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**OCCUPATIONAL HEALTH AND SAFETY STANDARDS**

**Obligations**

Page Family Nurseries Pty Ltd is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of employees, contractors, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Workplace Health and Safety Act 1995*, the *Workplace Health and Safety Regulations 1998* and applicable codes of practice and Australian Standards as far as possible.

**Responsibilities**

***Management:***

Will provide and maintain as far as possible:

• A safe and healthy working environment

• Safe systems of work

• Plant and substances in safe condition

• Facilities for the welfare of employees

• Information, instruction, training and supervision that is reasonably necessary to ensure that each employee is safe

 from injury and risks to health

• A commitment to consult and co-operate with employees in all matters relating to health and safety in the workplace

• A commitment to continually improve our performance through effective safety management

***Employees:***

Each employee has an obligation to:

• Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and

 equipment

• Take reasonable care of their own health and safety and the health and safety of others

• Wear personal protective equipment and clothing where necessary

• Comply with any direction given by management in relation to health and safety

• Not misuse or interfere with anything provided in the interest of health and safety

• Report all accidents and incidents on the job immediately, no matter how trivial

• Report all known or observed hazards to their supervisor or manager

• Familiarise themselves with the emergency response procedures

• Display responsible behaviour and report any irresponsible behaviour if you consider it to be unsafe or which may

 result in an accident

• Keep all work areas clean and tidy

**Plant and Equipment**

You must inform your manager or supervisor immediately should you consider any work practices or equipment unsafe.

 All Plant and equipment is to be used in a safe manner and in accordance with the manufacturers recommended use.

If any machinery requires a specific license to operate, you may only operate the machine if you hold a current license. Example – Forklift truck

Always use a ladder to access high places.

**Incidents**

ALL accidents, incidents, near misses and equipment malfunctions or necessary repairs must be reported and the appropriate reporting forms must be completed – if applicable.

All persons requiring first aid treatment must contact the first aid officer who will render the appropriate treatment

**Application of this policy**

We seek the co-operation of all employees, customers and visitors. We encourage suggestions in realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where employees are required to work off-site.



**DISCIPLINARY ACTION AND DISMISSAL POLICY**

**Aim**

Page Family Nurseries Pty Ltd recognises that the purpose of discipline in most cases is to help employees improve poor or declining job performance, time and attendance problems, or conduct problems.

While most issues will be appropriately addressed on a day to day basis without having to follow the formal disciplinary process, there will be occasions when the disciplinary process will be required.

Page Family Nurseries Pty Ltd aims to deal with all disciplinary issues in a fair and consistent manner.

**Scope**

This policy applies to all permanent employees of Page Family Nurseries Pty Ltd

**Policy**

**STAGE ONE – the verbal warning**

Stage one of the disciplinary action procedure is a verbal warning held in the form of a counselling meeting with a management representative and the employee. A written record will be made of this meeting and recorded on the employees file.

**STAGE TWO – the written warning**

The second stage of disciplinary action will be undertaken if the behaviour persists. This consists of a written warning outlining the behaviour or problems being encountered and possible solutions. The employee will receive a copy of the written warning and a copy will be also recorded on the employees file

**STAGE THREE – the final warning**

A further repeat of this conduct will result in a final warning. A counselling meeting of the same format as stage one, will occur giving a very clear message that if this behaviour persists, the company may terminate your employment. A written record will be made of this meeting and recorded on the employees file.

**INSTANT DISMISSAL**

There are certain behaviours that will not be tolerated and may result in the instant termination of employment:

• Theft of Company products, workplace equipment

• Assault or abuse of a co-worker or client

• Breaching the Companies confidentiality

• Fraud

• Behaviour which could jeopardise the health, safety or profitability of other employees or the company

• Wilful or deliberate behaviour inconsistent with your employment contract

Each incident of misconduct will be reviewed on its merits.

As with any allegation you will be advised of what the allegation is and will be given the opportunity to respond before a decision is reached.



**DRUG AND ALCOHOL POLICY**

**Aim**

Page Family Nurseries Pty Ltd is dedicated to providing a healthy and safe environment for all employees in the workplace and does not condone the misuse of alcohol or abuse of drugs by any employee, contractor, or visitor to this workplace.

In the Interests of preventing the misuse of alcohol or other drugs in the workplace, Page Family Nurseries Pty Ltd is committed to complying with the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulations 1998*, especially those for drugs and alcohol.

