

Work Health and Safety

Policy

Purpose

This policy outlines ADAI's expectation of the highest practicable standard of work health and safety that ensures compliance with legislation and regulations and reflects our commitment to the health and wellbeing of our workforce and clients.

Scope

This policy applies to all ADAI permanent casual, contract and service staff, volunteers, visitors and other persons whilst on the organisation's premises or other sites where work is being performed.

Principles

The following principles ensure that staff are protected, and the work environment is continually maintained and improved to ensure it is safe for all persons.

- ADAI will endeavour to continuously improve conditions in the workplace through consultation with all stakeholders and raising awareness of health and safety.
- Work practices that are safe will be sought out, adopted and improved where necessary.
- Work practices will meet health and safety obligations in accordance with South Australian Work Health and Safety Act, 2012 and accompanying Regulations.

Responsibilities

Board

- Monitor and review this policy as required.
- Ensure appropriate resources are available to manage work health and safety in accordance with this policy, the legislative requirements and national standards.

Chief Executive

- Provide and maintain a work environment (including equipment and systems of work) that is, so far as is reasonably practicable, safe for all staff and third parties and without risk to their health.
- Provide adequate facilities for the welfare of staff and other persons at work.

- Have an evacuation plan and practise evacuations periodically.
- Provide information, training, instruction and supervision as necessary to maintain a healthy and safe workplace.
- Monitor the workplace and the health and safety of workers to assist in preventing injury and illness.
- Communicate with senior management on a regular basis on any matters that concern the provision of a healthy and safe workplace.
- Consult with workers on matters of work health and safety.
- Keep updated on work health and safety matters.
- Understand the practices and the processes used by the ADAI staff to comply with its work health and safety duties.
- Ensure appropriate resources and processes are available to eliminate or mitigate any risks to health and safety of staff and third parties.
- Maintain adequate mechanisms for receiving, considering and acting on any information received regarding workplace incidents or hazards.
- Monitor workplace conditions and identify issues that need to be actioned to maintain a healthy and safe workplace, including any matters raised by other workers.
- Consult staff on health and safety matters and ensure that proper supervision and training is provided for a safe workplace.

Staff

- Take all reasonable steps at work to ensure your health and safety and the health and safety of others. This includes wearing and using all safety gear provided to you.
- Comply with any applicable codes of practice and all directions given to you in relation to WHS issues.
- Not engage in practical jokes or other conduct which may result in injury to others.
- Immediately notify your manager or supervisor if you:
 - become aware of any matter which you consider may affect the health or safety of staff or visitors to ADAI.
 - sustain a workplace injury or become aware that another worker has suffered a workplace injury.
- As soon as practicable after you have become aware of any potential hazard, have sustained a workplace injury, or have become aware that another staff member has sustained a workplace injury, you must complete all relevant reporting forms to report the hazard and/or injury.

- Be aware that failure to comply with this policy may result in disciplinary steps being taken including termination and may expose you and ADAI to prosecution.

Work Health and Safety Officer

- Work with the Chief Executive to support the workplace in all WHS matters.
- Advise the Chief Executive when modified work procedures should apply.
- Familiarise employees with recommended standard procedures.

Visitors and non-employees

- Take reasonable care of your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of others.
- Comply, so far as you are reasonably able, with any instructions that are given by ADAI regarding any health or safety matters.

Storage and Record Keeping

This document is stored on the ADAI Corporate Drive.

Related Policies & Procedures

- Administration and Delegations
- Governance
- Risk Management
- Emergency Response
- Epidemic

Related Standards and Legislations

- Work Health and Safety Act, 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)
- SafeWork SA
- Codes of Practice:
 - Work health and safety consultation, cooperation and coordination
 - How to manage work health and safety risks
 - Managing the work environment and facilities
 - Hazardous manual tasks

- Managing the risk of falls in the workplace
- Managing the risks of plant in the workplace
- Managing electrical risks in the workplace
- First aid in the workplace
- Labelling of workplace hazardous chemicals
- Preparation of safety data sheets for hazardous chemicals

Review

Frequency	Biennial	Administrator	CEO
Next review date	April 2026	Custodian	Board

Version Control

Version number	3.0	Policy No.	27
Nature of Revision	<p>Amalgamated policies into this new WHS Policy & Procedure superseding:</p> <ul style="list-style-type: none"> • Alcohol and Other Drugs [160418] • Food Handling [160418] • Incident and Injury Reporting and management [160418] • Manual Handling [190318] • Smoke Free Workplace [190318] 	Author	CEO
Approval date	April 2024	Approved by	Board

Procedure

These ADAI Work Health and Safety Procedures must be read in conjunction with the Work Health and Safety Policy and cover incident reporting, hazard and risk identification, evacuation procedures, manual handling, safe food handling, environmental control, employees with infectious diseases, smoking and drug and alcohol use.

