



## WORK HEALTH and SAFETY POLICY

Policy number		Version	2
Drafted by	Stacey Bayliss	Approved by MC on	19.01.2018
Responsible person	Management Team	Scheduled review date	Jan 2019

<b>Applies to:</b> All Staff	
<b>Specific responsibility:</b> Management Team (WHS Officers) and the Team	
<b>Policy context:</b>	
Standards or other external requirements	NSW Disability Standards
Legislation or other requirements	Work Health and Safety Act 2011 and associated Regulations Workplace Injury Management and Workers Compensation Act 1998 and associated Regulations Workers Compensation Act 1987 and associated Regulations
Contractual obligations	Employment Agreements

### POLICY STATEMENT

We aim to be an effective organisation. Providing a safe work environment through the continuous improvement of workplace practices and procedures will help us to achieve this goal. We are committed to providing the highest possible standard of health and safety for everyone in our workplace, including the team, clients and visitors. We take health, safety and welfare into account when we develop our plans, policies, procedures, supports and programs. We are committed to the principles in the Work Health and Safety Act 2011 and other related legislation.

In particular, we will:

- Ensure, as far as is reasonably practicable, the health and safety of the team while they are at work;
- Ensure, as far as reasonably practicable, that the health and safety of other persons visiting the workplace are not put at risk by work carried out by us;
- Develop, implement and maintain a WHS management system that enhances / improves our operational activities and will support our compliance with statutory requirements, industry standards and guidelines. This process will be managed via the Quality Management – Quality Improvement Register.



# Early CONNECTIONS™

COFFS COAST

- Prevent accidents and injuries by actively identifying, assessing, evaluating and controlling or eliminating hazards;
- Ensure the ongoing review and completion of the WHS Workplace Checklist which is included as an item in the Quality Management – Quality Improvement Register (included in the Annual Compliance Calendar);
- Promote the involvement of all team members and other stakeholders in ongoing consultation and communication to support and seek continuous improvement in the WHS management of our organisation;
- Maintain the workplace in a safe condition and ensure safe entrances and exits are maintained and tidy;
- Provide equipment suitable for the nature of the work that is safe and hazard free;
- Promote safety awareness and provide the necessary information, instructions, training and supervision to ensure health and safety of everyone in our workplace.
- Ensure that all workers understand their obligations with respect to WHS, and provide all relevant staff with consultation opportunities on WHS.
- Ensure that WHS is a reoccurring agenda item at all team meetings and Management Committee meetings;
- Arrange for the safe use, safe storage, movement and setup of equipment and supplies;
- Provide adequate facilities for the welfare of staff;
- Assist injured staff to return to work as soon as possible;
- Ensure emergency situations are managed effectively and follow the specific WHS procedure (Fire / Emergency / Evacuation / Home Visiting)
- Review this policy as required in accordance with the Organisation's policies

## **RESPONSIBILITY**

### **WHS Officers / Management Team**

At Early Connections – Coffs Coast the Management team are the responsible WHS Officers. WHS Officers must exercise due diligence to ensure that the Organisation / workplace complies with its health and safety duties and WHS legislation. This includes ensuring that we have appropriate WHS systems and that these systems are monitored and evaluated on an ongoing basis. The management team is responsible and will be held accountable for taking all practical measures to ensure that the



workplace under their control, and the behaviour of all persons in those areas, is safe and without risk to health. This includes:

- Continuously learning about and keeping up to date with work health and safety matters;
- Providing for the development, administration, monitoring and review of WHS actions;
- Providing access to adequate facilities for the welfare of any person in the workplace;
- Providing training, instruction or supervision for workers and monitoring the health of workers;
- Take reasonable steps to acquire knowledge of operational risks;
- Ensure incidents, hazards and risks are responded to in a timely manner;
- Regularly consult in regard to WHS issues with the team and the Management Committee;
- Take effective action to provide and maintain safe and healthy working conditions for all.