**Definition**

Drug and alcohol use can affect a person’s ability to work safely. It creates a risk to personal and workplace health and safety.

**Responsibilities**

Employers must take all reasonable action to protect their employees and other people in the workplace from foreseeable risks to health and safety. In light of this responsibility, all employees at Page Family Nurseries Pty Ltd are to adhere to the following requirements:

No one must consume alcohol or use drugs at this work place, except:

* For legitimate medical reasons. You will be required to supply a letter from your doctor stating what duties you are able to complete in a safe manner.
* At workplace-based social events. This is dealt with in more detail under the *social events* in this policy.

If, in the opinion of the workplace supervisor (or designated responsible person), an employee is unfit to perform their duties or is a potential safety risk to themselves or others because of the effects of drugs or alcohol, that employee shall be immediately stood down from work and leave the workplace.

No employee is to commence work, or return to work while affected by alcohol or other drugs. This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor, who may assign you other duties or arrange for you to be removed safely from the workplace

Employees who are aware of any change in the behaviour of their co-workers and have grounds to believe that person’s ability to work safely may be impaired, have a responsibility to report it to their supervisor so action can be taken immediately.

**Social events**

Page Family Nurseries Pty Ltd, at times, makes alcohol available to staff over the age of 18. We expect that all employees will act responsibly however; limiting the consumption of any alcohol made available is the responsibility of the employee. Driving over the legal limit or under the influence of illicit drugs is illegal.

**Disciplinary action**

Breaches of this policy constitute an act of serious misconduct and may result in disciplinary action including termination of employment



**ENVIRONMENTAL POLICY**

**Aim**

Page Family Nurseries Pty Ltd is committed to operating our business in an environmentally responsible manner. We seek the co-operation of our employees in ensuring our work practices are conducted to protect our environment

**Policy**

It is our responsibility to ensure we conduct our business operations in a manner that ensures our work practices give the required consideration to the environment.

To achieve this goal all employees must minimise the environmental impact by:

* Remove all rubbish and waste from the work area and dispose of correctly
* Dispose of chemicals as per the Material Safety Data Sheet (MSDS)
* If a chemical spill occurs, contain and clean up the spill as per the directions on the MSDS
* Chemicals must never be washed down drains or gutters
* Recycle wherever possible

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**FIRE AND EMERGENCY EVACUATION POLICY**

**Aim**

Page Family Nurseries Pty Ltd is committed to providing a safe environment for employees, contractors, clients and visitors. In the unfortunate event there should be a fire or any other emergency requiring evacuation of the premises the following will apply:

**Policy**

* Alert all persons within the vicinity
* If possible assist and remove any person/s in immediate danger. Do not put yourself in danger in this situation
* Call the emergency number 000 and ask for fire brigade attendance at the required address
* Confine the fire if possible to prevent any further injury or damage. Employees trained in the use of fire fighting equipment can use these to confine the fire if it is safe to do so. If any risks are associated with this, evacuate the area immediately and close all doors
* Evacuate immediately and proceed to the emergency evacuation area
* Check that all areas have been cleared and all persons are accounted for
* Ensure all employees are at the evacuation assembly area. Contact the emergency services with details of the incident and notify them immediately if any employees are missing
* Remain evacuated until you are given the all clear to re-enter the area

All worksites have a fire and evacuation map which will clearly display the location of the evacuation assembly point. Please ensure that you are familiar with this information



**FIRST AID POLICY**

**Aim**

Page Family Nurseries Pty Ltd acknowledges its responsibility and is committed to providing first aid facilities and services for employees, contractors, clients and visitors. First aid is the first response treatment and stabilisation of ill or injured persons.

**Policy**

Any accident resulting in the injury of an employee, contractor, client or visitor on our site must be attended to immediately.

In all instances of serious injury, call 000 and request an ambulance. If applicable ensure the relevant MSDS (material safety data sheet) is available for emergency services.

**First aid Kits**

The OH&S Act requires a first aid kit, fully serviced, must be on the premises.

* The first aid kits are located in the following locations:

**Office/Shed premise – Lunch room wall**

**Nursery – Work Truck**

**First aid records**

An accident / incident report form must be completed when first aid treatment is performed. The records must remain in the OH&S diary and be retained for a minimum period of seven years. First aid records are strictly confidential. A copy of the first air record must be given to the employee.