Reporting Accidents and Injuries

As per your duties as a staff member, all accidents, injuries and 'near misses', whether they occur at work or while travelling to and from work, must be reported immediately to your manager, or if that person is not available, to another person with management responsibilities.

In addition:

- Where there is a very minor injury which requires no treatment or first aid treatment only, a record should be made on the Register of Injuries;
- Where an accident, injury or 'near miss' occurs that requires or has the potential to require medical treatment, it should be reported on the Incident or Hazard Report form as soon as possible, and no later than 24 hours after the event. ADAI's workers compensation insurers will be notified of any injuries that may require compensation within 48 hours. The results of any investigations or corrective actions will also be summarised on the Incident or Hazard Report Form;
- If requested, you must also complete a Worker's Injury Claim Form and obtain a certificate of capacity from the treating doctor. Together with ADAI's insurance company and the worker's treating doctor, a suitable return-to-work plan will be coordinated for any worker who requires it.

Reported incidents or hazards will be investigated by ADAI promptly. We will identify the causes and assess any hazards that need to be controlled. Management will discuss the incident with you or any relevant staff members to decide on suitable controls needed to eliminate or mitigate any risks in place.

Hazard and Risk Identification

ADAI has processes in place to identify, assess and control workplace hazards along with measures to review those controls.

If a potential hazard is identified, the manager or staff member should report the hazard or risk as soon as possible, regardless of how minor it may seem. Once identified, the severity of the hazard will be assessed, and appropriate control measures will be implemented to eliminate or mitigate the hazard. The implemented control measures will be reviewed for effectiveness and adjusted if necessary.

Evacuation Procedure

ADAI management will ensure that employees are familiar with the evacuation procedures and the location of any emergency exits.

In the event of an emergency that may impact ADAI's premises or the safety of staff and visitors, appropriate instructions will be provided.

If an evacuation is announced, staff should leave the building immediately via the nearest emergency exit to the nearest evacuation assembly point, in accordance with the premises' evacuation plan. At all times you should remain calm and do not run, panic or take any belongings with you while evacuating.

Manual Handling

Manual handling involves the application of human effort to lift, lower, push, pull, carry or otherwise move equipment, materials, objects or people. The following procedures must be followed to minimise the risk of injury to any individual performing a manual handling task:

- All staff are responsible to ensure that manual handling procedures are observed in their daily activities.
- The assessment of manual handling risks will be undertaken with consideration given to the individual circumstances and the various environmental work factors affecting the task. These include:
 - Characteristics of the loads or equipment eg location, weight, size, frequency of action, distance to move etc
 - Posture and fitness of staff member and their skills and/or experience or personal characteristics
 - Work environment, Limited/Confined space, Actions and movements required.
 - All heavy or frequently used materials should be stored at waist level.
 - High level storage will be limited, for shelving and storage racks, to a maximum shelf height of 1.8 metres.
 - All aisles and passageways must be kept clear at all times to avoid slips, trips and falls whilst handling loads.

Risk control is the process of eliminating or reducing identified and assessed risk factors. Risk control can best be accomplished by a combination of job redesign, mechanical handling equipment and/or the provision of training. ADAI will ensure that the appropriate control options are implemented to address risk factors and reduce the overall risk of manual handling injuries.

All factors should be taken into account when determining the best lifting technique. The best lifting technique involves suitable balance and avoidance of unnecessary bending, twisting and reaching. The person undertaking a lift should lift efficiently and

rhythmically, minimising bending of the lower back. The knees should be bent, but preferably not at a right angle.

Management will ensure that staff receive relevant training specific to manual handling tasks and introduction to this Manual Handling procedure.

Safe Food Handling

In line with Work Health and Safety legislation, ADAI has a duty of care to mitigate the risk of food-borne illness affecting clients and staff whilst attending any organised event or function where ADAI staff members are responsible for the preparation of food.

Standard precautions are basic safe work practices undertaken by those responsible for food preparation to minimise the infection spread by contact. The elements of Standard Precautions are:

Hand washing is an extremely important means of infection control as most infections are spread by hands. Intact skin is a natural barrier against infection and hand washing is the most effective way to stop the spread of infection.