#### **Early Connections - Coffs Coast Team Members**

Safety at work is both an individual responsibility and a shared responsibility. All team members must:

- Take reasonable care for their own health and safety;
- Take reasonable care that their acts or omissions do not adversely affect or risk the health and safety of others;
- Comply with any reasonable instructions that are given related to WHS;
- Cooperate with any reasonable policy or procedure relating to health and safety in the workplace; and
- Report and document all incidents, injuries, near misses and hazards and where practicable, be proactive in controlling any hazards identified.

#### **Other Persons / Visitors**

Other persons attending the Early Connections – Coffs Coast workplace must:

- Take reasonable care for their own safety;
- Take reasonable care that their acts or omissions do not adversely affect or risk the health and safety of others, and
- Comply so far as reasonably able, with any reasonable instruction that is given by our Team.



## PROCEDURES

- All team members must be aware of the WHS Policy and Procedure. A copy of the WHS Policy and Procedure will be provided to all new staff at induction.
- All incidents / accidents / near misses must be documented on the appropriate workplace form and given to the Management Team for filing and recording in the Quality Management – Quality Improvement Register.
- WHS will be included as a reoccurring agenda item at Team and Management Committee meetings.
- The Business Development Manager will generate a monthly report from the Quality Management - Quality Improvement Register that will feedback each month to the Management Committee and the Team.
- The Quality Management - Quality Improvement Register will include data collection of Incidents, Accidents, Near Misses, Emergencies, Fire Drills, Annual Compliance and Risk Management.
- Monthly reporting will focus on actions achieved, prevention and improvement of safety measures and risks. The Monthly Report will also analyse data to monitor trends, patterns and reoccurrences.

## Definitions - Work Health and Safety (WHS)

These definitions provide information on the terminology used in this Policy and other WHS workplace documentation.

**Due Diligence** - In the workplace, due diligence means taking every precaution reasonable in the circumstances to protect the health, safety and welfare of all workers. Exercising due diligence includes taking reasonable steps:

- To acquire and keep up-to-date WHS knowledge;
- To gain an understanding of the hazards and risks associated with business operations;
- To ensure the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks;
- To ensure that Management Team and the Management Committee has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;



- To ensure the Organisation has appropriate processes for complying with any duty or obligation under the Act;

**Health & Safety Officer** - Refers to a worker who has been nominated by a work group (of which they are a member) to represent them on health and safety issues.

**Reasonably practicable** - Reasonably practicable means what is reasonably able to be done 'at a particular time' to ensure health and safety. It takes into account and weighs up all relevant matters including:

- The likelihood of the hazard or the risk occurring;
- The degree of harm that might result from the hazard or risk;
- What the person concerned knows, or ought reasonably to know, about the hazard or the risk, and ways of eliminating or minimising the risk;
- The availability and suitability of ways to eliminate or minimise the risk, and
- The cost of eliminating or minimising the hazard or risk.

**Worker / Team Member** - A person who carries out work in any capacity for the Organisation, including work as:

- an employee, contractor or subcontractor, an employee of a contractor or subcontractor, or an employee of a labour hire company assigned to work for Early Connections – Coffs Coast, an outworker, an apprentice or trainee, a student gaining work experience or a volunteer.

**Work Health & Safety Management System (WHSMS)** - A set of plans, actions and procedures to systematically manage health and safety in the workplace.

**Workplace** - 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.

**Work Health & Safety Committee (WHSC)** - A forum for consultation of WHS issues that assists in the development and review of WHS policies and procedures in our workplace. The WHSC is made up of a group of staff and management representatives from all divisions of the Organisation.

**DOCUMENTATION**

Documents related to this policy	
Related policies	Complaints Handling Policy



# Early CONNECTIONS™

COFFS COAST

	Governance Policies and Procedures Quality Improvement Policy
Forms, record keeping or other organisational documents	Accident / Incident Forms Near Miss Forms Fire / Emergency Evacuation Forms / Reports Service Users Survey / Stakeholders Survey Complaints and Feedback Form Quality Management – Quality Improvement Register Monthly Management Reports Management Committee Review

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Every 2 years	Management Team	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	19/01/2018	Management Committee	Jan 2019
2			
3			

Management Committee:

Signed:

Name: Jan Newland - President

Date: 19/01/2018