
POLICY TITLE:	WORKPLACE HEALTH AND SAFETY POLICY
ADMINISTERED BY:	GENERAL MANAGER
APPLICABILITY:	ALL EMPLOYEES AND CONTRACTORS

Policy

This policy is to provide a work environment that protects the safety and health of our employees, clients and visitors.

We are legally required to ensure that the workplace is safe for all employees and clients, however, all employees are responsible for the working conditions under their control. They must make every reasonable effort to ensure that:

- » Accidents are prevented,
- » Employees and clients are protected from injury,
- » Health is preserved and promoted,
- » Hazards are removed or controlled,
- » The training environment is clean and uncluttered at all times, and
- » We work as a team to achieve our aim of a safe and healthy workplace.

We encourage the cooperation and involvement of all our staff in the ongoing development and implementation of our health and safety program.

1. Duty of Care

A duty of care is the obligation of all participants in the workplace to ensure the health and safety of all persons in the workplace.

1.1 Employees Duty of Care

An employee has a duty of care for the health and safety of people who are at their place of work and may be affected by their acts or omissions. This includes a duty of care to:

- themselves
- workmates
- the public
- visitors to the workplace

1.1.1. All employees must abide by the following obligations:

- comply with the instructions given for health and safety by their employer
- use Personal Protective Equipment (PPE) that is supplied and as per training received
- use equipment for its intended purpose, do not interfere with, or misuse, equipment
- do not wilfully injure himself/herself
- work safely and be responsible for their own acts or omissions

- take reasonable care of the health and safety of themselves and others at their workplace

1.2 Employers Duty of Care

As an employer we must:

- 1.2.1. Provide and maintain a working environment that is safe and without risk to health,
- 1.2.2. Make the OHS manual available to all employees
- 1.2.3. Supplying first aid kits,
- 1.2.4. Keep a register of all accidents
- 1.2.5. Report any serious accidents to the correct authorities, and
- 1.2.6. Provide employees with compensation insurance ie WorkCover

2. Occupational Health and Safety Manual

- 2.1. All employees must be given a copy of the OHS manual as part of the induction process.
- 2.2. The OHS manual will be reviewed on every 6 months to ensure it meets all legislative requirements.

3. Health and Safety Officer (HSO)

3.1. The role of the HSO includes:

- 3.1.1. carrying out regular OHS inspections,
- 3.1.2. being made aware of any workplace incident,
- 3.1.3. being present when an employer interviews a worker about an incident,
- 3.1.4. reviewing the circumstances of any workplace incident, advising the employer of the findings and making recommendations,
- 3.1.5. helping to resolve OHS issues,
- 3.1.6. being advised by the employer when a OHS Inspector is at the workplace,
- 3.1.7. participating in the Health & Safety Committee,

3.2. The HSO is responsible for providing ongoing advice and support all staff and management

3.3. All enquiries should be directed to the HSO

4. Evacuation of the Premises

In the case of a fire/gas leak or any other such emergency, the premises are to be evacuated immediately.

Do not close down your computer/workstation or collect any personal belongings. In a controlled and orderly fashion, you are to take the stairs to the ground floor and assemble on the opposite side of the road to the evacuation point which is next to the bus shelter. You are to remain there until advised otherwise by your supervisor or the HSO.

If you hear the evacuate mode of the fire alarm or when instructed to evacuate by the fire warden:

- 4.1. walk quietly but quickly to the nearest exit and proceed to the assembly point outside the building to await further instructions.
- 4.2. listen and follow instructions from the fire wardens.
- 4.3. in order to prevent injury and possible panic during evacuation it is important to do the following:
 - 4.3.1. do not run, push, or overtake
 - 4.3.2. use stairs - do not use lifts
 - 4.3.3. do not return to your area of work
 - 4.3.4. do not return to the building until the fire warden or fire service gives the 'all clear'

5. Fire and Emergency Procedures

Follow these steps in the event of fire:

- 5.1. locate the source of the fire
- 5.2. locate any people, shout out! Check all store rooms, kitchen areas and toilets
- 5.3. remove all people from the building.
- 5.4. keep calm.
- 5.5. once outside do a head count. Make sure everyone is safe
- 5.6. notify the authorities – ring 000

6. Accidents and Injuries

6.1. If A Staff Member Has An Accident

- 6.1.1. If you are injured at work and need assistance, seek First Aid from the First Aid Attendant or the HSO.
- 6.1.2. During extended hours, if no First Aid Attendant is on duty, see your Manager if you require assistance.
- 6.1.3. If you require medical attention, you must advise the Manager before leaving the premises.
- 6.1.4. If you require medical attention or time off work, you may be eligible for Workers' Compensation.
- 6.1.5. If you have an accident whilst at work (whether you are injured or not), immediately complete an incident report form.

We are committed to assisting the recovery of any ill or injured employee. We will make every effort to provide a suitable rehabilitation program to promote a speedy recovery and minimise time lost from work.

7.1 If A Client or Visitor Has An Accident

- 7.1.1 In the event that one of our clients or visitors has an accident on our premises, it is essential that they are happy with the treatment they receive and that good client relations are maintained.
- 7.1.2 Ensure the injured person receives the appropriate First Aid treatment. A sympathetic, caring attitude can often mean the difference between a minor claim and legal action costing the company thousands of dollars.
- 7.1.3 If you observe a person who has had an accident, you should:

- 7.1.3.1 Remain calm.
- 7.1.3.2 Make the injured person as comfortable as possible.
- 7.1.3.3 Arrange for the First Aid Attendant to attend the accident immediately.
- 7.1.3.4 Do not attempt to administer First Aid if you are not trained.
- 7.1.3.5 Ensure the Manager is advised immediately.
- 7.1.3.6 When the situation is under control complete an incident report form and submit this to the HSO.
- 7.1.3.7 If anyone witnessed the incident ask him or her to complete an incident report form as well.
- 7.1.4 If an injured person enquires as to what action will be taken, tell them that the Manager will review the incident report form and take steps to remove the hazard. If they indicate that they want to make a claim refer them to the Manager.
- 7.1.5 If you witnessed the accident, write down what you saw on a piece of paper and supply it to the Manager after the client has left.

8. Reporting procedure

- 8.1 For legislative requirements and insurance purposes, all accidents and safety incidents must be reported via an Accident or Incident Report form. This may be required in the case of a legal issue resulting from the incident, or an insurance claim.
- 8.2 All incident report forms should be submitted immediately to the HSO. They will be kept on file for up to five (5) years for insurance and legal purposes.