**First aid officer**

The company trained first aid officers is: *Stuart Page*

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**FORK LIFT TRUCK POLICY**

**Aim**

To ensure the safety of all employees while working with or around fork lift trucks.

**Policy**
Page Family Nurseries Pty Ltd is committed to the safe operation of its fork lift trucks. Regular inspections and maintenance will be carried out and correct operation of the fork lift truck will be monitored at all times. Only certified/authorised employees are to operate fork lift trucks.

**Procedure**

**Maintenance**

Will be in accordance with manufacturer’s recommendations and will only be performed by authorised personnel or contractors.

Pre-operational safety checks must be completed as per the fork lift truck safety operating procedure.

Minor faults must be recorded in the machinery and equipment maintenance book.

Major faults identified will require the fork lift truck to be removed from service IMMEDIATELY until the faults are rectified.

**Driving**

* Only certified/authorised employees are to operate fork lift trucks
* Seat belts are to be worn at all times
* The fork lift driver must ensure that the safe working load is not exceeded
* Loads will be placed fully against the truck carriage or back rest
* Loads are to be transported as close as practical to the ground
* Mast will be tilted backwards
* Fork lift trucks are not permitted to carry passengers at any time
* Extra care must be taken when turning corners or uneven surfaces
* If vision is obscured fork lift is to be driven in reverse

**Prohibited practices**

* Leaving the fork lift without the park brake applied, tines lowered, and controls in neutral
* Lifting employees on the tines of the fork lift without using an approved work platform
* Overloading the fork lift. Load capacity to be checked on the data plate
* Towing or pushing objects without the use of proper towing connections
* Pushing objects with the point of a tine
* Modifications of fork lift safety features including the fitting of any additional counter weights

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**HAZARDOUS SUBSTANCES POLICY**

**Aim**

Page Family Nurseries Pty Ltd is committed to providing a safe environment for our employees. Exposure to hazardous substances may result in skin complaints, breathing difficulties, allergic reactions, burns, cancer and death. Strict adherence with this policy is essential for the health and well being of our employees

**Policy**

All hazardous substances in the workplace must have a material safety data sheet (MSDS). The MSDSs must be readily accessible to all employees. The MSDSs will contain information for usage of the substance, whether it is hazardous or not, emergency contact numbers, first aid measures if exposure occurs, handling and storage information, disposal information, personal protection measures needed and what to do if spillage occurs.

**Procedures for handling substances**

* Ensure you have been trained to use the substance
* If transporting the substance follow the transportation advice found on the MSDS and ensure the MSDS is in the vehicle carrying the substance.
* Follow the label, MSDS for safe handling and personal protective equipment (PPE) needed.
* Ensure that labels are fixed to hazardous substances containers and are legible.
* Follow the MSDS for the storage, disposal and use of substances.
* Following your training and the information on the MSDS if exposure to hazardous substances occurs.
* ALWAYS wear the appropriate PPE when opening, mixing or disposing of substances as stated on the MSDS.

Failure to comply with this policy may result in disciplinary action.



**INCIDENT REPORTING POLICY**

**Aim**

Page Family Nurseries Pty Ltd recognises that the health and safety of its employees is a priority and that if accidents or incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of the recurrence or further risk is minimised.

**Scope**

This policy applies to all employees, contractors and visitors of Page Family Nurseries Pty Ltd

**Background**

An incident is an event which causes or could have caused injury, illness, and damage to plant, equipment, property, material, or the environment. Incident examples include but are not limited to:

**Spills** - any loss of primary containment of product.

**Plant incidents** – any car, truck, fork lift or plant incidents or serious malfunctions that occur whilst carrying out work-related activities.

**Injuries** – any workplace incident causing injury which needs first aid or medical attention.

**Implosions, explosions or fire**.

**Policy**

In the event of a workplace incident the following procedures need to be adhered to.

**Serious incident**

* Contact the appropriate emergency services for assistance
* Immediately notify Work Safe Tasmania on 1300366322
* Preserve the incident site until a safety inspector arrives or gives direction to do otherwise
* Complete accident/incident reporting form and provide a copy to Work Safe Tasmania within 48 hours and file a copy of the form in the OH&S diary

Management must be notified immediately. It may be also necessary to inform the insurer.

