



PROCEDURE	
<b>Family and Domestic Violence - Workplace Safety Planning</b>	
<b>Scope (Staff):</b>	All employees
<b>Scope (Area):</b>	Child and Adolescent Health Service (CAHS)

## Aim

To outline the procedure for managers when conducting a workplace safety plan for employees experiencing family and domestic violence.

## Background

CAHS is strongly committed to providing a safe working environment for all employees. CAHS recognises that employees experiencing family and domestic violence may require additional individual support and workplace safety planning.

## Risk

Family and domestic violence can become workplace violence when the situation enters the workplace. In some cases there can be a risk to the physical and psychological safety not only of employees who are experiencing violence, but also to colleagues, visitors or patients / consumers / clients and their families.

## Definitions

**Employee:** is a person who has an employment contract with CAHS, whether on a full-time or part-time, permanent, fixed term contract (temporary), casual or sessional basis.

**Family and domestic violence (FDV):** the meaning of family and domestic violence is in accordance with the definition in the [Restraining Orders Act 1997](#) (new Section 5A) as amended by the [Restraining Orders and Related Legislation Amendment \(Family Violence\) Act 2016](#). This definition includes behaviour towards a family member that:

- is physically or sexually abusive;
- is emotionally or psychologically abusive;
- is economically abusive;
- is threatening;
- is coercive;
- in any other way controls or dominates the family or household member and causes that person to feel fear for their safety or wellbeing or that of another person; or
- causes a child to hear or witness, or otherwise be exposed to the effects of, such behaviour.<sup>1</sup>

## Key Points

- This procedure supports the workplace safety planning as outlined in the [Premier's Circular 2017/07: Family and Domestic Violence – Paid Leave and Workplace Support](#) and industrial agreements.
- CAHS has a number of obligations under the [Occupational Safety and Health Act 1984](#) to provide a safe workplace for its employees.
- To meet this commitment CAHS has a number of supporting policies in place policies that further support this procedure including the following:
  - CAHS [Emergency Management](#) policy;
  - CAHS [Critical Incident Impact Management \(Debrief\)](#) policy; and the
  - CAHS [Aggressive, Offensive and Inappropriate Behaviour Management](#) policy.
- Where an employee impacted by family and domestic violence is concerned for their personal safety at work, it is recommended that the manager and the employee complete a [CAHS Employee Workplace Safety Plan](#).
- The CAHS Employee Workplace Safety Plan is divided into four (4) sections with information throughout the plan providing guidance on completing the sections.
- Managers are to work with affected employees to identify options that best support the individual's needs and workplace safety requirements.
  - Access to any safety risk mitigation options should not be denied due to operational inconvenience where the wellbeing and safety of an employee is at risk.

## Roles and Responsibilities

### *Managers*

- Managers (including Supervisors with direct reports) are responsible for:
  - ensuring compassionate, respectful and confidential support is provided to employees affected by family and domestic violence; and
  - taking prompt appropriate action to sensitively and confidentially address any reports of employees potentially affected by family and domestic violence.

### *Employees*

- Employees are responsible for:
  - notifying their manager if they believe a family and domestic violence situation has the potential to impact the workplace; and
  - are encouraged to sensitively and compassionately refer colleagues affected by family and domestic violence to seek assistance through available support systems.

## **Human Resources Consultants**

- Human Resources Consultants are responsible for:
  - acting as the nominated contact officers to provide compassionate, respectful and confidential support to managers and employees in situations of family and domestic violence; and
  - completing relevant contact officer training to recognise, respond and refer employees impacted by family and domestic violence.

## **Occupational Safety and Health department**

- Occupational Safety and Health department are responsible for:
  - providing information and advice on workplace safety planning and risk mitigation strategies that can be adopted in the workplace where an issue of family and domestic violence that may impact the workplace is identified.

## **Confidentiality**

- All reasonable steps will be taken to ensure matters disclosed through this procedure remain highly confidential.
  - However the safety of all employees in the workplace remains a priority and where it is identified through the workplace risk assessment that key personnel need to be informed or additional measures need to be put in place CAHS has a legal obligation to disclose such information.
- The employee should be advised prior to disclosing information that CAHS has an obligation to report any behaviour that can be seen as unlawful or where there is a risk or imminent danger to any adult or child.
- Where practicable any obligatory reporting should be communicated to the employee.

## **Record Keeping**

- Records generated under this procedure are considered corporate records and are given a 'Highly Confidential' security rating to protect an employee's rights and safety.
- Records produced as a result of this policy will be maintained in accordance with:
  - [CAHS Recordkeeping Plan 2015027](#); and
  - [General Disposal Authority for State Government Information](#) (Section 67. Occupational Safety and Health)
- Section 2 of the [CAHS Employee Workplace Safety Plan](#) will be provided with a completed Hazard Identification form if a level of risk in the workplace is identified.
  - To ensure confidentiality, managers are advised to submit the hazard form under their name with no employee information included.


<b>Related CAHS internal policies, procedures and guidelines</b>
<a href="#">Emergency Management</a> (CAHS Policy Manual)
<a href="#">Critical Incident Impact Management (Debrief)</a> (CAHS Policy Manual)
<a href="#">Aggressive, Offensive and Inappropriate Behaviour Management</a> (CAHS Policy Manual)
<a href="#">Incident and Hazard Reporting</a> (CAHS Policy Manual)
<a href="#">Employee Assistance Program</a> (CAHS Policy Manual)
<a href="#">Family and Domestic Violence Leave</a> (CAHS Policy Manual)
<a href="#">CAHS Recordkeeping Plan 2015027</a>

<b>References and related external policies</b>
<a href="#">Restraining Orders Act 1997</a> (Western Australian Legislation)
<a href="#">Family and Domestic Violence - Paid Leave and Workplace Support</a> (WA Premier's Circular 2017/07)
<a href="#">Occupational Safety and Health Act 1984</a> (Western Australian Legislation)
<a href="#">General Disposal Authority for State Government Information</a> (Section 67. Occupational Safety and Health)

<b>Useful resources (including related forms)</b>
<a href="#">CAHS Manager Guide: Supporting employees experiencing FDV</a>
<a href="#">CAHS Electronic OSH Incident or Hazard Reporting Form</a>
<a href="#">CAHS Employee Workplace Safety Plan</a>
<a href="#">CAHS HealthPoint: Family and Domestic Violence</a>
<a href="#">WA Health – Family and domestic violence – guideline, reference manual, policy, education and training</a>

## Family and Domestic Violence - Workplace Safety Planning

This document can be made available in alternative formats on request.

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