

## **Work Health and Safety Policy**

### **1. Purpose**

The purpose of this policy is to provide guidelines to the Board and staff of the Centre to minimise the risk of injury and risks to health for staff, volunteers, facilitators, Centre users and others who use the Centre's services or facilities.

### **2. Responsibilities**

It is the responsibility of the Centre's Board of Management to ensure that this policy is implemented.

It is the responsibility of the Centre's CDO to ensure that the procedures are implemented.

### **3. Principles**

All staff, volunteers and others lawfully on the premises operated by the Centre should be safe, as far as is reasonably practicable, from risks of injury and ill health arising out of their paid or unpaid work or their participation in activities organised by the Centre.

The Board is committed to meeting the standards required by the Work Health and Safety Act 2012 (SA) and complying with its Regulations, approved Codes of Practice and with common law. Legislative requirements will be adopted as the minimum standard in the strategic and operational decisions of the Centre.

Under the Work Health and Safety Act 2012 (SA), the Centre is a 'Person Conducting a Business or Undertaking' (PCBU) and therefore its primary duty is to ensure, so far as is reasonably practicable, that the health and safety of workers and other people such as volunteers, and Centre Users is not put at risk from the conduct of the business or undertaking.

This duty requires the Centre to provide:

- a safe work environment
- safe equipment, plant and structures
- safe systems of work
- safe use and handling of plant and equipment, structures and substances
- adequate facilities to support the welfare of workers
- information, training, instruction or supervision
- monitoring of the health of workers and conditions at the workplace to prevent illness or injury of workers and other people such as volunteers and Centre Users.

## 4. Definitions

**Due diligence: taking reasonable steps** - taking reasonable steps, or demonstrating due diligence, requires Officers to:

- acquire and maintain work health and safety knowledge relevant to the workplace (the Centre)
- understand the Centre's operations and associated hazards and risks
- ensure resources and processes are available to eliminate or minimise health and safety risks
- ensure there are appropriate processes for receiving and considering information about incidents, hazards and risks as well as respond to these in a timely way
- ensure the Centre has and implements processes to comply with any duties or obligations such as reporting incidents, consulting with workers, complying with notices issued under the Act, providing training and instructing workers about work health and safety, and making sure that Health and Safety Representatives receive training.

**Hazard** means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.

**Officer** - an Officer under the Act is a person who makes or helps make decisions that affect the whole, or a substantial part, of a PCBU's (the Centre's) activities. (If a person is responsible only for implementing, not making those decisions, they are not considered an Officer.)

**Officer - Duties** - the duties of an Officer, established in the Work Health and Safety Act 2012 (SA), are that an Officer must:

- keep up to date with work health and safety issues
- exercise due diligence to ensure the PCBU's (the Centre's) health and safety duties are met.

An Officer must actively fulfil this duty and not assume that someone else has taken care of health and safety outcomes.

**Others** - clients, customers and visitors (including workers from external agencies).

**Others - Duties** - the duties of others, established in the Work Health and Safety Act 2012 (SA), are that, while at work (ie at the Centre) they must:

- take reasonable care for their own and others' health and safety
- take reasonable care not to adversely affect the health and safety of others
- comply with any reasonable instruction given by the PCBU (the Centre), so far as they are reasonably able.

**Reasonably practicable – the PCBU's (the Centre's) duty** is qualified by the words 'so far as is reasonably practicable'. There are two elements to what is 'reasonably practicable'. Officers must consider:

- what can be done – that is, what is possible in the circumstances for ensuring health and safety

- whether it is reasonable in the circumstances to do all that is possible.

Factors that may determine whether something is 'reasonably practicable' include:

- the likelihood of the hazard or the risk concerned occurring
- the degree of harm that might result from the hazard or the risk
- what the person concerned knows, or ought reasonably to know about the hazard/risk and ways of eliminating the hazard/risk
- the availability and suitability of ways to eliminate or minimise the risk
- the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk
- what influence and control can be applied.

