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Approved By	Brendan McKenna
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This Procedure forms part of the Brendan McKenna Earthmoving Integrated Management System (IMS) and establishes the process for supporting workers who may be affected by Domestic and Family Violence (DFV), while maintaining workplace safety, confidentiality and employee wellbeing.

Purpose

The purpose of this Procedure is to establish a consistent process for managing workplace impacts associated with Domestic and Family Violence (DFV). Brendan McKenna Earthmoving is committed to providing a safe, respectful and supportive workplace for all workers and will take reasonable steps to support any worker affected by DFV.

This procedure aims to ensure:

- worker safety and wellbeing is protected;
- confidentiality is maintained where reasonably practicable;
- workers understand available support options;
- workplace risks associated with DFV are identified and controlled;
- legal and organisational obligations are met.

Scope

This Procedure applies to all Brendan McKenna Earthmoving workers, contractors and subcontractors who may be affected by witness or become aware of Domestic and Family Violence (DFV) issues that may impact the workplace.

Responsibility

Role	Responsibility
Director	Ensure appropriate support systems and resources are available and approve any significant workplace adjustments where required.
Management / Supervisors	Respond appropriately to disclosures, maintain confidentiality, implement workplace controls and support workers affected by DFV.
Workers	Report concerns affecting workplace safety where appropriate, cooperate with workplace safety measures and maintain confidentiality.
Administration / Document Controller	Maintain confidential records and update-controlled documents where required.

Procedure

Identifying Workplace Concerns

Potential indicators of Domestic and Family Violence may include:

- unexplained absenteeism or repeated lateness;
- significant changes in work performance;
- repeated upsetting phone calls, emails or messages;
- appearing withdrawn, distressed or isolated;
- unexplained injuries or attempts to conceal injuries;
- unusual concern about time, leaving work or contact from another person;
- frequent last-minute cancellations or changes in behaviour.

Indicators alone do not confirm Domestic and Family Violence and assumptions should not be made.

Responding to a Worker Disclosure

Where a worker discloses concerns relating to Domestic and Family Violence:

- approach discussions respectfully, privately and without judgement;
- listen without pressuring the worker to provide unnecessary details;
- focus on workplace safety and available support options;
- maintain confidentiality as far as reasonably practicable;
- explain limitations of confidentiality where workplace health and safety risks exist;
- discuss whether workplace adjustments may assist;
- encourage access to appropriate external support services;
- document agreed workplace actions where required.

Workplace Support and Adjustments

Where reasonably practicable, Brendan McKenna Earthmoving may consider workplace support measures including:

- temporary modified duties or work arrangements;
- altered work schedules where appropriate;
- temporary changes to work locations or contact arrangements;
- workplace safety planning;
- emergency response arrangements;
- additional support through management consultation.
- access to available leave entitlements in accordance with legislative requirements and company arrangements.

Workplace adjustments will be assessed on a case-by-case basis.

Immediate Safety Risk

If there is an immediate threat to a worker or others within the workplace:

- contact emergency services on **000** immediately;
- notify management;
- implement emergency procedures where required;
- remove workers from immediate danger where safe to do so.

Confidentiality and Record Management

All information relating to Domestic and Family Violence matters must be treated confidentially and stored securely. Records relating to disclosures, discussions or workplace support arrangements must only be accessed by authorised personnel where necessary.

Information will only be disclosed where:

- required by law;
- there is a serious workplace health and safety risk;
- the worker has provided consent.

Support Services

- **1800RESPECT** — 1800 737 732
24-hour national counselling and support service.
- **DVConnect Womensline** — 1800 811 811
24 hours, 7 days per week.
- **DVConnect Mensline** — 1800 600 636
9am–midnight, 7 days per week.
- **Sexual Assault Helpline** — 1800 010 120
- **Queensland Indigenous Family Violence Legal Service (QIFVLS)** — 1800 88 77 00

Review and Continuous Improvement

This Procedure will be reviewed at least annually, following a workplace incident, legislative change, audit finding, identified improvement opportunity or significant organisational change.

Related Information

- Fair Work Act 2009
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Managing the Risk of Psychosocial Hazards at Work Code of Practice
- Brendan McKenna Earthmoving Employee Handbook
- Brendan McKenna Earthmoving Integrated Management System (IMS)