessive hours. Outdoor work is planned around heat: water, shade, rest breaks, and rescheduling in extreme conditions. Sun protection (long sleeves, hats, sunscreen, SPF-rated PPE) is required for outdoor work.

First aid and emergencies

First aid kits are maintained at the office, in vehicles and at program sites. Trained first aiders and emergency procedures (evacuation, fire, medical, flood and remote emergencies) are covered at induction and displayed at fixed sites.

Right to cease unsafe work

Any worker may cease, or refuse to carry out, work if they have a reasonable concern of exposure to a serious risk from an immediate or imminent hazard. Tell your supervisor immediately; alternative safe work may be assigned while the risk is resolved.

7. Injury Management and Return to Work

THRIV3 holds workers compensation insurance for employees (and volunteers where covered by our volunteer personal accident insurance). Injured workers are supported to recover at work where safe, with suitable duties identified in consultation with the worker, their doctor and the insurer. Compliance with the Workers Compensation Act 1987 (NSW) and Workplace Injury Management and Workers Compensation Act 1998 (NSW) is mandatory.

THRIV3 notes the NSW workers compensation reforms enacted in November 2025 and February 2026, with key changes commencing on 27 March 2026 and 1 July 2026. In particular, a primary psychological injury is now compensable only where it arises from a defined relevant event with a real and direct connection to employment, and weekly payments for psychological injuries are limited to 130 weeks unless whole person impairment is assessed at 21% or higher. These changes make prevention the priority: THRIV3 treats the management of psychosocial hazards under section 2 as its primary control, supports early reporting, and manages every claim promptly and supportively with icare and SIRA guidance.

8. Smoke-Free Workplace

All THRIV3 workplaces, vehicles and events are smoke-free (including vaping), consistent with the Smoke-free Environment Act 2000 (NSW).

9. Review

The Board reviews WHS performance regularly and this policy at least annually. Hazard, incident and consultation records are maintained by the CEO.

Board adoption

This policy was adopted by the Board of Directors of THRIV3 (Indigenous Corporation) and takes effect from the date recorded below. It will be reviewed at least every 12 months, and earlier if legislation, ORIC or ACNC requirements, or funding conditions change.

Adopted On: 25/07/2026