



Work Health and Safety Policy

1 Purpose:

The purpose of this policy is to provide guidelines to the Taillem Bend Community Centre Inc (TBCC) Board Members, staff, and volunteers, which aims to promote and maintain the highest degree of physical, mental and social well-being of all individuals in the workplace. The organisation will comply with all relevant federal and state legislation to ensure a safe workplace and all personnel have a responsibility to ensure a safe workplace, by implementing safe systems of work.

2 Process:

TBCC will make resources available to comply with relevant Acts and Regulations associated with workplace health and safety and to ensure that the organisation's workplaces are safe and without risk to health. TBCC will undertake regular reviews and take steps to enhance workplace/ occupational health and safety, on a continuous improvement basis.

All Board Members, staff, volunteers and others lawfully on the premises operated by TBCC, 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 TBCC.

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 TBCC.

Under the Work Health and Safety Act 2012 (SA), TBCC 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 TBCC Users are not put at risk from the conduct of the business or undertaking.

This duty requires TBCC 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.

3 Responsibilities:

- It is the responsibility of the TBCC Board, to ensure that this policy is implemented.
- It is the responsibility of the TBCC Chief Executive Officer (CEO), to ensure that the procedures are implemented.

4 Definitions:

4.1 **Due diligence** - 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 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.

4.2 **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.

4.3 **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 activities. (If a person is responsible only for implementing, not making those decisions, they are not considered an Officer.)

4.4 **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 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.

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

4.6 **Others Duties** - the duties of others, established in the Work Health and Safety Act 2012 (SA), are that, while at work (ie at TBCC) 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, so far as they are reasonably able.

4.7 **Reasonably practicable** - the PCBU'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:

Element 1. what can be done – that is, what is possible in the circumstances for ensuring health and safety

Element 2. 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.

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

4.9 **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.

4.10 **Worker** - a worker is someone who carries out work for a PCBU 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
- a outworker.

4.11 **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 Work Health and Safety Policy and Procedures (including Safe Work Method Statements).

4.12 **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 TBCC, 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.

5.1 Specifically, this policy is intended to:

- 5.1.1 assist the Board of the TBCC 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.
- 5.1.2 demonstrate TBCC's commitment to the highest possible standards of work health and safety.
- 5.1.3 demonstrate the Board of Management's commitment to consultation with workers on matters of work health and safety.
- 5.1.4 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 TBCC.

5.1.5 ensure that measures to control hazards and risks to health and safety are regularly monitored and evaluated

5.1.6 ensure that all workers receive appropriate information, instruction, training and supervision to safely carry out their duties and meet their responsibilities.

5.2 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.

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

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

5.5 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 worker(s).

5.6 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.

5.7 Appropriate responses to foreseeable emergencies will be established.

5.7.1 **The Board of Management is responsible** for:

- establish systems that provide for the health and safety of all persons in the organisation
- ensure that these WHS policy and work safety procedures are effectively implemented and reviewed annually
- as an incorporated body, having ultimate moral and legal responsibility for ensuring that TBCC 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.

5.7.2 **The Board of Management and the CEO are responsible** for:

Ensuring safety responsibilities are clearly defined and understood

- Review the requirements of relevant state legislation
- Include safety information and responsibilities in induction
- Develop clear instructions on how to deal with safety issues
- Train supervisors in their role in ensuring safety in the workplace

Undertaking hazard and risk assessment

- Identify the hazards
- Identify all affected by the hazard and how
- Evaluate the risk
- Identify and prioritise appropriate control measures
- Review resources to support safety initiatives

Undertaking a risk assessment relating to domestic and family violence

- Identify hazards:
 - o Review the work environment
 - o Monitor employees for signs they may not be okay (e.g. physical signs of violence, frequent absences, lateness, reduced work performance)
 - o Review workplace data for themes or trends to identify what training or education may be needed
 - o Consult with individual staff to assess what issues may be affecting them
- Assess risk
 - o Who will be at risk?
 - o How likely is the risk of harm by the identified hazards?
 - o How serious are the possible consequences?
- Take action
 - o Action to eliminate or reduce harm may include referring the risk to senior management, or measures to ensure the security of the workplace
 - o Safety plans for individual staff with high levels of risk

