

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

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## 1. APPROVAL

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Approved By:	Insert Person	Position:	Insert Position		
This procedure is reviewed to ensure its continuing relevance to the system process that it describes. A record of contextual additions or revisions is given below.					
Amendment Record					
Version	Date	Description of Change	Affected Parties	Summary of Amendments	
1.0	Insert Date	To provide proactive access response support employees who are 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
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## 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 are employed on behalf of Insert Your Company, as defined under the Occupational 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
<b>Anxiety</b> (Disorder)	Generally refers to a group of mental disorders characterized by significant feelings of worry and fear.
<b>Depression</b> (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.
<b>Discrimination</b>	Treatment or proposing to treat someone unfavourably because of a personal characteristic.
<b>Fatigue</b>	Weariness that is primarily caused by prolonged wakefulness and/or insufficient and/or disturbed sleep.
<b>Family Violence</b>	Stalking, 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.
<b>Fitness for Work</b>	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.
<b>Hazard</b>	Any matter or event which has the potential to cause injury, illness or incident.
<b>Health Hazard</b>	A broad term encompassing anything that may be harmful to a person's health.
<b>Health Monitoring</b>	Monitoring of a person to identify changes in the person's health status due to potential exposure to a workplace hazard.