

## WORK HEALTH AND SAFETY POLICY

### OVERVIEW

Advocacy for Disability Access and Inclusion Inc. aims to provide an accident free environment in which the possibility of injury or risk to health are controlled or eliminated and safe working attitudes are promoted through consultations and participation at all levels of the workforce.

This policy:

- shows the commitment of the management and workers in this workplace to health and safety
- aims to remove or reduce risks to the health and safety of all workers, contractors and visitors to this workplace and anyone else who may be affected by our operations
- aims to ensure all work activities are done safely
- recognises that health and safety is most effective when a collaborative approach is used to identify and solve problems
- commits to continuously improving work health and safety by addressing hazards and reviewing outcomes.

### POLICY:

The Person Conducting a Business or Undertaking (PCBU) must:

- ensure their responsibilities under the Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2012 (SA) are met
- take reasonable steps to provide and maintain a safe working environment,
- plant and substances in a safe condition, and facilities for the welfare of all workers
- provide ways for workers to be informed about and involved in health and safety issues at work
- provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- conduct regular workplace inspections
- ensure this policy and all safe work procedures are kept up to date.

### Workers must:

- take reasonable care for their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace
- follow reasonable instructions given by the PCBU to protect their health and safety
- identify and report any workplace incidents or hazards to their supervisor
- not wilfully interfere with or misuse items or facilities provided.

### **Visitors and contractors must:**

- not put themselves or any other person at the workplace at risk
- comply with our safety policy.

## **PROCEDURES**

It is the responsibility of the Business Manager and Chief Executive Officer to oversee and ensure that the Workplace Health and Safety requirements are implemented and adhered to effectively by all staff.

Responsibilities for health and safety factors will be clearly stated and specific responsibilities referred to in both job descriptions and health and safety procedures.

Health and safety responsibilities will be given equal importance as with other management responsibilities. Employees will be provided with appropriate information/training, and will comply with the documented procedures in every aspect of their work. Accountability will be measured and enforced in line with other delegated responsibilities (e.g. client support).

## **DUTY OF CARE:**

Advocacy for Disability Access and Inclusion Inc. has a responsibility to do everything reasonable to ensure the minimisation of any risk of harm. This is a Duty of Care.

Duty of Care, as a concept, is part of the larger legal concept of “negligence”. Negligence belongs to the domain known as common law. As such it is determined largely by factors such as legal precedent and prevailing community attitudes and expectations.

1. A Duty of Care exists when one person’s actions could reasonably be expected to affect other people.
2. After demonstrating that a Duty of Care was owed, it is also necessary to show that there is a minimum standard of care that had to be met to fulfil that duty. This reasonable standard is not perfection. It is determined by the practicalities of the situation.
3. Once the appropriate Standard of Care has been demonstrated, the organisation has to be able to show that the standard was met.
4. In any negligence case, the person to whom the Duty of Care was owed has to be able to show that the breach of that duty resulted in some sort of harm or loss.

## **Issues and Procedures**

There are many issues that will need to be addressed when considering Duty of Care.

The following generalised approach will be used:

- Identify, in general terms, the area of service provision or client rights the decision is being made in.
- Identify if there is a policy covering this area, if so, consult the policy and procedures detailed.
- Discuss the general issues with appropriate others and document this.
- Question the outcome of making the decision. Unless the decision is in response to an emergency, no decision regarding Duty of Care should be made without sufficient discussion.

By thinking things through intelligently, thoughtfully, sensibly and humanely, good solutions can be found to even the most perplexing and difficult dilemmas.

In determining the appropriate Standard of Care which a service has a duty to provide to the client; the law will take into account the various principles and standards which the community would see as relevant in determining appropriate practice for that particular type of service.

Advocacy for Disability Access and Inclusion Inc. has a responsibility to ensure clients are empowered to play a pivotal role in decisions that are made with respect to their various and, at time competing, rights.

To minimise the risk of making inappropriate and legally indefensible decisions in relation to Duty of Care, there are a number of straight forward safeguards or precautions that services can and should follow:

- Consult with others.
- Document all action and plans.

## **MAINTAINING A SAFE WORKPLACE**

Maintaining a safe workplace can be achieved by:

- adhering to Codes and Regulations
- carrying out regular safety check
- maintaining workplace equipment and tools
- providing workers with easy to understand information and training on how to do their job safely

- having an incident/injury reporting process
- planning for emergencies e.g. fire, medical or chemical leaks.
- ensuring all work is conducted by appropriately qualified, and where relevant registered trades people /practitioners
- all appliances are checked and tagged on an annual basis.

