



Taillem Bend Community Centre Inc.



## 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/subcontractor 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 TBCC Chief Executive Officer (CEO) or their nominee shall induct all contractors and subcontractors of the contractor who will be working at the site using the Contractor's Induction Checklist before they commence work on site. The CEO will ensure that the Contractor and Subcontractor sign the Contractors Agreement which will be filed securely in the CEO 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 extinguishers 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.
6. Turn off gas, if possible, to reduce possibility of explosions.
7. Do not allow anyone to return to room to collect personal belongings or delay in exiting the building to collect items.
8. Delegate an appropriate person to assist anyone who has mobility issues to evacuate the building.
9. Evacuate building to Assembly Area at Rotunda, opposite the Taillem Bend Community Centre located on Railway Tce.
10. Senior Fire Warden to collect attendance sheets and check that Fire Wardens have cleared their allocated areas.
11. Vacate the building including Fire Wardens.
12. Fire Warden to undertake roll call to ensure all persons have been evacuated from the building.
13. Operate fire equipment \*\*\*Attack fire only if safe to do so
14. Remain at Assembly Area until the Fire Service attends.
15. Senior Fire warden to liaise with Fire Service.
16. 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.

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 CEO will ensure items which have been exhausted prior to annual check is replaced in the interim.

Professional development requirements for First Aid 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**

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.

### **Managing workplace injuries**

TBCC will keep a register of accidents, incidents and injuries. The register will be maintained by the TBCC CEO and will be used to record:

- all accidents and incidents that occur to staff and visitors while on the premises
- any journey accidents and incidents involving staff and volunteers
- all critical incidents irrespective of any actual injury occurring.

## **In the event of a workplace injury:**

- It is the staff member's responsibility to notify the TBCC CEO or immediate supervisor, of any injury within 24 hours, and to complete the organisation's register of accidents, incidents and injuries as soon as is practicable.
- If an injury is reported, the TBCC CEO will ensure that the injured person has received appropriate first aid and/or medical treatment and will conduct an investigation of the accident in order to prevent a recurrence.
- When the TBCC CEO is notified of an injury they will notify Local Community Insurance Services workers compensation insurance company and EmploySURE. For a 'significant injury' the insurance company will be notified within 48 hours. For other types of injury, the insurance company will be notified within 7 days.
- For a 'significant injury', as defined in the Return-to-Work Act, the TBCC CEO will also notify Safework SA
  - Life threatening issues or a death call us on 1800 777 209 (state-wide – 24 hours)
  - Non-life threatening injuries/issues call us on 1300 365 255, or complete the [Notifiable Incident Report Form](#)

## **Workers' compensation**

TBCC complies with all statutory requirements in relation to the provision of insurance against work related injury. A workers compensation insurance policy will be kept current for the number of staff and the roles performed.

If a staff member requires time off as a result of their injury, a medical certificate must be obtained from their doctor, so that a worker's compensation claim may be lodged.

The certificate must be forwarded to the TBCC CEO, so that the appropriate paperwork may be completed for the insurer. The workers compensation claim must be lodged within seven (7) days of the injury occurring. The decision about whether the claim is accepted or not rests wholly with the insurance provider.

## **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 CEO or board shall organise for the provision by specialists' 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 is 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 prior to purchase and then again prior to use, safe operating procedures will be displayed on all equipment.

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 Operating Procedures SOP's**

All equipment used in the Centre has an associated Safe Operating Procedure (SOP's). All workers are to be trained in the use of equipment relevant to their role using the SOP's 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. All work areas will be totally smoke free up to ten metres from the building.

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**

### **Workstations**

- 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.

<b>Date first formulated</b>	November 2005 (as OHS&W Policy)	
<b>Dates approved by Board</b>	V1 (OHS&W Policy), V2 WH&S Policy, V3, V4 V5	Nov 2005, July 2014, Jun 2016, Feb 2018 Feb 2022
<b>Next Review Date</b>	Feb 2025	
<b>Related Documents</b>	<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  Material and Chemical Safety Data</p>	
<b>Standards</b>	<p><a href="#">Safework SA incident Notification Information Sheet</a>  <a href="#">Safework SA notifiable Incident report form</a>  <a href="#">Legal Services Commission</a>  <a href="#">National Employment Standards</a>  <a href="#">Unions Australia</a>  <a href="#">Human Rights Commission</a>  <a href="#">Equal Opportunity Commission</a>  <a href="#">Children and Young People (Safety) Regulations 2017 (SA)</a>  <a href="#">National Principles for Child Safe Organisations</a>  <a href="#">Child safe environments</a>  <a href="#">Rights of every child</a>  <a href="#">Department Human Service DHS Critical Client Incidents Policy Coronial</a>  Overview of child protection legislation across state and territory jurisdictions <a href="#">Australian Institute of Family Studies</a>  <a href="#">Information Sharing Guidelines</a>  <a href="#">Unicef – know your rights and responsibilities</a>  <a href="#">Children’s rights and responsibilities flyer</a>  <a href="#">Department Human Services DHS Critical Incidents</a>  <a href="#">Gender diverse, intersex and sexually diverse children and young people</a></p>	
<b>Legislation</b>	<p><a href="#">Public Interest Disclosure Act 2018 (SA)</a>  <a href="#">Work Health and Safety Act</a>  <a href="#">Work Health and Safety Regulations 2012</a>  <a href="#">Codes of Practice</a>  <a href="#">Safework SA</a>  <a href="#">Return to Work SA</a>  <a href="#">Return to Work Regulations</a>  <a href="#">Aged Care Quality and Safety Commission Act 2018</a>  <a href="#">Aged Care Act 1997</a>  <a href="#">Competition and Consumer Act 2010</a>  <a href="#">Associations Incorporation Act 2009</a>  <a href="#">Sex and Age Discrimination Legislation Amendment Act 2011</a>  <a href="#">Woman Working Centre</a>  <a href="#">Australian Human Rights Commission Act 1986</a>  <a href="#">Children’s Protection Act 1993 (SA)</a>  <a href="#">Volunteers Protection Act 2001 (SA)</a>  <a href="#">Family Law Act 1975</a>  <a href="#">Equal Opportunity Act 1984</a>  <a href="#">Children and Young People (Safety) Act 2017</a>  <a href="#">Commonwealth Privacy Act 1988</a>  <a href="#">State Records Act 1997</a>  <a href="#">Guardianship and Administration Act 1993</a>  <a href="#">Australian Human Rights Commission Act 1986 (Federal)</a>  <a href="#">Crimes Act 1914 (Federal)</a>  <a href="#">Fairwork Act 2009</a> Federal Law  <a href="#">Fair work Act 1994</a> State Law  <a href="#">ICAC Act 2012</a></p>	
<p><b>Signed on behalf of TBCC Board of Management by:</b>  <b>Name:</b> Jack Hunt  <b>Position held:</b> Chairperson  <b>Signature:</b> _____  <b>2 Feb 2022</b></p>		