**All other incidents including near misses**

* All incidents, regardless of severity, must be recorded in the OH&S diary



**MANUAL HANDLING POLICY**

**Aim**

Page Family Nurseries Pty Ltd is committed to reducing the potential for manual handling types of injuries. Manual handling covers any activity that involves lifting, pushing, pulling, carrying or moving, holding or restraining. It also includes sustained and awkward postures and repetitive movements.

**Scope**

This policy applies to all employees of Page Family Nurseries Pty Ltd.

**Actions**

**Management will:**

* Identify and assess all tasks involving manual handling
* Promote and support a consultative process between employees and managers to eliminate or control identified manual handling risks
* Wherever practical, design out problems with equipment, procedures and the workplace surroundings
* Ensure that manual handling hazards are addressed within their area of responsibility
* Ensure that employees are adequately trained to perform manual handling tasks

**Supervisors will:**

* Share information and consult with employees
* identify high risk areas for manual handling, consider work tasks and equipment purchases and implement strategies/controls to eliminate or reduce the risk

**All staff:**

* Give first priority to safety in all their activities
* undertake manual handling risk assessments and implement control measures
* Develop and follow appropriate systems of work
* Take responsibility for their own health and fitness for duties
* Raise and discuss issues of concern with their immediate supervisor and/or manager



**MOBILE PHONE POLICY**

**Aim**

Page Family Nurseries Pty Ltd aims to ensure the safety of our employees while using mobile phones.

**Policy**

Page Family Nurseries Pty Ltd recognises that mobile phones in the workplace can be disruptive, cause loss of productive time and effect concentration and efficiency. Mobile phone usage can also have serious health and safety implications. Therefore the following policy has been implemented to give staff a clear guide:

* Employees are prohibited from using mobile phones, either hands on or hands free, or similar devices for business or personal use while in safety risk areas, driving, or operating any kind of machinery.
* Personal use is prohibited with exception to official work breaks. This prohibition of mobile phone or similar device use includes receiving or placing calls, text messaging, browsing the internet, receiving or responding to email or any other purpose.

Only authorised personnel are permitted to use mobile phones in the workplace.

If a friend or relative needs to reach you in the case of an emergency they may call for you on the work numbers below:

Office – (03) 62664364

Mobile (Stuart) – 0429664364

Nursery Mobile - 0497532090

Any breach of this policy may result in disciplinary action



**PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY**

**Aim**

Page Family Nurseries Pty Ltd is committed to providing a safe environment for employees, contactors and visitors. Personal protective equipment (PPE) is any piece of clothing or equipment which when worn and fitted correctly can protect the wearer from risks of injury or disease in the workplace.

**Policy**

Page Family Nurseries Pty Ltd enforces the usage of all PPE when indicated, without exception.

All Items of PPE are to be used according to the manufacturer’s instructions and are only to be used for their intended purpose.

**Responsibilities**

**Management will:**

* Issue PPE to employees as required.
* Enforce the usage all of PPE equipment under the requirements of the disciplinary action and dismissal policy.
* Ensure that the PPE equipment is maintained and replaced or repaired as required.

**All staff will:**

* Where issued and available it is an employee’s legislative duty to wear or use the PPE as the case may be.
* Maintain their PPE in good working condition.
* Ensure that their PPE fits correctly so it offers maximum protection.
* Inform their supervisor when repair/replacement of PPE is needed.
* Be responsible for identifying occasions when additional PPE may be required and if so advise their supervisor, who will make necessary arrangements before commencing work on a project.



**SMOKING POLICY**

**Aim**

Page Family Nurseries Pty Ltd is committed to protecting the health of all employees from the ill effects of cigarette smoke and to ensure a safe and healthy work environment.

**Scope**

This policy applies to all employees, contractors and visitors of Page Family Nurseries Pty Ltd

**Policy**

Smoking in the workplace is a recognised health hazard and as such the following rules must be adhered to:

* Smoking is prohibited in any enclosed workplaces
* Smoking is prohibited in all company vehicles
* Smoking is prohibited in any areas where chemicals are stored, and in and around other fire hazard areas

Smoking is permitted during work hours in conjunction with all of the rules in this policy being adhered to. However if management believe that smoking during work hours is causing an employee to become unproductive, then management have to right to change this policy and will enforce smoking during designated break times only.

Page Family Nurseries Pty Ltd recognises that while this initiative will provide a positive benefit to all employees, some employees may have difficulty in adjusting, particularly those whose smoking habits are long standing. It should be noted that smokers are being asked to restrict their smoking in the workplace rather than stop smoking altogether. Every effort will be made to assist smokers to adapt to working conditions under this policy.

