



Policy review
Current policy: 18 September 2021
Previous review: 28 June 2019
Previous review: 3 April 2017
Originally adopted: 11 February 2003

Health, Safety and Environmental Policy

All staff and volunteers agree to abide by the WASCA Health, Safety and Environmental policy at all times when they are working in a WASCA capacity

Background

The Western Australian School Canteen Association Incorporated (WASCA) is a not-for-profit, non-government health promotion charity that formed on 15 July 1994.

Our Vision

Healthy food and drink choices for all Western Australians.

Our Mission

WASCA assists canteens and other food services to provide and promote healthy choices and to advocate for healthy food and drink choices in all food services in Western Australian school canteens, hospitals, workplaces, community venues and events.

WASCA is the peak body empowering food service providers with training, practical tools, credible information and support in partnership with schools, community, government, other non-government organisations and food industry.

Our Values

Integrity Commitment Passion

Our policies

Business of the Association is guided by the Constitution; Strategic Business Plan; Code of Conduct and Health, Safety and Environmental Policy.

WASCA is committed to improving the health of staff, volunteers and the community through safe practices in its workplace and wider community.

- Staff, volunteers and participants of training sessions will have access to equipment that reduces the necessity to lift heavy objects e.g. trolleys and will be shown the correct method of lifting to avoid injury
- Staff, volunteers and participants involved in WASCA event and training, including practical kitchen training sessions, will be shown the correct method of lifting to avoid injury; will be provided with equipment in good working order; must wear protective clothing and enclosed shoes; long hair must be tied back; must wear a hat
- The Department of Education (DOE) provides office housing for the Association. As such:
 - DOE is responsible for providing and maintaining a safe and healthy work environment in its workplaces, within the framework of the Occupational Safety and Health Act 1984 and the Workers' Compensation and Rehabilitation Act 1981
 - the Association staff and volunteers will comply with the current Occupational Safety and Health legislation at all times; and will follow DOE guidelines and procedures.

2. Food and catering

WASCA understands and recognises the importance of good nutrition and the role it plays in maintaining and improving health. WASCA will actively promote healthy catering practices across all projects and events.

- WASCA will role model healthy catering and eating practices by:
 - a) ensuring that food provided at events, training and other activities of the Association reflects the objectives of the Association
 - b) not consuming or promoting unhealthy food and drinks (e.g. sugary drinks, energy drinks, confectionery) whilst working in a WASCA capacity at events, training and other activities of the Association
- Items that encourage unhealthy eating (e.g. deep fryers, high fat packaged snack foods, confectionery and sugary drinks) will not be provided for fundraising purposes, prizes, awards or gifts
- Staff and volunteers who provide catering on behalf of the Association will:
 - a) receive food handler training commensurate with the level of activity performed, in accordance with the national Food Safety Standards
 - b) always include water
 - c) include a range of healthy foods consistent with the Australian Dietary Guidelines and Australian Guide to Healthy Eating
 - d) include foods reduced in fat, sodium and sugar, and high in fibre
 - e) cater for dietary requirements
 - f) will adopt practices that support the environment, where possible e.g. tap water and cups rather than bottled water.
- WASCA will give preference to food companies/caterers that provide healthy alternatives, e.g. products registered under the Star Choice™ Food Registration Program.

3. Tobacco

WASCA recognises that smoke free environments protect non-smokers from the harmful effects of environmental tobacco smoke (ETS) and contribute to reducing tobacco consumption levels. WASCA will encourage quitting attempts and discourage the uptake of smoking, particularly by young people.

- All indoor and designated outdoor areas (seated areas/audience areas) under the control of the Association will be 100% smoke free
- All Association activities and events (including training, presentations, fundraising events, meetings, social occasions) will be 100% smoke free
- Tobacco products will not be sold by the Association or on any premises under its control or be used for prizes or fundraising purposes
- Any person, either employed by or representing the Association in any capacity, will refrain from smoking whilst acting in an official capacity.

4. Sun Protection

WASCA recognises that exposure to ultraviolet radiation (UVR) has negative health effects and will therefore introduce measures to minimise exposure where ever possible.

- Conduct activities of the Association either inside or under cover; utilise natural shade areas
- Staff and volunteers representing the Association will always act as a positive role model by adopting sun protection behaviours.

5. Alcohol and Other Drugs

In the interest of health and safety, WASCA will actively promote, encourage and support strategies to minimise harm from alcohol and other drug use.

- All events and activities held by the Association will be alcohol free
- Water will be readily available and provided free of charge at all events and activities
- Alcohol will not be used for prizes, awards or gifts
- Staff, volunteers and participants known to be under the influence of alcohol or other drugs will not be permitted to participate in Association events and activities.

6. Environmental sustainability

In the interests of supporting the Department of Educations Sustainable Schools WA and the framework for Education for Sustainability (EfS) WASCA staff and volunteers will actively support a 'culture of sustainability' by:

- Practicing co-mingled recycling in all main kitchens or where co-mingled recycling receptacles have been placed

- Ensuring appropriate disposal of workplace items into bins specified such as printer toner and cartridges; batteries; bread tags
- Repurposing disused ICT equipment by donating to a volunteer agency who repurposes the items for other use (Mandurah Musketeers). Ensuring documentation is acquired for appropriate cleaning of devices
- Reduce paper use by:
 - ensuring default printer settings on computers printer are for double sided, grey scale only
 - not printing reports for external agencies, sending via email only
 - ensuring a footer is inserted at the base of emails stating '*Please consider the environment before printing this message*'
 - consistently investigating alternate methods for reducing paper use i.e. labels on envelopes v's printing onto envelopes
- Encouraging the use of personal drinking vessels at meetings and events i.e. own water bottles, coffee cups
- Choose suppliers of goods who advocate for sustainable practices.

7. Review

This policy will be reviewed every two years.

- Staff and volunteers will be made aware of the policy; staff contracts will reference the policy
- Breaches will be addressed by the Chief Executive Officer in consultation with the Executive Committee.