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| ***POLICY AND PROCEDURE – WHS001.4***  ***WORK HEALTH AND SAFETY*** |

#### **POLICY STATEMENT**

Community Connection are firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove and reduce risks to the health, safety and welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 and applicable Codes of Practice and Australian Standards as far as possible.

#### **PROCEDURE**

This policy:

* Demonstrates the commitment of Community Connection Management Team, and other Lifestyle Assistants to health and safety compliance;
* Aims to remove or reduce the risks to the health, safety and welfare of all employees, contractors and visitors, and anyone who may be affected by our business operations; and
* Aims to ensure all work activities are done safely.

*Responsibilities*

Management Team is responsible for providing and maintaining:

* A safe working environment;
* Safe systems of work;
* Ongoing training, mentoring programs (recorded on employee file);
* Communication of industry updates, necessary to complete tasks or duties within the business;
* Plant and equipment in safe condition;
* A trained & nominated emergency evacuation Warden (If applicable);
* A nominated First Aid Contact Person/s for site (If applicable);
* Serviced emergency equipment - fire extinguishers, stocked first aid kit (if applicable);
* Any information, instruction, training and supervision needed to make sure that all employees are safe from injury and risks to their health;
* Compliance of ZERO tolerance in relation to the sites specified in the Drug and Alcohol Policy;
* A workplace free of bullying & harassment as per the Workplace Harassment and Conflict Management Policy;
* The use of Personal Protective Equipment (PPE) as required to complete relevant tasks or duties;
* Adequate safety signage on site including pictograms (If applicable);
* Delivery of site-specific induction processes and procedures;
* Documented process of investigation & corrective actions, post reporting of Incidents, accidents, near misses & hazards;
* Ensuring participation of employees in relevant emergency evacuation training, safety training, toolbox & safety talks, safety talks or other specified training as required;
* Retain accurate records of employee documents, Inductions & checklists, induction acknowledgements, qualifications (including Trade Qualification/s), drivers’ licence, permits to work, Certifications, Courses completed, Educational Certificates, training courses, industry training refreshers, participation in site training, toolbox & safety talks, training matrix;
* Display relevant business documents, in the workplace: - Business registration, Workplace registration (Council), Business Insurances, Workcover Policies (If applicable);
* Display emergency evacuation diagrams (If applicable);
* An emergency evacuation plan & relevant training (If applicable);
* A Policy manual with relevant policies & updates as required; and
* WHS systems, processes & procedures.

*Lifestyle Assistants are responsible for:*

* Working safely, via safe work procedures & ensuring their own personal health and safety, and that of others in the workplace at all times.
* Advising their Lifestyle Coordinator immediately if they are under the influence of non-prescription drugs or alcohol, or allegedly suspect a work colleague to be under the influence of drugs or alcohol.
* Advising their Lifestyle Coordinator immediately if they have been prescribed and are taking any medication that may impair their ability while operating vehicles, machinery, or if they are not able to work at full capacity in their given role, irrespective of the length of term of the treatment.
* Advising their Lifestyle Coordinator immediately if their fitness to work capacity is diminished either for a temporary period or permanently due to a non-work-related injury or illness, or by a course of treatment or medication.
* Reporting any unsafe practices witnessed in the workplace.
* Complying with reasonable directions of the organisation given by members of the Management Team in relation to health and safety.
* Participate in and complete compulsory induction processes, and relevant updates as required by the organisation or legislation.
* Providing copies of all relevant documents to support qualifications, training, machinery & vehicle operations, including operators’ licences/tickets and driver licences.
* Actively participating in and contributing to safety talks, toolbox talks, site emergency training, and WHS Meetings as required.
* Wearing the correct PPE as stipulated by the organisation, industry standard or legislation for relevant tasks and in general while on the work site.
* Reporting to the organisation, hazards, near misses, incidents and accidents within the relevant timeframe and in the correct process, as outlined in the Incident/Hazard Reporting Policy

#### Application of this policy

* We seek the co-operation of all employees, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero-accident rate.
* This policy applies to all organisational operations and functions, including those situations where workers are required to work off-site.

#### Visitors and Contractors:

By coming on site, visitors and contractors agree to:

* Always abide by the guidelines provided above in relation to any task, activity or duty being carried out, or while simply entering the organisation for consultation.

*Furthermore, contractors agree to:*

* Provide Community Connection with a copy of their current documents as listed (if applicable):
* Insurance Policies;
* Business Registration;
* Workcover Policy (not applicable for Sole Proprietors);
* EPA Licences;
* Permits to Work; and/or
* SWMS, Licences to conduct high risk work or any other document that may be relevant to services provided.

**RELATED POLICIES, PROCEDURES AND GUIDELINES**

*Human Services Quality Framework*

* Human Services Quality Standard 1 – Governance and Management
* Human Services Quality Standard 6 – Human Resources
* WHS001.2 – Dangerous Goods & Hazardous Substances
* WHS001.3 – Incident/Hazard Reporting
* WHS001.18 – Workplace Incurred Injury
* GOV001.12 – Risk Management and Hazard Identification

**RELATED LEGISLATION**

* Fair Work Act (2009) QLD
* WH&S Act (2011) QLD

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| **DATE OF BOARD ENDORSEMENT** | 7/2/2019 |
| **LAST REVIEW DATE** | 7/2/2019 |
| **NEXT REVIEW DATE** | This policy and procedure will be reviewed on an 18-month basis.  However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy and procedure will be reviewed immediately and amended accordingly. |