**Risk** is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

**Risk control** means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.

Eliminating a hazard will also eliminate any risks associated with that hazard.

**Worker** – a worker is someone who carries out work for a PCBU (the Centre) and includes:

- an employee
- a volunteer
- a contractor or sub-contractor (facilitators and group leaders)
- an employee of a contractor or sub-contractor
- an employee of a labour hire company
- an apprentice or trainee
- a student gaining work experience
- an outworker.

**Worker - Duties** - the duties of a worker, established in the Work Health and Safety Act 2012 (SA), are that, while at work, a worker must:

- take reasonable care for their own safety
- ensure that they do not adversely affect the health and safety of co-workers or other people
- comply with any reasonable instruction and co-operate with a PCBU's (the Centre's) Work Health and Safety Policy and Procedures (including Safe Work Method Statements).

**Workplace** - workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This includes a vehicle, vessel, aircraft or other mobile structure.

## 5. Policy

This policy provides guidelines to the Board of Management, staff and volunteers of the Centre that will minimise the risk of injury and risks to health for workers and others by adopting a planned and systematic approach to the management of work health, safety and providing the resources for its successful implementation and continuous improvement.

Specifically, this policy is intended to:

- assist the Board of the Centre to meet its legal requirements under the Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2012 (SA), supported by the relevant Codes of Practice.
- demonstrate the Centre's commitment to the highest possible standards of work health and safety.
- demonstrate the Board of Management's commitment to consultation with workers on matters of work health and safety.
- assist the development and maintenance of a planned, systematic approach to the removal (or where removal is not possible, the minimisation) of risks of harm, injury or disease associated with paid or unpaid work or participation in the activities of the Centre.
- ensure that measures to control hazards and risks to health and safety are regularly monitored and evaluated
- ensure that all workers receive appropriate information, instruction, training and supervision to safely carry out their duties and meet their responsibilities.

Procedures for the identification of hazards and assessment of the degree and level of risk shall be established and regularly reviewed with findings used in the review of the relevant policies and procedures.

Appropriate measures to control risks to health and safety will be selected, documented, implemented and maintained. This includes the development of Safe Work Methods.

The Centre will liaise with and encourage the active involvement of workers in identifying and monitoring the health and safety needs of the centre.

Workers will receive the information, instruction, supervision and training necessary for the maintenance of a safe working and volunteering environment. This will be provided in plain English and in a form which meets the needs of the workers.

All independent contractors employed by the Centre (including paid tutors or group leaders) will be required to demonstrate an understanding of the health and safety requirements relevant to their work at the Centre.

Appropriate responses to foreseeable emergencies will be established.

The Board of Management is responsible for

- as an incorporated body, having ultimate moral and legal responsibility for ensuring that the Centre complies with the requirements of the Work Health and Safety Act 2012 (SA)
- ensuring that that effective Policies, Procedures, Safe Work Method Statements and Standard Operating Procedures are in place and that these are generally known, monitored, revised and maintained
- ensuring, in the case of work injury, that all efforts will be made to assist the person to make a speedy and safe return to work and to receive effective rehabilitation
- appointing Fire Wardens and a Senior Fire Warden.

The Board of Management and the CDO are responsible for:

- considering any proposal for, or changes to the workplace, work practices, policies or procedures which may affect health and safety
- promoting the importance of health and safety amongst management and employees/volunteers
- monitoring the Centre's health and safety performance
- monitoring the rehabilitation of injured employees/volunteers
- assist in the resolution of health and safety disputes.

