



## **Work Health & Safety 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 CO 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 CO will ensure that the Contractor and Subcontractor sign the Contractors Agreement which will be filed securely in the CO office 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 at the rotunda opposite the Community Centre in rotunda Park.

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 Board of Management.

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

The fire equipment will be checked regularly by the Coorong District Council as part of a maintenance plan as determined by the Coorong District Council.

## **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 at Rotunda opposite the Taillem Bend Community Centre located on Railway Tce.
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. Fire Warden to undertake roll call to ensure all persons 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.
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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 First Aid Kit are to be recorded in the Register.

First Aid Kits are to be kept stocked as per Safe Work SA Guidelines. A representative of the Coorong District Council will check and restock first aid cabinets as annually. The CO will ensure items which have been exhausted prior to annual check is 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 and First Aid Officer.

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 Safe work SA on the 24 Hour Emergency Telephone Number 1800 777 209 and on the Safe work 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 CO must inform the Chairperson and Coorong District Council'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 CO within 24 hours of the incident. The CO 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 CO 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 CO 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 CO as soon as practicable after the occurrence; the CO should be contacted by phone if not on site, and even if 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 CO as soon as practicable after any injury.

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

The CO 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 CO 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 CO 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, e.g. 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 front office.

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.

Workers will not smoke other than in their allotted breaks.

## **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 from September to the end of April and whenever UV levels reach 3 and above.

**If the forecasted temperature is 35 degrees Celsius or more, refer to Hot Weather Policy**

### **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.

### **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
- Hot weather policy

### **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



<b>Date first formulated</b>		
<b>Dates approved by Board</b>	V1	June 2016
<b>Next Review Date</b>	June 2019	
<b>Related Documents</b>	Work Health and Safety Policy Hot weather policy	
<b>Signed on behalf of TBCC Board of Management by:</b>		
<b>Name:</b> Lorraine Cresp		
<b>Position held:</b> Chairperson		<b>Signature:</b> 