



Woodcroft/Morphett Vale Neighbourhood Centre POLICY STATEMENT

SUBJECT:	Work Health & Safety
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Portfolio Area:	Risk and Audit	Document Ref:	PS WHS01(18)
Applicable From:	21/5/2018	Version No.:	1.4

REVISION SCHEDULE:

Scheduled to be reviewed: May 2021

EFFECTIVE	ALTERATION(S):	AUTHORISED:	
DATE:		Signed/Title	Date:
23/4/2018	"The effectiveness of the Work Health and Safety Policy, Procedures and related documents is monitored by the Work Health and Safety Sub Committee" changed to "Risk and Audit Sub Committee"		

1. SCOPE:

The purpose of this Policy Statement is to provide the Management Committee's ("the Committee") commitment to the highest standards of work health and safety of all employees, volunteers and visitors of the Woodcroft and Morphett Vale Neighbourhood Centre ("the Centre") and outline the guidelines for the management committee, employees, volunteers and visitors of the centre to identify, eliminate or minimise the risks to the health and safety at the centre.

2. POLICY STATEMENT:

The Centre Committee is firmly committed to the Work Health Safety and Wellbeing of all employees, volunteers and visitors who may be affected by our activities.

This policy will enable all work activities to be carried out safely, with measures taken to eliminate or minimise, where elimination is not practicable, risks to the health, safety and wellbeing of employees, volunteers, clients and visitors who may be affected by our operations.

The committee will ensure we comply with the *Work Health and Safety Act 2012 (SA)*, the *Work Health and Safety Regulations 2012 (SA)*, applicable Codes of Practice and Australian Standards so far as is reasonably practicable.

This will be achieved by ensuring all induction, training and incident/hazard reporting policies and procedures are reviewed and updated regularly, with ongoing consultation with all employees and volunteers.

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3. OBJECTIVES

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

- Assist the Committee of the Centre 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 Committee'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 elimination, or where elimination 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.
- Ensure management, employees and volunteers are consulted in the development, implementation and review of Policies and Procedures.

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 employees, volunteers and visitors 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 employees, volunteers and visitors are provided.
- There is appropriate consultation with all employees and volunteers on all issues that may affect the health, safety and welfare of employees and volunteers in the work place.
- There is an effective system in place to allow the efficient reporting, recording, investigation and analysis of work-related injuries and illnesses.
- The effectiveness of the Work Health and Safety Policy, Procedures and related documents is monitored by the Risk and Audit Sub Committee.
- Ensure that appropriate sharing of information in a person's management/care is in accordance with the Australian Privacy Principles contained within the Privacy Act.
- Regular auditing, review and evaluation of systems occurs so as to ensure the Centre has, and implements processes to comply with its obligations such as reporting incidents, consulting with workers and complying with notices issued under the Act.

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5. RESPONSIBILITIES:

The Management Committee 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)*.
- Appointing the Risk and Audit Sub Committee
- Ensuring that effective Policies, Procedures, Safe Work Method Statements and Standard Operating Procedures are in place and that these are generally known, 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.
- Ensuring that WHS is a Standard Item on all Committee agendas.
- Ensuring there is a qualified senior first aid officer available.

The Community Development Officer (CDO)/Community Development Support Officer (CDSO) are responsible, as far as is reasonably practical, for:

- In consultation with the Committee, providing a healthy and safe workplace with adequate resources.
- Considering any proposal for, or changes to Procedures which may affect health and safety.
- Supporting Program/Team Leaders 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.
- Ensuring that performance in relation to Health and Safety is considered as part of appraisal/performance development processes.
- Heading and implementing training resources and programs to ensure management, employees, volunteers and clients comply with the WH&S policy.

The Risk and Audit Sub Committee is responsible for:

- Operating within its Terms of Reference.
- Providing Minutes of the Meeting to the CDO for inclusion with the Committee agenda.
- Developing and maintaining relevant Policies and Procedures.
- Monitoring Health and Safety performance of the Centre.
- Participating in the development of solutions to Health and Safety issues.
- Advising how resources (including funds for training) may be allocated to address Health and Safety issues.
- In consultation with the CDO/CDSO, ensuring that mechanisms are provided to enable employees 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.
- Maintain an overview of training and instruction programs.

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Group facilitators/tutors in consultation with the CDO/CDSO, are responsible, as far as is reasonably practical, to:

- Ensure relevant employees, volunteers, visitors and others follow safe systems of work and participation.
- Promote health, safety and well-being.
- Ensure that work and participation are within the physical and psychological capacity of the people involved.
- Maintain positive relationships with employees and volunteers so they can detect any early warning signs of difficulty and take appropriate action.
- Create an atmosphere that encourages early reporting of problems or potential problems.
- Document and investigate any accident, injury and 'near-miss' incident within their area(s).
- Regularly inspect the workplace, monitoring working conditions and taking or recommending appropriate action where necessary.
- Ensure the provision, maintenance, and proper use of approved personal protective equipment.

Employees and Volunteers are responsible, as far as is reasonably practical, for:

- Observing all health and safety instructions including Procedures, 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 safeguard, safety device, equipment or appliance, provided for safety or health purposes.
- Reporting potential hazards to the CDO/CDSO, 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.

Everyone has a responsibility, as far as is reasonably practical, 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 and Procedures issued to protect their own personal health and safety and the health and safety of others.
- Report potential hazards to the appropriate employee as soon as possible.
- Report accidents, injuries and 'near-miss' incidents to the appropriate employee as soon as possible after the event.
- Ensure that they are, by the consumption of alcohol or a substance, not in a condition which endangers their own safety or the safety of any other person when at the Centre or participating in Centre activities.

6. DEFINITIONS



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Due diligence - taking reasonable steps 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.

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 PCBU's (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.

PCBU - 'person conducting a business or undertaking' (ie, the Centre)

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

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- 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)*
- Small Business pages of SafeWork SA website:
https://www.safework.sa.gov.au/show_page.jsp?id=113072
- Food Standards Australia's resources and publications
- Material Safety Data Sheets

8. CONSEQUENTIAL DOCUMENTS

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The following documents have been developed as a consequence of this policy statement and to guide its implementation and should be read in conjunction with the following controlled documents:

- Work Health and Safety Sub Committee Terms of Reference
- Work Health and Safety Operating Procedures:
 - OP WHS01(2018) Asbestos
 - OP WHS02(2018) Contractor Responsibilities
 - OP WHS03(2018) Drugs and Alcohol
 - OP WHS04(2018) Duress Buttons
 - OP WHS05(2018) First Aid
 - OP WHS06(2018) Food Safety
 - OP WHS07(2018) Reporting Incidents and Accidents
 - OP WHS08(2018) Sun Protection
 - OP WHS09(2018) Emergency Evacuation
 - OP WHS10(2018) Manual Handling
 - OP WHS11(2018) New Equipment
 - OP WHS12(2018) Work Station
 - OP WHS13(2018) Personal Hygiene
 - OP WHS14(2018) Infectious Illness
 - OP WHS15(2018) Working Alone
- Chemical Register
- Chemical Safety Data Sheet

APPROVED BY THE MANAGEMENT COMMITTEE

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
Irene Woodcock	Chairperson	21/5/18	