The CDO is responsible, as far as is reasonably practical, for:

- in consultation with the Board, providing a healthy and safe workplace with adequate resources provided
- in consultation with the Board, developing and maintaining relevant Policies and Procedures, monitoring Health and Safety performance, participating in the development of solutions to Health and Safety issues and deciding how resources (including funds for training) should be allocated to address Health and Safety issues
- developing Safe Work Method Statements
- considering any proposal for, or changes to Safe Work Method Statements which may affect health and safety
- ensuring that mechanisms are provided to enable workers and volunteers to be consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect their health and safety
- supporting Program/Team Leaders and the Volunteer Co-ordinator to manage their Health and Safety responsibilities
- promoting Health and Safety responsibilities and awareness as an integral part of all induction procedures
- ensuring that performance in relation to Health and Safety is considered as part of appraisal/performance development processes.

The CDO, Program/Team Leaders and the Volunteer Coordinator are responsible, as far as is reasonably practical, for:

- ensuring staff, volunteers, Centre users and others follow safe systems of work and participation
- promoting health, safety and well-being
- ensuring that work and participation is within the physical and psychological capacity of the people involved
- maintaining positive relationships with staff and volunteers so they can detect any early warning signs of difficulty and take appropriate action
- creating an atmosphere that encourages early reporting of problems or potential problems
- documenting and investigating any accident, injury and 'near-miss' incident within their area(s)
- regularly inspecting the workplace, monitoring working conditions and taking or recommending appropriate action where necessary
- ensuring the provision, maintenance of, and proper use of approved personal protective equipment.

Staff and Volunteers are responsible, as far as is reasonably practical, for:

- observing all safety and health instructions (including Safe Work Method Statements), acting safely and avoiding unnecessary risks to themselves and others
- excepting for an approved maintenance or repair procedure, not interfering with, removing, displacing or making ineffective any safeguard, safety device, equipment or appliance, provided for safety or health purposes
- reporting potential hazards to the CDO, in accordance with the relevant sections of the Act and Regulations
- assisting in the identification of hazards, the assessment of risks and the implementation of risk control measures.

Everyone has a responsibility to:

- take reasonable care to protect their own and others health and safety when at the Centre or participating in Centre activities
- comply with instructions, (e.g. Policies, Procedures and Safe Work Method Statements) issued to protect their own personal health and safety and the health and safety of others
- report potential hazards to the appropriate staff member as soon as possible
- report accidents, injuries and “near miss” incidents to the appropriate staff member as soon as possible after the event
- ensure that they are not, by the consumption of alcohol or a prohibited or other drug (including medically prescribed or over the counter drugs) in such a state as to endanger their own safety or the safety of any other person when at the Centre or participating in Centre activities.

The CDO must report in writing each month to the Board of Management on the development, review and implementation of risk management practices, health and safety audits and the reporting and response to incidents and near misses.

## 6. Procedures

### Contractors

Under the Work Health and Safety Act, contractors/subcontractors have certain duties, including:

- provision and maintenance of a safe working environment
- provision and maintenance of safe systems of work
- provision and maintenance of plant and substances in a safe condition
- provision and maintenance of adequate facilities for the welfare of employees
- provision of information, instruction, training and supervision which is necessary to ensure that each worker is safe from injury or risk to health;
- compliance with relevant Acts, Regulations, Standards and Approved Codes of Practice.

To ensure that these obligations are met, every contractor/subcontractors and their workers are bound to adhere to the requirement of the Act and specific site safety standards.

Prior to commencement of work at the Centre, the contractor shall report to the Centre office for site induction. The CDO or their nominee shall induct all contractors and sub-contractors of the contractor who will be working at the site using the Contractor's Induction Checklist before they commence work on site. The CDO will ensure that the Contractor and Subcontractor sign the Contractors Agreement which will be stored on the front counter reception along with the Contractors Induction Checklist.

All Contractors are required to;

- provide a copy of their Certificate of Registration of a Business Name and confirm that appropriate insurance is in place before they commence work
- sign in and out each time they are on site
- follow instructions of Centre staff in the event of an emergency.

### **Emergency Evacuation**

Emergencies are such that require the building to be evacuated can arise from a number of causes such as:

- fire
- gas leak
- explosion
- storm
- earthquake
- chemical incident
- bomb threat
- violence or threat of violence.

