

<b>5.5</b>	<b>WORK HEALTH AND SAFETY</b>
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<b>Applies to:</b> Management Committee, Staff, Volunteers, Visitors
<b>Specific responsibility:</b> HECIS Co-Ordinator, Management Committee

<b>Version: 1</b>
<b>Date approved: 5.8.14</b>
<b>Next review date: Aug 21</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Work Health & Safety ACT 2011(NSW) Work Health & Safety Regulation 2011
Contractual obligations	

### POLICY STATEMENT

HECIS 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.

HECIS 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.

HECIS will undertake regular reviews and take steps to enhance workplace health and safety on a continuous improvement basis.

### PROCEDURES

#### Responsibilities of the Management Committee

The Management Committee is responsible for promoting and maintaining workplace health and safety (WHS). The HECIS Co-Ordinator is the delegated WHS representative in the workplace.

It is the responsibility of the Management Committee to:

- 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
- conduct an annual review of the WHS policy
- oversee the annual review of WHS procedures by the HECIS Co-Ordinator.

#### Responsibilities of The HECIS Co-Ordinator

The HECIS Co-Ordinator will have primary responsibility for implementation of WHS policy and take all practical measures to ensure that:

- the workplace is safe and without risks to health
- the behaviour of all persons in the organisation is safe and without risk to health

In implementing these responsibilities the HECIS Co-Ordinator will ensure:

- the dissemination of information about WHS to all staff
- that the office notice board carries required WHS notices and a copy of the company's return-to-work policy is given to each staff member at their workplace orientation.
- regular discussion about WHS issues at staff meetings
- regular consultation with staff including volunteers about matters impacting on WHS
- the maintenance a log of accidents, incidents and injuries, and the use of this information to identify risk throughout the organisation
- the conduct of annual inspections of health and safety risks throughout the organisation and development of control measures.

If the HECIS Co-Ordinator does not have the necessary authority to fix a particular problem, s/he will report the matter promptly, with any recommendations for remedial action, to the Hawkesbury City Council being the owner of the premises.

### **Responsibilities of staff /volunteers/ visitors**

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

- report observed safety hazards to the HECIS Co-Ordinator
- participate in consultation and training about WHS (volunteers/visitors where appropriate)
- observe and promote safe working practices.

### **WHS Officer and Committee**

The HECIS Co-Ordinator will act as the Workplace Health and Safety Officer and will establish and ongoing consultative mechanism with staff<sup>1</sup>, through regular staff meetings which will be composed of all staff (as employed to work on a particular day). The staff will take responsibility for coordination and oversight of the following:

#### 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 prioritize appropriate control measures
- Review resources to support safety initiatives

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<sup>1</sup> At 1 January 2012, when new model national OHS legislation comes into effect, organisations will be required to establish an OHS committee within 2 months of a request from either 5 staff members or an elected OHS representative.

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
- Notify 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

**WHS Consultative Framework**

HECIS will adopt a consultative framework for addressing WHS to ensure it:

- meets the requirements for consultation under the Workplace Health & Safety ACT 2011(NSW)
- draws on the knowledge, experience and ideas of staff, including volunteers and encourages their participation and input to improve the management of WHS.

Workplace Health & Safety ACT 2011(NSW) requires that consultation be undertaken in the following circumstances:

- When changes that may affect health, safety or welfare are proposed to the:
  - premises where persons work
  - systems or methods of work
  - equipment used for work
  - substances used for work.

- When risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed.
- When decisions are made about the measures to be taken to eliminate or control risks.
- When introducing or altering the procedures for monitoring risks (including health surveillance procedures).
- When decisions are made about the adequacy of facilities for the welfare of employees.

### **11.1. Training**

#### **Managing workplace injuries**

HECIS will keep a register of accidents, incidents and injuries. The register will be maintained by the HECIS Co-Ordinator 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
- 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 HECIS Co-Ordinator, of any injury within 24 hours, and to complete the organisation's register of accidents, incidents and injuries as soon as is practicable.
- Once an injury is notified the HECIS Co-Ordinator 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 HECIS Co-Ordinator is notified of an injury they will notify the HECIS Workers Compensation Insurance provider, currently GIO. 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 Workplace Health & Safety ACT 2011(NSW), the HECIS Co-Ordinator will also complete and lodge all relevant documentation as requested by the insurer.
- **Contact Workcover immediately on 131050 for all notifiable incidents**

#### **Workers compensation**

HECIS 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 HECIS Co-Ordinator 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.

**DOCUMENTATION**

<b>Documents related to this policy</b>	
Related policies	GIO Workers Compensation (NSW) Ltd policy
Forms, record keeping or other organisational documents	HECIS WHS Manual

<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Annually	HECIS Co-ordinator	Management Committee

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Signed</b>	<b>Next Review Due</b>
1	17.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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