

**Noarlunga Church of Christ Community Care Inc.
(trading as CareWorks Noarlunga)
Work Health and Safety Policy and Procedures**

Policy No.	02
Date	Xx 2017
Version	1.1
Originator	G Payne
Approved By	Board
Last Reviewed by staff	Xx 2017
Reviewed by	Board

1. Intent

This policy recognises that CareWorks Noarlunga (CWN) has a duty of care to all Staff members (employees and volunteers) and is committed to providing and maintaining a working environment that is safe and without risks to health.

2. Preamble

The Work Health and Safety Act 2012 prescribes organizational obligations in relation to their workers. CWN is committed to ensuring the health, safety and welfare of the working environment for its staff, volunteers, contractors, clients and visitors. As a consequence of this, CWN encourages all of its staff members to regard accident prevention and working safely as a collective and individual responsibility.

3. Risk.

Risk minimization in relation to the health and safety of CWN personnel is the key objective of this policy.

4. Scope

This Policy applies to CWN Staff and Volunteers during their attendance at CWN.

5. Policy

CWN recognises its moral and legal responsibilities to provide a safe and healthy work environment for its Staff. CWN further endeavors to ensure that its operations do not place the wider community at risk of injury or illness.

5.1 Responsibility of the Director

The Director is the Responsible/Public Officer for CWN and must fulfil the responsibilities under the Acts and Regulations which apply. The Director will be accountable for providing a healthy and safe workplace for staff members and will ensure adequate resources are provided to meet the health and safety objectives and implement supporting strategies. In particular, the Director will ensure that:

- a CWN complies with all legislation;
- b appropriate health, welfare, safety and injury management systems are planned, implemented, and evaluated;
- c employees are consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the work health, safety and welfare of employees;
- d regular workplace inspections are undertaken to identify dangers to health and safety and undertake corrective actions;

- e managers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
- f information, training and supervision are provided for all staff in the correct use and storage of plant, equipment, chemicals and other substances;
- g a system of recording and investigating accidents and incidents which cause or have the potential to cause injury to staff or clients of CWN is developed and implemented; and
- h the Work Health and Safety Policy is reviewed annually to ensure it remains accurate and in line with legislative requirements.

5.2 Responsibilities of Managers

Each manager is responsible to ensure the day to day safety of all workers under their duty of care. Managers are to assist in the development of WH&S Policies and Procedures of CWN and to ensure that:

- a relevant health and safety policies and procedures are effectively implemented;
- b all risks to health and safety are identified, assessed and effectively controlled;
- c the effectiveness of risk control measures are regularly monitored and deviations from standards rectified;
- d supervisors and staff have adequate knowledge and skills to carry out their health and safety responsibilities;
- e staff and their representatives are consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees; and
- f all incidents within their area of control are reported and investigated, and basic cause and control strategies are developed and implemented.

5.3 Responsibilities of Staff Members

Individual members of staff (paid and volunteer) have a duty to:-

- a take care of their own health and safety and of others affected by their actions or failure to act at work;
- b obey any reasonable instruction aimed at protecting their health and safety while at work;
- c use any equipment provided to protect their health and safety while at work;
- d inform their manager of any known dangers, assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- e not come to the workplace affected by alcohol or any other drug which may endanger their own or any other persons' health and safety;
- f not bring drugs or alcohol on to CareWorks Noarlunga'S premises;

- g not willfully interfere with or misuse items or facilities provided in the interest of health and safety occurring at the workplace;
- h report any incident or hazards at work to their manager or supervisor; and
- i consider and provide feedback on any matters which may affect their and/or others' health and safety.

5.4 Review of Policy

The Work Health and Safety policy will be reviewed annually by the director in consultation with Manager(s). The review will involve assessing the effectiveness of the policy and program by such means as:

- reviewing overall health and safety performance;
- carry out safety audits of the work environment and equipment; and
- monitoring the effectiveness of policies and procedures
- Ensuring compliance with relevant State legislation.

5.5 Dissemination of Policy

The Work Health and Safety Policy and related procedures shall be displayed in the workplace. New employees will be shown how to access a copy of the policy as part of their induction.

2. Procedures

For Procedures in respect of this Policy refer to separate document "Work Health and Safety Procedures".

3. References

Work Health and Safety Act 2012; Policies: Staff – Paid and Volunteers; Clients; Procedures for Service Delivery.

4. Change History

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5. Policy Approval

Signed	Director. Date
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APPENDIX A

Accident Report

'NEAR MISS' / ACCIDENT REPORT

All 'near misses', accidents or injuries must be reported to Management within 24 hours

1. NOTIFICATION

Staff involved: _____

Manager of Area: _____

Description of incident: _____

Description of any injuries _____

Treating Doctor and/or Surgery OR Name of Hospital (*where applicable*)

Notified By: _____ Date:

2. Investigation - *What led to the accident / injury*

3. RISK CONTROL - *Steps taken to prevent repeat of accident*

Investigated By:

Date:

Reviewed By:
(Manager/Director)

Date: