

SUBJECT:	Work Health & Safety
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Portfolio Area:	Work Health & Safety	Document Ref:	PS WHS01
Applicable From:	November 2020	Version No.:	01

REVISION SCHEDULE:

EFFECTIVE DATE:	ALTERATION(S):	AUTHORISED:	
		Signed/Title	Date:
3/10/2017	Updated due to impending Quality Assurance Audit	Board	
11/11/2020	Updated due to impending QA Audit	Board	

1. SCOPE:

The purpose of this Policy Statement is to provide guidelines to the Board of Management (the Board) and staff of the Coromandel Community Centre (the Centre) to minimise the risk of injury and risks to health for workers, Centre participants, visitors and hirers who use the Centre's services or facilities.

2. POLICY STATEMENT:

This Policy Statement provides guidelines to the Board and workers of the Centre that will minimise the risk of injury and risks to health for workers and others by adopting a planned and systematic approach to the management of work health, safety and providing the resources for its successful implementation and continuous improvement.

3. OBJECTIVES:

The objectives of this Policy Statement and associated procedures are to:

- Assist the Board to meet its legal requirements under the Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2012 (SA), supported by the relevant Codes of Practice



- Demonstrate the Centre's commitment to the highest possible standards of work health and safety
- Demonstrate the Board's commitment to consultation with workers on matters of work health and safety
- Assist the development and maintenance of a planned, systematic approach to the removal (or where removal is not possible, the minimisation) of risks of harm, injury or disease associated with paid or unpaid work or participation in the activities of the Centre
- Ensure that measures to control hazards and risks to health and safety are regularly monitored and evaluated
- Ensure that all workers receive appropriate information, instruction, training and supervision to safely carry out their duties and meet their responsibilities.

4. GUIDING PRINCIPLES

The development of Operating Procedures under this Policy Statement will be based on the following guiding principles:

- Roles and responsibilities in relation to Work Health & Safety for all staff are clearly defined, communicated and understood
- Hazards and risks are effectively managed by the application of risk assessment and management processes
- Safety management systems and safe work practices are developed, implemented and maintained
- Potentially hazardous substances are stored, handled and disposed of in a safe manner
- Appropriate information, instruction, training and supervision necessary to ensure the ongoing safety for all staff are provided
- There is appropriate consultation with all staff on all issues that may affect the health, safety and welfare of staff in the work place
- There is an effective system in place to allow the efficient reporting, recording, investigation and analysis of injuries and work related illness
- Regular auditing, review and evaluation of Work Health & Safety management systems within the Centre occur
- The effectiveness of the Work Health & Safety Policy, procedures and related documents are monitored by the Board
- Ensure that appropriate sharing of information in a person's management/care is in accordance with the National Privacy Principles contained within the Privacy Act.



5. RESPONSIBILITIES:

The Board of Management is responsible for:

- As an incorporated body, having ultimate moral and legal responsibility for ensuring that the Centre complies with the requirements of the Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2012 (SA), supported by the relevant Codes of Practice
- Ensuring that effective Policies, Procedures and Work Instructions are in place and that these are communicated, monitored, revised and maintained
- Ensuring, in the case of work injury, that all efforts will be made to assist the person to make a speedy and safe return to work and to receive effective rehabilitation
- Appointing Fire Wardens and a Senior Fire Warden
- Ensuring WH&S is a standing item on all Board Meeting Agendas.

5.1 The CDO is responsible, in consultation with the Board for:

- Providing a healthy and safe workplace with adequate resources
- In consultation with the Board, developing and maintaining relevant Policies and Procedures, monitoring Health and Safety performance, participating in the development of solutions to Health and Safety issues and deciding how resources (including funds for training) should be allocated to address Health and Safety issues
- Developing Safe Work Method Statements in consultation with the Board
- Considering any proposal for, or changes to Safe Work Method Statements which may affect health and safety
- Ensuring communication to enable workers and volunteers to be consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect their health and safety
- Supporting Program volunteers, facilitators and the Volunteer Co-ordinator to manage their Health and Safety responsibilities
- Promoting Health and Safety responsibilities and awareness as an integral part of all induction procedures
- Reporting in writing each month to the Board on the development, review and implementation of risk management practices, health and safety audits and the reporting and response to incidents and near misses.

5.2 The CDO, Program and Program Facilitators in consultation with the Board, are responsible, as far as is reasonably practical, for:

- Ensuring staff, Centre users and others follow safe systems of work and participation
- Promoting health, safety and well-being
- Ensuring that work and participation is within the physical and psychological capacity of the people involved



- Maintaining positive relationships with staff and volunteers so they can detect any early warning signs of difficulty and take appropriate action
- Creating an atmosphere that encourages early reporting of problems or potential problems
- Documenting and investigating any accident, injury and 'near-miss' incident within their programs
- Regularly inspecting the workplace, monitoring working conditions and taking or recommending appropriate action where necessary
- Ensuring the provision, maintenance of, and proper use of approved personal protective equipment
- Ensuring WHS is a standard item on all employee/volunteer meeting agendas

5.4 Staff and Volunteers are responsible, as far as is reasonably practical, in conjunction with the Board for:

- Observing all safety and health instructions including Work Instructions, acting safely and avoiding unnecessary risks to themselves and others
- Excepting for an approved maintenance or repair procedure, not interfering with, removing, displacing or making ineffective any man-made equipment or appliance, provided for safety or health purposes
- Reporting potential hazards to the CDO, in accordance with the relevant sections of the Act and Regulations
- Assisting in the identification of hazards, the assessment of risks and the implementation of risk control measures.

5.5 Everyone has a responsibility to:

- Take reasonable care to protect their own and others' health and safety when at the Centre or participating in Centre activities
- Comply with instructions, including Policies, Procedures and Work Instructions, issued to protect their own personal health and safety and the health and safety of others
- Report potential hazards to the appropriate staff member as soon as possible
- Report accidents, injuries and "near miss" incidents to the appropriate staff member as soon as possible after the event
- Ensure that the taking of drugs or alcohol that may affect the safety of self or others is prohibited.



6. DEFINITIONS:

Due diligence: taking reasonable steps - taking reasonable steps, or demonstrating due diligence, requires Officers to:

- Acquire and maintain work health and safety knowledge relevant to the workplace (the Centre)
- Understand the Centre's operations and associated hazards and risks
- Ensure resources and processes are available to eliminate or minimise health and safety risks
- Ensure there are appropriate processes for receiving and considering information about incidents, hazards and risks as well as respond to these in a timely way
- Ensure the Centre has and implements processes to comply with any duties or obligations such as reporting incidents, consulting with workers, complying with notices issued under the Act, providing training and instructing workers about work health and safety
- Make sure Work Health and Safety training is available.

Hazard - means a situation or thing that has the potential to harm a person. Hazards at work may include: chemicals, electricity, working at heights, working alone, violence at the workplace, bullying and doing a repetitive job.

Officer - an Officer under the Act is a person who makes or helps make decisions that affect the whole, or a substantial part, of a Person Conducting a Business or Undertaking (PCBU) (the Centre's) activities. If a person is responsible only for implementing, not making those decisions, they are not considered an Officer.

Officer - Duties - the duties of an Officer, established in the Work Health and Safety Act 2012 (SA), are that an Officer must:

- keep up to date with work health and safety issues
- Exercise due diligence to ensure the PCBU's (the Centre's) health and safety duties are met.

An Officer must actively fulfil this duty and not assume that someone else has taken care of health and safety outcomes.

Others - clients, customers and visitors (including workers from external agencies).

Others - Duties - the duties of others, established in the Work Health and Safety Act 2012 (SA), are that, while at work (i.e. at the Centre) they must:

- take reasonable care for their own and others' health and safety
- take reasonable care not to adversely affect the health and safety of others
- comply with any reasonable instruction given by the PCBU (the Centre), so far as they are reasonably able.



Reasonably practicable – the PCBU's (the Centre's) duty is qualified by the words 'so far as is reasonably practicable'. There are two elements to what is 'reasonably practicable'. Officers must consider:

- what can be done – that is, what is possible in the circumstances for ensuring health and safety
- whether it is reasonable in the circumstances to do all that is possible.

Factors that may determine whether something is 'reasonably practicable' include:

- the likelihood of the hazard or the risk concerned occurring
- the degree of harm that might result from the hazard or the risk
- what the person concerned knows, or ought reasonably to know about the hazard/risk and ways of eliminating the hazard/risk
- the availability and suitability of ways to eliminate or minimise the risk
- the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk
- what influence and control can be applied.

Risk - is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Risk control means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.

Eliminating a hazard will also eliminate any risks associated with that hazard.

Worker – a worker is someone who carries out work for a PCBU (the Centre) and includes:

- an employee
- a volunteer
- a contractor or sub-contractor (facilitators and group leaders)
- an employee of a contractor or sub-contractor
- an employee of a labour hire company
- an apprentice or trainee
- a student gaining work experience
- an outworker.

Worker - Duties - the duties of a worker, established in the Work Health and Safety Act 2012 (SA), are that, while at work, a worker must:

- take reasonable care for their own safety
- ensure that they do not adversely affect the health and safety of co-workers or other people



- comply with any reasonable instruction and co-operate with a PCBU's (the Centre's) Work Health and Safety Policy and Procedures including Safe Work Method Statements.

Workplace - workplace is 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. This includes a vehicle, vessel, aircraft or other mobile structure.

7. RELEVANT DOCUMENTS

- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)
- Safe Work SA's resources and publications (including the Health and Safety Handbook)
- Safe Work Australia's resources and publications
- Food Standards Australia's resources and publications
- Material Safety Data Sheets

8. CONSEQUENTIAL DOCUMENTS.

As a consequence of this policy statement and to guide its implementation consequential documents i.e. Forms and Work Instructions will be developed and should be read in conjunction with this document.

APPROVED BY THE BOARD			
This Policy Statement supersedes all other Policy Statements in relation to Work Health & Safety and is applicable from the authorising date below.			
Authorising Officer	Position	Date	Signature
Heather Andersen	Chair Person	1-12-20	



