

5.1 Work Health and Safety Policy

1. Purpose

The purpose of this policy is to provide guidelines to the Board and staff of the Aldinga Community 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 to ensure that this policy is implemented.

It is the responsibility of the Centre's Community Development Officer (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 their workplace
- understand the workplace'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 PCBU (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 (i.e. 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
- 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 be inducted into the Centre to show they have a sound understanding of their obligations in respect to Work Health and Safety 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 at least every 12 months or sooner if required.
- 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 Community Development Officer 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 Community Development Officer 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.
- Ensuring all new equipment purchased is fit for purpose and where required a Safe Work Method Statement is developed and training provided prior to use of the new equipment.

The Community Development Officer, 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 Community Development Officer, 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 drug, in such a state as to endanger their own safety at or safety of any other person when at the Centre or participating in Centre activities.
- Report to the Community Development Officer if any prescribed medication is being taken which can effect alertness or capacity to operate machinery.

The Community Development Officer 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. Approvals

	Policy	Procedure
Approving Authority	Board of Management	Board of Management
Approval Date	21 st September 2017	21 st September 2017
Next Review Due	September 2018	September 2018

