

Robogals Health and Safety Policy

Owner	Approver	Approved	Next review
People Committee	Board	2021	2023

Overview

Robogals is committed to taking all reasonably practicable steps to ensure the health and safety of all members of the Robogals community during their engagement. Robogals is also committed to ensuring all laws and regulations governing workplace health and safety are adhered to at all times.

Our commitment to the health and safety of our members is operationalised through the Robogals health and safety management system and supported by other relevant Robogals policies.

Scope

This policy applies to all members of the Robogals community, including any employees, volunteers and Board representatives. All members of the Robogals community are expected to conduct themselves in accordance with this policy at all times.

Roles and Responsibilities

The following members will ensure, as far is reasonably practicable, that the Robogals community is safe and without risk to the health and safety of its members.

- **Board Members:** Will take all reasonable steps to ensure compliance with workplace health and safety statutory requirements and Robogals policies. They will also demonstrate a commitment to ensure a safe working environment at Robogals at all times and without risk to the health and safety of any of its community members.
- **Chief Executive Officer (CEO):** Is responsible for the implementation and monitoring of this policy. In fulfilling the objectives of this policy, the CEO is also committed to regular consultation with the People Committee and Robogals members to ensure that the policy operates effectively.
- **People Committee:** In an advisory capacity, ensure that all workplace health and safety policies and procedures are maintained, implemented and adhered to by all Robogals community members.
- **Regional Executive Officers/Chapter Presidents/Leadership Teams:** Will be accountable for implementing any Robogals policies and for proactively addressing issues that may adversely affect the health and safety of its community members. All leaders are required to provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health and safety of its members. Local/regional/country legislation must also be considered in conjunction with this policy.
- **All Robogals members and volunteers:** Are required to cooperate fully with Robogals on health and safety matters. All community members are responsible for ensuring their personal safety and for that of others who may be affected by their acts or omissions.
- **Students / teachers / partners / affiliates / any associates of Robogals** - Will be supported via our volunteers, CEO and Board members to adhere to this policy at all times eg events, workshops, meet ups etc.

Robogals will take all reasonable practicable steps to:

- Provide and maintain a safe working environment
- Implement and adhere to Robogals policies and procedures
- Monitor the health and safety of all Robogals community members during their engagement
- Not knowingly require any person to participate in an activity that is likely to be detrimental to their own health and safety
- Ensure all Robogals members have the the necessary information, training and supervision to enable them to be engaged in a safe manner
- Report, record and investigate any incidents, injuries and near misses
- Review and update any workplace health and safety activities as required and in accordance with any relevant legislation.

Robogals Community members will take all reasonable practicable steps to:

- To ensure their own health and safety and the health and safety of others who may be affected by their actions
- Cooperate with Robogals with respect to any action it has taken to meet its health and safety responsibilities
- Comply with Robogals workplace health and safety policies and systems of work
- Proactively report all accidents, injuries and near misses in a timely manner
- Provide feedback as required on steps taken to improve health and safety and the effectiveness of resulting initiatives.

Supporting Policies / Documentation

- Robogals Communication and Support Form (accessible at [Robogals.org](https://robogals.org) under Robogals Way, under About)

Continuous Improvement

- Robogals is committed to continually improving work health and safety performance to ensure the ongoing health and safety of the Robogals community.