

Jafaria Islamic Society Ltd

Policy & Procedure

Work Health & Safety (WHS) Policy

Version	Status	Adopted	Next review	Owner
1.0	Board-adopted policy (Directors; Trustee oversight)	[date]	[+12 months]	Risk/Safety lead

1. Purpose

To provide, so far as is reasonably practicable, a safe and healthy environment for everyone at our premises, the cemetery and our events, consistent with South Australian WHS law.

2. Scope

All workers (including volunteers), members, visitors and contractors at all JIS locations and activities.

3. Definitions

Term	Meaning
Worker	Anyone who carries out work for the Society, including volunteers.
Hazard	Something with the potential to cause harm.
Notifiable incident	A death, serious injury/illness or dangerous incident that must be reported to the regulator.

4. Policy principles

- We eliminate or minimise risks to health and safety so far as is reasonably practicable.
- Volunteers are treated as workers and given the same safety care.
- Everyone has the right to a safe environment and a duty to take reasonable care.
- We consult our people on safety matters that affect them.

5. Requirements and procedures

Premises and fire safety

- Conduct and record regular site and fire-safety inspections (exits, signage, lighting, extinguishers, pathways).
- Keep emergency exits clear and an evacuation plan displayed; hold periodic drills.
- Maintain first-aid kits and trained first-aiders at events.

Activities and contractors

- Complete a risk assessment for events and higher-risk tasks; manage crowd, traffic and manual-handling risks.
- Apply safe food-handling for niyaz/community meals.



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- Check contractor insurances and inductions before work begins; manage cemetery plant and works safely.

Incidents

- Report, record and investigate incidents, injuries and near-misses; act on lessons learned.
- Report notifiable incidents to SafeWork SA and the insurer; preserve the site as required.

6. Roles and responsibilities

Who	Responsibility
Board / Risk lead	Provide resources; ensure inspections, training and consultation happen.
Event coordinators	Apply safety controls at each event.
All personnel	Follow safety rules; report hazards and incidents promptly.

7. Records and review

Records made under this policy are kept in the Society's central system and retained per the Records Management & Retention Policy. This policy is reviewed at least every 12 months by the Board of Directors (changes require Trustee approval), and sooner if law, risk or operations change.

8. Related documents

Risk Management Policy · Events & Programs Policy · Facilities & Centre Operations Policy · Safeguarding Policy

9. Adoption

Adopted by resolution of the Board of Directors of Jafaria Islamic Society Ltd, with the oversight of the Board of Trustees.

Resolution / meeting date	Chairperson — sign & name	Secretary — sign & name
[date]		