**Actions**

**Management will:**

* Ensure a smoke free work place in all prohibited areas.
* Offer assistance to employees who have a problem with nicotine addiction.
* Resolve problems which arise in the implementation of this policy.
* Take corrective action if employees breach this policy.

**Employees will:**

* Ensure prohibited areas as stated in the policy are NO SMOKING areas.
* Make sure your smoking does not harm the health, or cause inconvenience to others.
* Keep smoking areas clean and tidy and ensure that you dispose of cigarette butts and other litter correctly.
* Ensure that you smoke more than 3 meters away from any building opening.



**SUN PROTECTION POLICY**

**Aim**

Page Family Nurseries Pty Ltd is committed to the health and safety of our employees.

Employees who are working outdoors need to be aware of the importance of effective sun protection.

Page Family Nurseries Pty Ltd encourages the following precautions to be taken to protect and minimise the harmful effects of the sun’s ultra-violet radiation:

* Protect your skin with sun screen. Sun screen should be used in accordance with the direction on the pack.

Sun screen will be kept in an accessible area to all outdoor workers.

* Wear a hat.
* Wear long sleeved, collared shirts and trousers. We advised that you do not remove your shirt.
* Wear sunglasses that comply with the Australian standards.

Page Family Nurseries Pty Ltd also encourages employees to consume adequate water during work hours. This becomes more crucial when working in hot places or on hot days.

The implementation of this policy requires all outdoor workers to be responsible and vigilant in the protection of their own body.



**MACHINERY SAFE WORK PROCEDURE POLICY**

**Aim**

Page Family Nurseries Pty Ltd is committed to providing a safe environment for our employees, contractors, and visitors.

Only authorised personnel who have been trained in the operation of various machines are permitted to operate those machines in our workplace.

Should you be required to possess and maintain a licence to operate any specific machinery, you will be required to provide Page Family Nurseries Pty Ltd with proof of holding a current licence.

All authorised personnel must familiarise themselves, from time to time, with the manufacturer’s operational manual for each piece of machinery in our workplace. It is recommended that operator’s manuals should be re-read on a yearly basis.

Any breach of this policy may result in disciplinary action and/or dismissal.



**COMPRESSED AIR POLICY**

**Aim**

Page Family Nurseries is committed to providing a safe environment for employees, contractors, and visitors.

**Serious injury or death may occur by misuse of compressed air.**

The following instructions apply to our workplace:

* Do not use compressed air for any other purpose than for which it has been provided.
* Never direct a stream of compressed air towards your body or the body of another person.
* Do not use compressed air to cool yourself or blow dust from your clothes or hair.
* Never indulge in so-called “practical jokes” with compressed air.

Any breach of this policy may result in disciplinary action and/or dismissal.

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**WORKPLACE HARASSMENT AND CONFLICT MANAGEMENT POLICY**

**Aim**

Page Family Nurseries Pty Ltd is committed to a harmonious and productive work environment. Workplace discrimination and harassment are unacceptable and will not be tolerated under any circumstances.

**Scope**

This policy applies to all employees, contractors, visitors and clients of Page Family Nurseries Pty Ltd

**Background**

Workplace discrimination and harassment is unlawful and can lead to increased absenteeism, decreased productivity and tension in the workplace.

Harassment is ANY unwelcome or offensive behaviour, which has no workplace function and intimidates, offends or humiliates the person or persons being harassed.

**Policy**

If you are being discriminated or harassed you must inform the person this behaviour in unwelcome and/or offensive. You must immediately report the incident to management.

Management will endeavour to resolve all disputes quickly and informally. All reports of discrimination and/or harassment will be dealt with in a sympathetic and confidential manner.

No employee will be victimised for making allegations of discrimination and/or harassment.

If management is the source of the problem then it should be reported to the General Manager.

If the General Manager is the source of the problem it could be reported to Workplace Standards Tasmania or the Anti-Discrimination Commissioner.

Treat you co-workers respectfully and courteously.

All incidents will be recorded in the occupational health and safety diary.

Non-compliance with this policy will result in disciplinary action.



**RISK MANAGEMENT POLICY**

**Aim**

To ensure the health, safety and wellbeing of our employees, contractors and visitors whilst in our workplace, we must identify the risks that our company is exposed to and implement control measures that will reduce these risks to an acceptable level.