## **CONSULTATION**

There will be consultation with staff on health and safety issues in the process of identifying, evaluating and controlling hazards in the work place. Effective consultation encourages greater awareness of issues and can lead to an improved safety culture and outcomes. Workplace Health and Safety will be a standing item on both the Board and Staff Meeting Agendas.

## **MANAGING HAZARDS**

The best way to prevent injuries or illness in your workplace is to find the hazards that could injure people and fix them.

Advocacy for Disability Access and Inclusion Inc. adopts the S.A.F.E approach to hazard management.

- **S**pot the hazard – find anything that could cause injury, illness or damage.
- **A**ssess the risk – determine the likelihood that a hazard may cause an injury, illness or death.
- **F**ix it **E**arly – take action to fix identified risks by trying to eliminate the hazard first or, if this is not possible, find ways to minimise it.

When the hazards have been identified and the risks assessed, staff must develop and implement appropriate measures to control the risks.

To do this, action must be taken by one of the following:

- Elimination of the hazard.
- Substitution i.e. replacing a hazardous substance, machinery or work process with a non-hazardous or less hazardous one.
- Engineering Control i.e. by modifying tools and equipment.
- Administrative Control i.e. introducing work practices which eliminate or reduce risk.
- Personal Protection of staff by providing protective clothing and equipment where other measures are not applicable.

It is important to ensure that control measures reduce the risk and do not create new hazards or increase the risk of existing ones.

Safety solutions can be enhanced by talking to staff, looking at information available from designers or manufacturers, seeking help from an industry related association or group, or considering relevant Codes of Practice or Australian Standards.

Whenever a staff member identifies a hazard while performing his/her duties, he/she must assess the hazard and if it can be eliminated without endangering his/her own or another person's safety, the hazard should be eliminated e.g. a spillage on the floor should be cleaned up immediately and reported to the supervisor.

If a hazard cannot be easily eliminated the staff member must immediately advise the Business Manager and complete an Incident/Accident/Hazard Report and Investigation Form.

In collaboration with Chief Executive Officer/Business Manager, the staff member must attempt to rectify the hazard as soon as possible and any action recorded on the Incident/Accident/Hazard Report and Investigation Form.

If the hazard reported is a major problem which the Chief Executive Officer/Business Manager is unable to solve then he/she will refer the Hazard Report and Investigation Form to the Chairperson of the Board with recommendations for action. The Chairperson will advise and approve recommended action and return the form to the Chief Executive Officer/Business Manager or delegate to complete action if necessary or undertake an evaluation.

Once all steps have been undertaken, the Hazard Report and Investigation Form is to be signed by the Business Manager, filed and a copy forwarded to the Chairperson and Board.

## **MONITORING EFFECTIVENESS OF CONTROLS**

It is essential that the control measures effected are still working and that other hazards have not been introduced by ensuring that:

- All legal requirements are complied with.
- No new hazards have been introduced with a change of process or work practice.
- Existing standards of exposure to hazards are complied with e.g. monitoring noise levels, air contaminant levels for particular substances.
- Control measures are in place.

- Safe conditions are maintained, i.e. lighting, conditions of floors, exits are clearly marked, signs in place and correct.
- Check that systems are in place and operational i.e. permit and lockout systems.
- Ensuring personal protective equipment is used as required and is appropriate to the task.
- WHS responsibilities are regularly reviewed and updated.

## **INFORMING, TRAINING AND SUPERVISING**

All staff must engage in training about workplace practices as well as the safe work procedures used to manage hazards in the workplace. New workers will be inducted and supervised during the probation period.

## **KEEPING RECORDS**

Keeping records of WHS activities provides accountability about meeting legal requirements.

Records need to be kept for any of the following:

- incidents and injuries, including near misses
- hazardous chemicals and asbestos register (if they are present at your workplace)
- plant registration documents
- tests, maintenance, inspection and other records for of all plant and equipment
- hazard identification, risk assessment and control processes
- training.

## **MONITORING, REVIEWING AND IMPROVING**

Managing WHS is an ongoing process. Safety processes, operations and workers change over time and so can the risks.

The WHS management system should be regularly reviewed and monitored to determine how effective it is, and to make any necessary adjustments to keep it up to date.

<b><i>Date Created</i></b>	<i>January 2015</i>
<b><i>Version</i></b>	<i>2</i>
<b><i>Authorised</i></b>	
<b><i>Date Authorised</i></b>	<i>19 March 2018</i>
<b><i>Review Date</i></b>	<i>March 2020</i>