

Workplace Health and Safety Policy

Introduction

Djerriwarrh Community & Education Services (Djerriwarrh) is committed to working with all stakeholders to ensure the health, safety and welfare of all employees and volunteers, and to provide a safe and acceptable healthy environment for all participants and others at the workplace(s), protecting them from work-caused injury and ill health by complying with all relevant safety legislation, and consistent with the provisions of the Occupational Health and Safety Act 2004 in Victoria.

Scope

This policy applies to Djerriwarrh employees, participants, volunteers and contractors.

Policy

Djerriwarrh commits to the following occupational health and safety objectives:

- Active involvement and commitment of staff and volunteers to workplace health and safety at all levels in the workforce;
- Strive to prevent accident and disease through the identification, removal and control of hazards;
- Investigate and report all accidents and dangerous incidents;
- Participate and consult with employees and volunteers on safety matters of significance;
- Provide first aid and emergency procedures;
- At least one staff member at each fulltime site with Level 2 First Aid; and,
- Provide information, training and supervision as necessary for safety.

Responsibilities

Workplace Health and Safety at Djerriwarrh is a shared responsibility and all employees and volunteers need to cooperate to ensure its effectiveness.

The following areas of responsibility are essential to the success of this policy.

Chief Executive Officer (CEO), Managers, Coordinators and the Workplace Health and Safety (WHS) Committee:

The CEO, Managers, Coordinators and WHS Committee will demonstrate commitment to workplace health and safety by:

- Facilitating the integration of workplace health and safety into the workplace;
- Implementing workplace health and safety procedures and programs;
- Allocating workplace health and safety responsibilities and ensuring mechanisms for accountability are in place;
- Encouraging staff and volunteers to incorporate workplace health and safety into all training courses and services provided;

- Being responsible for the health and safety of all persons working in any operation under their control;
- Giving suitable consideration to the workplace health and safety hazards related to plant, equipment or furniture prior to purchase and on receipt of the item, the item is checked for conformance with any specifications set out at the time of purchase;
- Ensuring that supervisors who report to them are provided with necessary instruction, training and resources to implement the Policy and hold them accountable to do so; and,
- Ensuring injuries and accidents sustained in the workplace are fully documented and that corrective and preventative action is put into place to prevent reoccurrence.

WHS Committee

The WHS committee membership comprises of at least one employee representative from each fulltime site and the CEO or their nominee. The committee meets at a minimum 4 times each year and minutes are made available to the Board and staff of Djerriwarrh.

The WHS Committee facilitates cooperation between management, staff and volunteers to bring about safer workplaces by initiating, developing, carrying out and reviewing WHS measures, standards, rules and procedures for the workplace.

WHS Site Representatives

WHS Site Representatives are elected at each site to represent a Designated Work Group (DWG).

WHS Site Representatives have a range of powers that may be exercised in undertaking their role. WHS Representatives shall:

- Represent all employees and volunteers located at their site (DWG) on matters of WHS;
- Where appropriate attend training approved or conducted by Worksafe;
- Inspect Djerriwarrh workplaces and complete Inspection Checklist;
- Submit incident or hazard reports to the WHS Committee;
- Accompany a Worksafe inspector during an inspection of a workplace;
- Accompany or represent a member of their DWG at an interview about WHS;
- Have access to information about actual or potential hazards and the health and safety of members of the DWG;
- Wherever necessary, seek the assistance of any person with WHS knowledge;
- Act on WHS matters that affect members of their DWG; and,
- Direct other employees and volunteers of their DWG to cease work after consulting another relevant health and safety representative or manager if there is an immediate threat to health or safety.

Employee/Volunteer Responsibilities

Employees and volunteers will:

- Work in a healthy and safe manner following workplace safety policies and procedures;
- Take reasonable care for the health and safety of others;
- Co-operate with any health, safety or welfare requirement;
- Report accidents, incidents and mishaps, hazards and injuries or ill health caused by work to their supervisor, another management person, or their WHS site representative;
- Not misuse safety equipment;
- Not approve the supply or drinking of alcohol or other recreational or non prescriptive drugs by participants during program delivery or any Djerriwarrh related activity;
- Not consume alcohol during work hours. However, there may be special occasions where alcohol may be available for consumption such as the Annual General Meeting or the staff Christmas function. Djerriwarrh works actively to educate staff and volunteers about the responsible consumption of alcohol;
- Not be intoxicated or under the influence of other drugs or be in such a state of ill health that they cannot competently undertake the duties required of the position;
- Follow all safety rules, procedures and instructions of their supervisors; and,
- Carry out WHS responsibilities with regard to participants.

Responsibilities in regard to Participants

Djerriwarrh will ensure that:

- All health and safety rules are adhered to;
- Participants comply with the workplace health safety policies, procedures and programs of Djerriwarrh and observe directions on health and safety from employees of Djerriwarrh;
- Facilities and equipment that are used or may be used by participants are in good condition and working order;
- The environment meets legal and community standards of acceptance, especially in regard to noise control, smoke-free environment and cleanliness;
- Information on relevant workplace health and safety issues is included in training courses and services;
- Participants take reasonable care for the health and safety of others;
- Participants will actively take steps in identifying hazards which could cause harm to any person in their area of operation; and,
- Participants report any hazards to any employee who has the authority to take prompt action to control the hazards or report them to a WHS Representative, Coordinator or Manager.

Responsibilities in regard to Visitors

Djerriwarrh will endeavour to ensure that:

- Persons visiting work areas are supervised;
- Basic emergency procedures are clearly marked throughout the workplace; and,
- Visitors are appropriately attired for the activity that they are involved in.

Responsibilities in regard to Contractors

Djerriwarrh will ensure that:

- Contractors annually provide evidence of their Public Liability Insurance and Work Cover Insurance; and,
- Contractors identified as practising unsafe work practices will be requested to address the concern or cease the activity.

Associated Policies	PO057 Student Safety & Welfare Policy
Associated Procedures	PR 004a Safety Procedure PR 004b Incident Procedure PR 004d Needlestick/Sharps/Syringes Removal Procedure
Other associated documents Internal	FO 001 Incident/Accident Report Form FO 002 Hazard Report Form FO 075 Register of Injury Form RE 007 Hazard Register RE 008 Incident/Accident Register CK 009 Workplace Inspection Checklist
Relevant Legislation	Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 (Vic)
Other associated documents External	AQTF Conditions and Standards VRQA Guidelines