The Centre will display plans showing the location of exits and procedures showing the action required in the event of an emergency in every room in the Centre including the entrance hall.

The Assembly Area is on the corner of Sandpiper and Jessica Street, near the Centre sign, if appropriate when an incident occurs.

All workers are to be familiarised with the evacuation procedures, the location of fire extinguishers and exits, the assembly points and the written fire orders as part of their induction process.

An Emergency Evacuation Drill is to be carried out twice a year as determined by the City of Onkaparinga.

Phone numbers of emergency services to be displayed prominently by the telephones and fire extinguishers.

The fire equipment will be checked regularly by the Metropolitan Fire Service as part of a maintenance plan as determined by the City of Onkaparinga.

### **Emergency Numbers**

Emergency service phone numbers and addresses are to be displayed in the Reception area for easy access in an emergency.

Emergency service phone numbers are to be stored in the 'directory' of reception phones for easy access in an emergency.

### **Fire Orders- Fire Wardens**

1. Ensure you put on Fire Warden's Hat to identify yourself as someone who has authority.
2. Assist anyone in immediate danger
3. Close the door to the area that is on fire if safe to do so.
4. Raise Alarm; Ring Fire Brigade on 000 if alarms have not already been triggered.
5. Check each room including toilets in your allocated area. When area is clear, close door to room to indicate that the room has been checked and evacuated. Turn off gas if possible to reduce possibility of explosions.
6. Do not allow anyone to return to room to collect personal belongings or delay in exiting the building to collect items.
7. Delegate an appropriate person to assist anyone who has mobility issues to evacuate the building.
8. Evacuate building to Assembly Area which is on the corner of Sandpiper and Jessica Street, near the Centre sign, if appropriate when an incident occurs
9. Senior Fire Warden to collect attendance sheets and check that Fire Wardens have cleared their allocated areas.
10. Vacate the building including Fire Wardens.
11. Senior Fire Warden to undertake roll call to ensure all person's have been evacuated from the building.
12. Operate fire equipment \*\*\*Attack fire only if safe to do so
13. Remain at Assembly Area until the Fire Service attends.
14. Senior Fire warden to liaise with Fire Service.
15. Alert neighbours if necessary.

### **First Aid**

Workers are to be provided with up to date information regarding:

- exact location of first aid facilities
- names of trained first aiders
- procedure to follow if first aid is needed.

There should be a maximum distance of 100 metres between the workplace and nearest First Aid Kit.

First Aid Kits are to be located so as to be clearly visible and accessible.



A Travelling First Aid Kit is to be used when Centre participates in external activities.

A record is to be kept in the First Aid Register of first aid administered. Any items used from the First Aid Kit are to be recorded in the Register.

First Aid Kits are to be kept stocked as per SafeWork SA Guidelines. A representative of the City of Onkaparinga will check and restock first aid cabinets annually. The CDO will ensure items which have been exhausted prior to annual check are replaced in the interim.

Professional development requirements for First Aid updates are to be included in the annual professional development plan and training is to be provided by the Centre.

Any Centre hirers who are accessing the Centre outside of operational hours must have a nominated Fire warden.

Refer to individual program policies for information on the administration of medication and first aid to children.

### **Injury or Incident – Minor Injury or Incident**

A minor injury/incident is one which:

- does not require any medical assistance (other than first aid), or
- does not result in any loss of time from paid or unpaid work; or
- does not result in any significant damage to property.

