

# ASA Work Health and Safety Policy

## **Document Control**

**Policy owner:** CEO

**Responsible Committee:** People and Culture Committee

**Approved by:** Board

**Effective from:** XX May 2026

**Review due:** XX May 2028

**Applies to:** Directors, committee members, employees, contractors, consultants and volunteers and, where relevant, members and visitors participating in ASA activities

**Related documents:** Code of Conduct; Psychosocial Hazards Policy; Workplace Sexual Harassment, Sex Discrimination and Sex-Based Harassment Policy; Bullying, Harassment, Discrimination and Victimisation Policy; Incident Reporting Procedure; Emergency Procedure; Volunteer Guidelines

**Version:** 1.0

## **1. Purpose**

The Australian Shareholders' Association is committed to providing a work environment that is safe and without risks to physical or psychological health, so far as is reasonably practicable. People carrying out work for ASA, and others participating in ASA activities, must take reasonable care for their own health and safety and that of others.

This policy outlines ASA's commitment to the physical and psychological health and safety of people who carry out work for ASA or whose work is influenced or directed by ASA.

## **2. Scope**

This policy applies to all ASA directors, committee members, employees, contractors, consultants, volunteers and, where relevant, members and visitors participating in ASA activities.

It applies to all work undertaken for ASA in any location, including at ASA offices and other workplaces, from home or other remote locations, at Annual General Meetings, meetings, events, conferences and training sessions, while travelling for ASA purposes, and online or in virtual environments.

## **3. Legislative basis**

ASA will comply with all applicable work health and safety and occupational health and safety legislation in each Australian jurisdiction in which it operates, together with applicable regulations, approved codes of practice and regulatory directions.

Where a jurisdiction has specific requirements, those requirements apply in addition to this policy.

#### **4. Policy statement**

ASA is committed to:

- (a) providing and maintaining a work environment that is safe and without risks to health, so far as is reasonably practicable
- (b) providing and maintaining safe systems of work
- (c) identifying hazards, assessing risks, and eliminating or minimising risks so far as is reasonably practicable
- (d) protecting both physical and psychological health and safety
- (e) consulting, so far as is reasonably practicable, with workers who are, or are likely to be, directly affected by work health and safety matters
- (f) providing appropriate information, instruction, training, supervision and support
- (g) ensuring there are clear processes for reporting hazards, incidents, injuries, near misses and safety concerns
- (h) responding to incidents and concerns promptly, fairly and appropriately
- (i) maintaining safe arrangements for remote work, work-related travel, and events involving staff, volunteers, members and external participants
- (j) reviewing work health and safety performance and taking practical steps to improve it over time.

#### **5. ASA's commitments**

ASA will, so far as is reasonably practicable:

- (a) maintain a work health and safety framework that is proportionate to the size and nature of the organisation
- (b) assess, measure and manage risks associated with office work, remote work, travel, events, manual tasks, fatigue, workload, and interactions with members, volunteers, the public and third parties

- (c) identify and manage psychosocial hazards, including bullying, harassment, sexual harassment, aggression, unreasonable workloads, poor support, unclear roles and other factors that may create risks to psychological health
- (d) consult with workers and, where appropriate, volunteers about health and safety issues and proposed changes that may affect them
- (e) provide suitable induction and relevant work health and safety information to workers and volunteers
- (f) ensure appropriate emergency and incident response arrangements are in place for ASA workplaces and activities
- (g) work with landlords, venue operators, contractors and other duty holders, where relevant, to coordinate health and safety responsibilities
- (h) investigate reported incidents and hazards and take appropriate corrective action
- (i) support a culture in which people can raise safety concerns early and in good faith
- (j) keep appropriate records relating to hazards, incidents, corrective actions and training.

## **6. Responsibilities**

### **Board and officers**

The Board and officers of ASA are responsible for exercising appropriate oversight and due diligence in relation to work health, safety and wellbeing. This includes ensuring ASA has appropriate and effective resources, processes and reporting arrangements in place to meet its obligations.

### **CEO**

The CEO is responsible for implementing this policy, allocating responsibilities, supporting consultation, monitoring and measuring work health and safety issues, providing assurance that the processes are operating effectively, and ensuring appropriate action is taken in response to reported hazards and incidents.

### **Managers, supervisors, committee chairs and convenors**

Those with leadership or supervisory responsibilities must take reasonable steps to support safe work, identify and escalate risks, follow ASA procedures, and ensure that work and activities under their control are organised safely.

### **Workers and volunteers**

Employees, contractors and volunteers must take reasonable care for their own health, safety and wellbeing and for the health, safety and wellbeing of others who may be affected by their actions. They must follow reasonable safety instructions, use provided systems and controls, and promptly report hazards, incidents and concerns.

### **Members and visitors**

Members and visitors participating in ASA activities are expected to comply with reasonable safety instructions and to take reasonable care not to put themselves or others at risk.

### **7. Consultation and reporting**

ASA will consult, so far as is reasonably practicable, with workers on work health and safety matters that directly affect them.

Workers, volunteers and others covered by this policy are encouraged to raise hazards, incidents, near misses and other safety concerns as early as possible. Reports should usually be made to the CEO. Where a concern involves the CEO, or the person is not comfortable raising it with the CEO, it may be raised with the Chair of the People and Culture Committee.

ASA will not tolerate victimisation or detrimental treatment for raising a concern in good faith.

### **8. Incident and hazard management**

All incidents, injuries, near misses and identified hazards must be reported promptly.

ASA will assess reported matters, take action, as appropriate, and investigate where required. Where an incident is legally notifiable, ASA will notify the relevant regulator in accordance with the applicable law.

### **9. Remote work and off-site activities**

ASA recognises that work health and safety duties apply to remote work and off-site activities, including work from home, travel, meetings and events.

ASA will take a practical, risk-based approach to remote and off-site work, including consideration of workstation setup, fatigue, isolation, communication, emergency arrangements, psychosocial risks and the suitability of venues and activities.