Developing and implementing safe work procedures

- Write safety procedures for all key functions
- Train all staff in safe work procedures
- Ensure safe equipment is purchased, maintained and used properly

Monitoring and reviewing safety performance

- Build safety into business plans
- Promote safety as a core business value
- Provide ongoing training
- Review procedures when there are changes in the workplace or after an incident

Managing workplace injuries

- Provide first aid and/or transport to medical treatment
- Report all injuries to the supervisor as soon as possible
- Record all injuries in a register of accidents and injuries

Workers compensation insurance policy

- Ensure policy is up to date for number of employees and roles performed
- Notify the workers compensation insurer of any injuries within 48 hours

Return to work program

- Arrange a suitable person to explain the return to work process to the injured worker
- Ensure that the injured worker is offered the assistance of an accredited rehabilitation provider if they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices
- Arrange for suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition

5.7.3 The **CEO is responsible**, as far as is reasonably practical, for:

- in consultation with the Board, providing a healthy and safe workplace without risk and with adequate resources provided
- in consultation with the board, staff and volunteers 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
- 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
- the behaviour of all persons in the organisation is safe and without risk to health
- ensuring staff, volunteers, TBCC users and others follow safe systems of work and participation

- developing and promoting Safe Work Method Statements
- considering any proposal for, or changes to Safe Work Method Statements which may affect health and safety
- 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.
- 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.
- the maintenance of a log of accidents, incidents and injuries, and the use of this information to identify risk throughout the organisation

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

- observe and promote 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 CEO, 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.
- participate in consultation and training about WHS

5.7.5 **Everyone has a responsibility** to:

All board, staff, and volunteers are required to follow WHS policy and safety procedures and:

- report observed safety hazards to the TBCC CEO
- participate in consultation and training about WHS
- observe and promote safe working practices.

5.7.6 The CEO must report in writing each month to the TBCC 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.

Date first formulated	November 2005 (as OHS&W Policy)	
Dates approved by Board	V1 (OHS&W Policy), V2 WH&S Policy, V3, V4 V5	Nov 2005, July 2014, Jun 2016, Feb 2018 Feb 2022
Next Review Date	Feb 2025	
Related Documents	<p>Human Resources Professional Ethics and Conduct Policy Human Resources Harassment and Bullying Policy Human Resources Development and Training Policy Risk Hazed Incident reporting form Risk Management Policy (Child Safe) Statement of Commitment to the Safety and Wellbeing of Children Feedback and complaints policy Code of Conduct First Aid Policy and Procedure Food Safety Policy and Procedure Hot Weather Policy Privacy and Confidentiality Policy and Procedure Work Health and Safety Policy and Procedure Viral Outbreak and Business Continuity Plan</p>	
Standards	<p>Legal Services Commission National Employment Standards Unions Australia Human Rights Commission Equal Opportunity Commission Children and Young People (Safety) Regulations 2017 (SA) National Principles for Child Safe Organisations Child safe environments Rights of every child Department Human Service DHS Critical Client Incidents Policy Coronial Overview of child protection legislation across state and territory jurisdictions Australian Institute of Family Studies Information Sharing Guidelines Unicef – know your rights and responsibilities Children’s rights and responsibilities flyer Department Human Services DHS Critical Incidents Gender diverse, intersex and sexually diverse children and young people</p>	
Legislation	<p>Public Interest Disclosure Act 2018 (SA) Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Aged Care Quality and Safety Commission Act 2018 Aged Care Act 1997 Competition and Consumer Act 2010 Associations Incorporation Act 2009 Sex and Age Discrimination Legislation Amendment Act 2011 Woman Working Centre Australian Human Rights Commission Act 1986 Children’s Protection Act 1993 (SA) Volunteers Protection Act 2001 (SA) Family Law Act 1975 Equal Opportunity Act 1984 Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 State Records Act 1997 Guardianship and Administration Act 1993 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Fairwork Act 2009 Federal Law Fair work Act 1994 State Law ICAC Act 2012</p>	
Signed on behalf of TBCC Board of Management by:		
Name: Jack Hunt		Signature:
Position held: Chairperson		