**Policy**

Risk management will be embraced by our company as a core management tool in all decision making.

Implementation of risk management will be through the existing management structure and will involve all employees of Page Family Nurseries Pty Ltd.

**Implementation process**

* Risk management will be actively supported by all managers, supervisors and staff.
* The policy will be communicated to all staff and their involvement is a mandatory requirement.
* Adequate resources will be allocated by management to ensure the processes are implemented and reviewed.
* Risks will be evaluated against their likelihood of occurrence and the possible consequence of their happening. These evaluations will be used to prioritise action plans.
* Control measures, where required, will be implemented and reviewed for their effectiveness.
* Documentation will be maintained and modified where required.



**LEAVE POLICY**

**Aim**

The aim of this policy is to provide an overview of leave the entitlements for employees at Page Family Nurseries Pty Ltd, along with procedures for accessing leave.

**Scope**

This policy applies to all permanent employees of Page Family Nurseries Pty Ltd

**Policy**

All permanent employees are entitled to leave in accordance with the relevant awards or agreements and statutory provisions. Where the entitlements or practices in this document conflict, the applicable award, workplace agreement, employment contract or employment law takes precedence.

All planned leave has to be mutually agreed, and take into account workloads and the employee’s needs. Leave must be approved in advance, except when the employee can’t anticipate the absence. Any documents regarding leave will be kept on the employee’s personnel file.

**Annual Leave**

All permanent employees are entitled to 4 weeks of paid leave for each year of service.

An employee’s entitlement to paid annual leave accrues progressively during a year of service, and accumulates from year to year.

You must fill out an application for leave form if you are requesting time off. In normal circumstances, this form must be lodged with the management no less than 7 days before the requested leave date.

**Sick Leave**

All permanent employees are entitled to 10 days of sick leave for each year of service which can all be taken as carer’s leave if required.

Paid personal leave accrues progressively during a year of service, and accumulates from year to year.

An employee should notify his/her manager as soon as possible if they are unable to attend work due to illness or injury.

A Doctor’s certificate is required after two (2) continuous days of sick leave.

Management may also request a Doctor’s certificate for one (1) days leave, if they believe that there is a pattern of leave that requires investigation.

A Doctors Certificate is also required if you are sick for one day adjacent to a weekend or a public holiday. If you do not produce a Doctors Certificate for a sick day attached to a public holiday you will not be paid for the sick day and public holiday.

If you do not have sufficient sick leave accrued to cover your period of absence you will be required to take annual leave or leave without pay.

No payment is to be made at any time for unused sick leave entitlements.

**Leave Without Pay**

Leave without pay is additional to any other form of leave which an employee is entitled to take. It is usually granted only when an employee had used up all of his/her entitlements to other forms of leave.

The Length and terms of leave without pay are subject to agreement between the employee and employer.

**Time Off in Lieu**

Time off in lieu is hours worked outside of the ordinary starting and finishing times or in excess of ordinary hours of duty, accumulated on a time-for-time basis. Time off in lieu is to be accessed at a mutually agreeable time between the employer and employee.

**Long Service Leave**

Qualifying staff are eligible to apply for long service leave (as per award or agreement) after completing 10 years of continuous service.

**Carer’s Leave**

Carer's leave is available to an employee for the care or support of an ill family or household member or if an unexpected emergency affects a family or household member. Carer’s leave is claimed as part of the employee’s sick leave entitlement.

Employees including casual employees are entitled to take up to two days unpaid carer’s leave for each occasion of family or household member illness or unexpected emergency.

**Compassionate Leave**

Compassionate leave is paid leave taken by an employee to spend time with a family member/member of the employee’s household, who has a personal illness, or injury, that poses a serious threat to his/her life, or after the death of a family member/member of the employee’s household.

Each employee is entitled to a period of two days paid compassionate leave for each occasion where a family member has died, or the employee needs to spend time with a seriously ill family member. Additional unpaid leave maybe granted at management discretion.

Casual employees are entitled to two days unpaid compassionate leave for each occasion.

**Parental Leave**

There are 3 types of parental leave: Maternity, Paternity, & adoption leave. Except for one week at the time of the birth of a child, the parents may not normally be on parental leave at the same time.

All requests for parental leave must be requested in writing. Further queries regarding parental leave should be directed to management.