

Workplace Health and Safety Policy

1. Purpose

Inala Community House (ICH) is committed to safeguarding the health, safety and welfare of all people who interact with ICH including workers, contractors service users and the wider public. ICH also aims to ensure compliance with all workplace health and safety obligations.

The purpose of this policy is to, as far as reasonably practicable:

- prevent workplace injuries and illnesses
- promote a safe and healthy workplace culture
- provide a framework for consulting, collaborating and communicating with workers and health and safety representatives
- consider workplace health and safety in project planning and work activities
- allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
- ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace
- drive continuous improvement in workplace health and safety.

This policy operates pursuant to the ICH *Risk Management Policy* under the general supervision of the CEO.

2. Scope

This policy will apply to all services, programs, activities, Board members, employees, contractors, students, trainees, volunteers or any other person who carries out work for Inala Community House. For the purposes of this policy, these persons shall be referred to as workers.

This policy applies to any location where duties are performed (i.e. any workplace).

3. Definitions

Workplace: is a place where work is carried out and where workers go or are likely to go to while at work. This includes travelling in a vehicle or other mobile structure. It also includes work-related conferences, functions, events and social events.

Duty (or duties): may be imposed on a person to ensure health and safety. Duty requires the person:

- a) to eliminate risks to health and safety, so far as is reasonably practicable; and
- b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

Workplace violence: means any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

Reasonably Practicable: means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- a) the likelihood of the hazard or the risk concerned occurring; and
- b) the degree of harm that might result from the hazard or the risk; and
- c) what the person concerned knows, or ought reasonably to know, about—
 - i. the hazard or the risk; and
 - ii. ways of eliminating or minimising the risk; and
- d) the availability and suitability of ways to eliminate or minimise the risk; and
- e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of doing this, including whether the cost is grossly disproportionate to the risk.

Notifiable incident: is either the death of a person, serious injury or illness or a dangerous incident.

Dangerous Incident: exposes a person to a serious health or safety risk from exposure to:

- Uncontrolled escape, spillage or leakage of a substance
- Uncontrolled implosion, explosion or fire
- Uncontrolled escape of gas, steam or a pressurised substance
- An electric shock
- Fall or release from height
- Or other incidents as stated in the WHS Act and Regulation.

Serious injury: refers to any injury which results in admittance to hospital as an in-patient, which requires immediate medical treatment for injuries (e.g. amputation, scalping, a spinal injury, loss of a bodily function or a serious laceration, burn, head or eye injury) or medical treatment within 48 hours of exposure to a substance or as otherwise prescribed in regulations.

Serious Illness: any infection which a significant contributing factor as a result of the work which is being carried out (including providing treatment to a person, contact with human blood or other bodily substances, contact with animals or animal by-products)

4. Policy

ICH aims to provide a safe and healthy work environment that is free from workplace injury and illness.

ICH recognises that this can only be achieved through the participation, co-operation and commitment of everyone in the workplace.

ICH is committed to working in partnership with all workers to identify and address workplace health and safety issues.

ICH will not tolerate bullying, sexual harassment, violence and abuse. ICH recognises the serious impacts that these issues can have upon workers and upon the workplace.

4.1 Management of Risks

ICH is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:

- Identify, assess and control workplace hazards
- Reduce the incidence and cost of occupational injury and illness
- Provide a rehabilitation system for those affected by occupational injury or illness

To ensure a safe system of work ICH will:

- Continually develop policies and procedures which address safety topics
- Provide information, training and supervision of workers
- Undertake risk assessments
- Ensure that there is a system to report hazards
- Provide appropriate equipment, services and facilities
- Offer access to the Employee Assistance Program for confidential counselling (for employees)
- Foster a people-orientated organisational culture through supportive management
- Have a system for reporting and recording incidents, accidents, injuries and illnesses

4.2 Responsibilities

Board and CEO

The Board and CEO will:

- Demonstrate that health and safety is a priority
- Ensure that ICH meets its obligations under Work Health and Safety Legislation by using all due diligence to understand the nature of the work and associated hazards
- Communicate ICH's commitment to maintaining a safe environment through policies and procedures
- Allocate adequate resources for ensuring safety
- Model appropriate attitudes and behaviours when it comes to safety
- Encourage worker participation in safety systems
- Monitor and review safety systems

Managers

Managers will:

- Be focused on workers' health, safety and wellbeing
- Lead health and safety activities in the workplace
- Model appropriate attitudes and behaviours when it comes to safety
- Encourage open discussion about health and safety within teams and have it as a regular topic at team meetings
- Develop appropriate health and safety policies, procedures and practices as relevant to the Service, the nature of risks and associated hazards
- Make sure workers understand health and safety responsibilities, are provided with information about risks and are appropriately trained
- Respond promptly and effectively control safety issues
- Promptly addressing poor or unsafe worker behaviour fairly, respectfully and quickly
- Address any concerns about safety from workers

Workers

Every worker has a responsibility for health and safety in the workplace, this includes:

- Taking reasonable care for individual health and safety in the workplace
- Taking reasonable care for the health and safety of others who may be affected by individual actions or inactions
- Following health and safety instructions (e.g. using equipment properly, following policies, procedures or Manager's directions and attending training)
- Working in a safe manner that does not endanger themselves or others
- Participating in any training
- Immediately reporting unsafe situations or hazards to:
 - Reception – for actioning
 - The Manager/Supervisor – in case of Service impacts
 - The CEO where issues are complex, dangerous or have organisational impacts
- Reporting any incidents to Human Resources. This does not include Service related incidents involving clients which have their own separate reporting and recording requirements, except where a worker is involved
- Being actively involved in conversations about health and safety in the workplace

ICH requires workers to participate and cooperate with workplace health and safety issues and systems, and report hazards, unsafe situations, incidents and near miss events.

Clients and Visitors

All clients and visitors in the workplace (which can include the client's home and in community environments) have a responsibility to ensure that their actions or failure to act does not put themselves or workers at risk and must follow any reasonable instructions which are given including providing all relevant information to allow for relevant risk assessments to be undertaken.

4.3 Breaches

Breaches of this policy may result in disciplinary action up to and including termination of employment.

5. Review

This policy shall be reviewed every 3 years or earlier after an incident which necessitates a review.

This policy remains in effect unless otherwise determined by resolution of the Board of Directors.

6. Related Documents

Policies

ICH Emergency Policy
ICH Anti-Bullying Policy
ICH Anti-Discrimination Policy
ICH Sexual Harassment Policy
ICH Working from Home Policy

ICH Emergency Policy
ICH Asbestos Policy
ICH Sun Safety Policy
ICH Personal Safety in the Community Policy
ICH Pets in the Workplace Policy
ICH Workplace Violence Policy
ICH Vehicle Use Policy
ICH Client Protection Policy
ICH Drugs and Alcohol Policy
ICH Workplace Rehabilitation Policy
ICH Health and Wellbeing Policy
ICH Performance Counselling and Discipline Policy
ICH Ending Employment Policy

Procedures

ICH Sharps Procedure
ICH Safe Driving Procedure
ICH Manual Handling Procedure
ICH Food Safety Procedure
ICH Incident Reporting Procedure
ICH Incident Management Procedure