### **Injury or Incident - Notifiable Injuries, Incidents and Dangerous Occurrences**

The following types of incidents are notifiable and must be immediately reported to Safework SA on the 24 Hour Emergency Telephone Number 1800 777 209 and on the Safework SA's Notifiable Incident Report Form

An Immediately Notifiable Work-Related Injury is defined as:

- a work-related injury that causes death
- a work-related injury that has acute symptoms associated with exposure to a substance at work
- a work-related injury that requires treatment as an in-patient in a hospital immediately after the injury (disregarding any time taken for emergency treatment or to get the person to hospital)

A Notifiable Dangerous Occurrence – means an incident or event:

- where there is an immediate and significant risk to any person in, on or near the relevant place, or who could have been in, on or near the relevant place (whether or not a work-related injury occurs)

- that is attributable to any of the following:
  - the collapse, overturning or failure of the load-bearing part of the scaffolding, lift, crane, hoist or mine-welding equipment
  - damage to, or malfunction of other major plant
  - the unintended collapse or failure of an excavation that is more than 1.5m deep, or of any shoring
  - the unintended collapse or partial collapse –
    - of a building or structure under construction, reconstruction, alteration, repair or demolition: or
    - the floor, wall or ceiling of a building being used as a workplace
- an uncontrolled explosion, fire or escape of any gas, hazardous substance or steam
- the unintended ignition of an explosive
- an electrical short circuit, malfunction or explosion
- an unintended event involving a flood of water, rock burst, rock fall, or any collapse of ground
- an incident where breathing apparatus intended to permit the user to breathe independently of the surrounding atmosphere malfunctions in such a way that the wearer is deprived of breathing air or exposed to an atmospheric contaminant to an extent that may endanger health
- any other unintended or uncontrolled incident or event arising from operations carried on at the workplace.

The CDO must inform the Chairperson and City of Onkaparinga's Health and Safety Department (as the owner of the building) as soon as practicable on becoming aware of a notifiable injury or incident.

The forms for reporting injuries and incidents assist the Centre to identify and respond to hazardous situations. They can be submitted as evidence in legal proceedings so it is essential that the details required on the forms are provided truthfully and in full.

Any person involved in a minor injury/incident must complete the Centre's Incident Form at the time of injury; this is to be provided to the CDO within 24 hours of the incident. The CDO will use the information to ascertain if there is a hazard or potential for future harm and will undertake the steps to either reduce or remove the risk of harm wherever possible. The CDO will record this incident in the 'Incident Report Register' and provide this to the Board of Management at the first meeting after the incident occurred.

Where the incident may have had more serious consequences than actually occurred the CDO must also complete an Investigation and Corrective Action Report form, also recording this in the 'Incident Report Register' and provide to the Board of Management at the first meeting after the incident occurred.

Work related injuries must be reported to the CDO as soon as practicable after the occurrence; the CDO should be contacted by phone if not on site and even it is not their scheduled work day.

The injured person must also complete a Workcover Claim form and a Work Injury Report Form and give it to the CDO as soon as practicable after any injury.

A worker may seek assistance from the CDO to complete the form.

The CDO will investigate personally or arrange for an investigation to be conducted. The purpose of conducting an investigation is to prevent a similar event from occurring – not to lay blame.

In every instance of a workplace injury, the Board of Management must be advised of the injury.

In line with the Delegation of Authority Policy, the CDO and the Board of Management must take action to correct the identified hazard/s. Follow-up checks should be made to ensure the effectiveness of the controls.

### **Injury or Incident - Serious Psychological Incident**

In the event of a serious psychological incident (such as workplace accident or death, severe illness or injury of a worker or other person, assault or threat of harm or a significant conflict encounter), the CDO or Board shall organise for the provision by specialist providers of early intervention and psychological first aid for workers and others. This may include individual or group debriefing immediately post incident and or follow up counselling and support.

### **Manual Handling**

Manual handling occurs where anything, animal, person or object is lifted, pushed, pulled, carried or restrained. Eg. Lifting tables, stacks of chairs, office furniture etc.

All manual handling jobs that may risk health and safety are assessed taking into account such factors as duration, frequency, weight, force, plus age, skill and experience of the worker concerned.

As far as is practicable equipment and processes should be designed and constructed so that they are free from manual handling injury risks.

