

OCI Foundation International

Sponsors of the: (i) Cyfed Undergraduate Scholarships (ii) CBH Scholarships (iii) IFOMSSA Junior Awards (iv) IFOMSSA Senior Awards and (v) Annual JAMB Awards (vi) ArOF Health Campaign (vii) LAMS Initiative (viii) The Gynocular Project



Workplace Health and Safety Policy (March 2025)

A. Introduction

The OCI Foundation is committed to safeguarding the health, safety, and welfare of everyone interacting with it and ensures compliance with its occupational health and safety obligations. All OCI Foundation personnel are expected to be aware of the health and safety risks and adhere to this Workplace Health and Safety Policy Document to mitigate these risks.

B. Purpose

The OCI Foundation recognises that workplace health and safety is integral to achieving excellence in project management, project delivery, team collaboration, and work performance outcomes. The purpose of this policy is to, as far as reasonably practicable:

- Prevent workplace injuries and illnesses.
- Promote a safe and healthy workplace culture.
- Inform all OCI Foundation personnel of the security guidelines and procedures that apply wherever they operate.
- Provide a framework for consulting, collaborating and communicating with workers and health and safety representatives.
- Consider workplace health and safety in project planning and work activities.
- Allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace.
- Ensure that workers understand their rights and responsibilities and can identify and control risks in the workplace.
- Drive continuous improvement in workplace health and safety.

This policy is designed to assist OCI Foundation personnel in reducing the likelihood of adverse incidents taking place and, if they do happen, to respond appropriately and minimise their impact.

Although the OCI Foundation will do its utmost to minimise risks, a certain level of risk will remain while implementing our activities. The OCI Foundation will strive to ensure that staff is aware of the risks that involve their work.

Rather than seeing safety management as a restrictive necessity, the OCI Foundation sees it as a way of enabling our work and programs and thus the continuation of operations under conditions where, without safety management, this might no longer be possible.

As a result of the aforementioned considerations, the OCI Foundation considers health and safety management as a way to:

- Reduce workplace health and safety hazards.
- Safeguard workers' health and safety.
- Enable operational activities under difficult security conditions.
- Reduce the risk to individual staff members to an acceptable level.
- Protect the OCI Foundation's reputation.

The balance between these objectives is carefully considered at every level in the organisation, and decisions are made accordingly. The organisation also gives every staff member the right and duty to contribute to these objectives regardless of their functions.

This Workplace Health and Safety Policy Document is the main tool in implementing health and safety management within the OCI Foundation. It achieves this by:

- Providing clear decision lines and responsibility levels.
- Giving guidance in certain specific situations.
- Ensuring adequate awareness and preparation on all levels within the organisation.

C. Scope

To a large extent and as part of its duty of care, the OCI Foundation bears responsibility for the health and safety of its staff as they execute their day-to-day activities. The Foundation also feels some moral obligation to provide the same health and safety measures for persons who assist it in the delivery of its activities

To ensure compliance to the OCI Foundation, a person who does not have a contractual agreement with us will have to sign a code of conduct which states that as long as a he or she complies with the stipulations of the Foundation's Workplace Health and Safety Policy, the OCI Foundation will do its utmost to ensure the best health and safety for that person. This commitment does not extend the OCI Foundation's liability towards this person in case of an incident.

Overall, this OCI Foundation's Workplace Health and Safety Policy applies to all its employees (overseas and local), headquarters, directors, officers, contractors (including employees of contractors), suppliers, consultants on short- or long-term missions, authorised visitors, volunteers, family members duly authorised to accompany or visit staff during missions, and any other persons working formally and directly with the Foundation. The health and safety of our partner organisations are not covered.

D. OCI Foundation's Commitment to Workplace Health and Safety

- 1) The OCI Foundation aims to safeguard the rights of all people to work in an environment that is safe and does not pose health risks.
- 2) We commit to working in partnership with all workers to identify and address workplace health and safety issues.
- 3) We also commit to the continuous improvement of our workplace health and safety practices through the ongoing development of systems and processes to:
 - a. Identify, assess and control workplace hazards.
 - b. Reduce the incidence and cost of occupational injury and illness.
 - c. Provide a rehabilitation system for those affected by occupational injury or illness.
- 4) All concerned personnel must be familiar with this Health and Safety Policy and adhere to it.
- 5) **Evacuation:** If an evacuation is required due to medical or other circumstances,

- OCI Foundation personnel should contact their emergency contacts immediately. Those contacts will make the necessary logistical arrangements for the evacuation.
- 6) **Travel Insurance:** Before departing, all OCI Foundation personnel must have appropriate travel insurance (including medical evacuation) in place.
 - 7) **Emergency Evacuation:** The OCI Foundation will provide workers with information on emergency evacuation procedures at all its offices and College locations. Fires, bomb threats, gas leaks, and other hazards are all risks in workplaces, and it is imperative that all workers are aware of the procedures to follow in the event that evacuation is required.
 - 8) **Workers' Compensation:** The OCI Foundation must always hold appropriate levels of workers' compensation within Australia and overseas where the OCI Foundation functions. If an employee develops an illness or injury in connection with work, they should report the incident to their supervisor as soon as possible and consider whether to submit a workers' compensation claim.
 - 9) **Reporting:** If a worker identifies a workplace health or safety incident, accident, injury or hazard, including a near miss or any non-compliance with the OCI Foundation's Workplace Health and Safety Policy or Procedures, they must report it to their immediate supervisor or manager. Where a hazard or near miss is identified and/or reported, the worker must submit an incident report to their supervisor/manager, who will work with the worker and the Workplace Health and Safety Coordinator. These measures help identify, assess and select actions that will control hazards and risks to health and safety. It will also help monitor and evaluate hazard- and risk-control measures.
 - 10) **Legislation and Industrial Instruments:** Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of employees and other stakeholders in the workplace. All officers, employees, contractors, suppliers and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:
 - a. Occupational health and safety laws that operate in each state and territory.
 - b. Workers' compensation legislation that operates in each state and territory.
 - c. Criminal laws.
 - d. Anti-discrimination laws.
 - e. Employment laws (including measures to address bullying at work).
 - 11) This policy and associated procedures are not intended to override any industrial instrument, contract, award or legislation.

E. **Review of Policy Document**

This policy is subject to review in March 2028, three years after its implementation. Our appraisal tool will be used as part of that review. However, it can be sooner if legislation or other events warrant it.

F. **Feedback**

If you have any feedback on the OCI Foundation on this document, please contact us immediately via the link [HERE](#).

This document was partly developed from a similar document by the Kokoda Track Foundation (KTF).