

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR MANAGING AND SUPPORTING EMPLOYEES WHO ARE SUBJECTED TO FAMILY VIOLENCE

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EXAMPLE

1. APPROVAL

Document Control

Document:	HSEQ-MP-129 – Managing and Supporting Employees who are Subjected to Family Violence		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below.

Amendment Record

Version	Date	Context	Section	Summary of Amendments
1.0	Insert Date	To provide a proactive process to respond, assist and support employees who may be subjected to family violence.	All	Original

The latest revision of this procedure is on **Insert Your Company**'s intranet site.
 It is the responsibility of the individual to ensure that any hardcopy is the current revision.
 A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Responding to Family Violence When Employees Work from Home		Rev:	1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/>	Date: Insert Date

2. PURPOSE

Insert Your Company is a proactive employer regarding the health, safety and wellbeing of our employees and recognizes that it is particularly important that all personnel are healthy, safe and valued. Accordingly, this procedure is to provide a process to respond, assist and support the health, safety and wellbeing of personnel who undertake work on our behalf and may be subjected to family violence.

3. SCOPE

This procedure applies to all Insert Your Company employees who undertake work on behalf of Insert Your Company, as defined under the Work Health and Safety Act and the Fair Work Act, to provide and maintain a working environment that is safe and without risks to health, safety and wellbeing, including, as far as is reasonably practicable, risks to health and safety caused by family violence.

4. TERMS AND DEFINITIONS

Term	Definition
Anxiety (Disorder)	Generalised as a group of mental disorders characterized by significant feelings of anxiety and fear.
Depression (Disorder)	A common and serious medical illness that negatively affects how a person feels, e.g. a persistent feeling of sadness and loss of interest.
Discrimination	Treating or proposing to treat someone unfavourably because of a personal characteristic.
Fatigue	Weariness that is primarily caused by prolonged wakefulness or insufficient and/or disturbed sleep.
Family or Domestic Violence	Violent, threatening or other abusive behaviour by an employee's close relative that seeks to coerce or control the employee and causes them harm or to be fearful.
Fitness/Fit for Work	Means that a person is in a physical, mental and emotional state that enables him/her to perform their assigned tasks completely and in a manner that does not compromise or threaten the wellbeing of themselves or others.
Hazard	Any matter or event which has the potential to cause injury, illness or incident.
Health Hazard	A broad term encompassing anything that may be harmful to a person's health.
Health Monitoring	Monitoring of a person to identify changes in the person's health status due to potential exposure to a workplace hazard.