

SAFETY PROCEDURE

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

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1. APPROVAL

Document Control			
Document:	HSEQ-MP-129 – Managing and Supporting Employees who are Subjected to Family Violence		
Version:	1.0		
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This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is maintained.

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 are subjected to family violence.		Original

The latest version 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 sound without risks to health, safety and wellbeing, including, where practicable, risks to health and safety caused by family violence.

4. TERMS AND DEFINITIONS

Term	Definition
Anxiety (Disorder)	Generalised anxiety disorder of men and women characterized by significant feelings of anxiety.
Depression (Disorder)	A common and serious mood disorder that negatively affects how people feel, think, and act, and is characterized by a persistent feeling of sadness and loss of interest.
Discrimination	Treating or permitting to treat someone unfavourably on the basis of a personal characteristic.
Fatigue	Weakness or tiredness primarily caused by prolonged wakefulness, insufficient rest and/or disturbed sleep.
Family or Domestic Violence	Violence, 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.
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.