Hands are to be washed in hot soapy water and then dried:

- Before preparing, serving or eating food.
- After touching ears, nose, mouth, hair or other parts of the body.
- After using the toilet.
- After using a handkerchief or tissue, coughing or sneezing.
- After smoking,
- After touching animals.
- After handling garbage. Correct Hand Washing Technique
- Wet hands under running water.
- Lather well with soap (preferably soap on tap).
- Rub hands vigorously, wash all surfaces, especially between fingers and under nails.
- Rinse well, especially under rings.
- Pat dry with paper towels. Food will be appropriately stored as per the guidelines set out in the Food Standards Australia and New Zealand.

<https://www.foodstandards.gov.au/industry/safetystandards/Pages/default.aspx>

Environmental Control

Good housekeeping in conjunction with appropriate waste disposal helps provide a safe working environment. Good housekeeping includes:

- Regular cleaning of furniture and equipment surfaces with detergent and water.

- Covering food and protection from flies and other insects.
- Sweeping and mopping floors.
- Using insect spray if necessary (not over or around food).
- Washing with detergent and hot water.

Employees with infectious diseases

Where a staff member or a volunteer has an infectious disease, the following steps will be taken:

- The staff member or volunteer will obtain medical advice about their ability prepare or handle food.
- The staff member or volunteer is required to disclose this information to management and will be assured of confidentiality within the framework of further conveying this information only to the most relevant people – this may include the coordinator and other relevant staff.
- ADAI will adopt appropriate Work Health and Safety risk management measures to eliminate or minimise risk as set out in our Work Health and Safety Policy and Procedure.

Extra protection is required when standard precautions are not enough to stop the spread of specific conditions e.g. COVID-19, TB, measles, chicken pox. Clients, staff members and volunteers will be advised not to attend any ADAI worksite if they have an infectious or potentially infectious illness requiring isolation or exclusion for a period of time.

Smoking

Staff and volunteers are prohibited from smoking on ADAI premises and in any ADAI vehicles. The term 'smoking' includes traditional methods of smoking tobacco including cigarette and cigar as well as any form of vaping.

Drug and Alcohol Use

ADAI expects that all staff and volunteers will present for work sober and not under the influence of alcohol, non-prescription drugs or prohibited substances. Being under the influence of, or the consumption, use, possession, purchase, sale or transfer of alcohol, illegal or non-prescription drugs or any prohibited substance at work or during work hours (including during meal breaks) is strictly forbidden. Disciplinary action including, but not limited to, summary termination may be taken where this is breached.

While it is a personal decision to lawfully use alcohol outside of work hours, it is essential that such use does not interfere with the safe performance of your duties, your ability to complete your work, or the reputation of our organisation.

Further, a staff member may not report to work, or perform work, if their judgment, coordination, or performance could reasonably become impaired during work due to the use of alcohol, illegal or non-prescription drugs or any prohibited substance.

At approved organisational or social functions, moderate alcohol consumption may be permitted. However, intoxication at such events is prohibited; and all staff and volunteers must conduct themselves in a professional manner at all times.

If you must take prescribed medication which may impair your ability to perform your job safely and/or effectively, you must advise your line manager before performing any duties so that steps can be taken as necessary to ensure your safety and the safety of others.

ADAI may request an alcohol and/or drug screenings from any staff member or volunteer if there is reasonable suspicion of drug or alcohol use, or after an incident or accident. If you refuse to participate, return a result suggesting you have consumed drugs and/or alcohol, or there is a reasonable suspicion that you are under the influence of drugs and/or alcohol, you will be required to cease and leave work immediately, and may be subject to disciplinary action which will include a full investigation. If you are sent home, it will be on an unpaid basis until you are fit to return to work and have returned an acceptable result. Upon returning to work, you may be required to report to a disciplinary meeting or undertake counselling or rehabilitation before a return to work is scheduled.

Any action taken due to a reasonable suspicion will be based on a reasonable and clearly definable belief that the staff member or volunteer is under the influence of alcohol or using an illegal drug or other prohibited substance, based on specific and current or ongoing physical, behavioural or performance indications of probable alcohol or drug use.

ADAI recognises that drug or alcohol abuse, or the abuse of other substances can be successfully treated and is committed to helping staff and volunteers who suffer from these problems, while holding them responsible for their own recovery.

ADAI will offer assistance to those who need it and ensure a safe working environment for all staff. ADAI will provide the individual with contact details for the organisations' Employee Assistance Program.

Any information regarding an individual's condition will be treated confidentially.

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