No tables are to be carried. Table trolleys are to be used at all times unless tables are on wheels and do not require any assisted movement. No more than one chair at a time can be carried - others are to be carried using the chair trolley.

Training is to be provided to control any identified risk.

### **New Equipment**

Risk assessments will be conducted on all new equipment (using the Risk Analysis Form) prior to purchase and then again prior to use.

When new equipment which introduces new technology or new tasks or risks is delivered, workers who are expected to use the equipment will be provided with adequate training (formal and/or on the job) to ensure that health and safety will not be compromised.

It is the responsibility of workers and others to take all reasonable care when operating equipment, to follow reasonable instructions, training and procedures and to advise management of any problems or risks associated with the use of any of the Centre's equipment.

## Records

Records of incidents, injuries and investigations and actions taken are to be maintained.

## Safety Data Sheets (SDSs)

Any new chemical product purchased for the Centre must have a Safety Data Sheet sent from the company that makes the product. The SDS will be filed in the Safety Data Sheet folder which is located in the WH&S cabinet in reception.

All chemical products, e.g. Fly spray, cleaning products, must be replaced by the exact same product to ensure that there is always a Safety Data Sheet.

## Safe Work Method Statements

All equipment used in the Centre has an associated Safe Work Method Statement (SWMS). All workers are to be trained in the use of equipment relevant to their role using the SWMS and they are to be displayed or kept with equipment for ease of reference.

## Smoking

In order to protect the health and safety smoking is not permitted inside the Centre or in any outdoor area where smoke drawback is likely to occur.

All work areas will be totally smoke free.

Smoking will not be allowed in areas inside the yellow marked lines at the front and rear of building or where smoke draw back into the building can occur.

Smoking will not take place in any area visible to children participating in programs at the Centre.

Smokers must safely dispose of their butts in a responsible way in rubbish bins provided.

## Temperature / Sunsmart

In cold weather, there should be provision for the safe means of heating up to a minimum of 18 degrees Celsius where non active participation is taking place.

In hot weather or if the working environment temperature is over 30 degrees Celsius, the following steps should be taken:

- indoor enclosed workplaces
  - cool drinking water should be readily available
  - ventilation should be increased e.g. fans, windows, or
  - air conditioning units should be switched on.
- outdoors
  - sunscreen to be provided for workers
  - hats and sunscreen to be worn
  - cool drinking water should be readily available
  - shade should be available.

The Board will ensure that there is a sufficient number of shelters and trees providing permanent shade in the outdoor areas.

A combination of sun protection measures will be provided for all outdoor activities

## **Work Stations**

Space - workers are to have a clear space in which to work.

Seating – workers working from a seated position should have appropriate seating and work in an ergonomically sound work position with ergonomically designed furniture.

Screen based workstations – where workers are working at a small screen they must take appropriate rest breaks to avoid eye strain and fatigue. Anti glare screens to be in use.

Appropriate workstation furniture (correct chair, footrest, desk, document holder) should be supplied and used.

Workers are to be trained in the correct use of workstations and the need for frequent rest.

All seated workers are to undergo workstation assessment each 12 month period to ensure equipment is meeting requirements.

## **7. References**

- Work Health And Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)
- Safe Work SA's resources and publications (including the Health and Safety Handbook)
- Safe Work Australia's resources and publications
- Food Standards Australia's resources and publications
- Centre's Safe Work Method Statements
- Material Safety Data Sheets
- Chemical Register
- Chemical Safety Data Sheet

## **8. Forms or Attachments**

- Induction Checklists
- Contractors Agreement
- Incident Report Register
- Safework SA's Notifiable Incident Report Form
- Centre's Incident Form

- Investigation and Corrective Action report form
- Emergency Evacuation Orders
- First Aid Register
- Risk Analysis Form
- Workcover Claim Form
- Work Injury Report Form

## 9. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date		
Next Review Due		

