



Risk Management

RM:01

Work Health, Safety and Welfare

Policy No. RM 01 : Work Health, Safety and Welfare

PURPOSE

To outline clear guidelines for team members to follow when monitoring the WHS risks to the organisation, people, environment and property.

PROGRAMS/POLICY APPLIES TO

3BC Board members, all team members, volunteers, clients, contractors and students.

POLICY

3Bridges Community Limited (3BC) is committed to providing a safe and positive working environment, in line with the NSW WHS Act 2011 and Regulation which require that safe working conditions and practices are provided for all workers and others at the workplace, including:

- the provision and maintenance of a work environment without risks to health and safety, and
- the provision and maintenance of safe plant and structures, and
- the provision and maintenance of safe systems of work, and
- the provision of adequate facilities for the welfare at work of all workers and ensuring access to those facilities, and
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out for 3Bridges Community, and
- the safe use, handling, storage and transport of plant, structures and substances, and
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury.

WHS Commitment and Principles

3Bridges Community is committed to providing workers, volunteers, clients and visitors with a healthy and safe work environment and to complying with health and safety legislation.

3Bridges Community will, so far as is reasonably practicable, take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses.

3Bridges Community will, as far as is reasonably practicable, take steps to:

- Prevent injury and illness in the workplace
- Consult with workers on health and safety issues
- Achieve continuous improvement through the monitoring and review of measurable targets and objectives and the ongoing improvement of our Workplace Health and Safety Management System
- Comply with relevant health and safety legislation, and
- Allocate adequate resources to maintain a safe and healthy workplace.

3Bridges Community will meet its commitment to health and safety by:

- Identifying, assessing and controlling hazards and risks in the workplace
- Providing safe systems of work and work equipment
- Providing the necessary training and instruction for workers to perform tasks safely
- Providing the necessary and appropriate supervision to facilitate safe work
- Reporting, recording and investigating accidents and incidents
- Consulting with workers when devising and amending policies and procedures
- Communicating this policy to workers, and
- Regularly reviewing health and safety practices to ensure continued relevance and effectiveness.

3Bridges Community employees and volunteers are required to:

- Look after their own health and safety and the health and safety of others
- Report hazards and incidents
- Participate in training
- Consult and cooperate with 3Bridges Community on health and safety matters, and
- Follow safety instructions.

WHS systems and structure

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will be related to all aspects of Work Health and Safety including:

- hazard identification, assessment and control [see Risk Identification Policy (RM 2)]
- WHS training and education [see Orientation and Induction Policy (HR 10)]
- work design, workplace design and standard work methods [see Professional Development and Training Policy (HR 13)]
- changes to work methods and practice, including those associated with technological change [see Professional Development and Training Policy (HR 13)]
- emergency procedures (see Evacuation Procedures)
- provision of WHS equipment, services and facilities
- workplace inspections and evaluations, including WHS system audits
- reporting and recording of incidents, injuries and illnesses [see Accident and Reporting Policy (RM 7)]
- provision of information to team members, volunteers and clients (see Client Handbook and Volunteer Orientation Kit)

WHS Consultation

In accordance with the Work Health and Safety Act 2011, all employees involved in the management of the organisation will consult with team members and volunteers to enable the team members and volunteers

to contribute to the making of decisions affecting their health, safety and welfare at work. Team members and volunteers will be given opportunities to express their views, and contribute to the resolution of work health, safety and welfare issues. In this process, team members' and volunteer's views will be valued and taken into account by Management.

Summary of when 3BC will consult

3BC encourages team members to participate in WHS matters that may affect their work and recognises that there is a need to consult on:

- How/When to Consult
- Training
- Emergency Management

Changes to work processes, premises, methods of work, systems of work, plant and equipment or substances used at work that may have implications for WHS:

- Safety inspections- discuss results of inspections
- Hazard Identification, Risk Assessments & Risk Control
- Welfare issues e.g. amenities
- Specific safety concerns that may have been raised
- Unsafe equipment/area

Any equipment or area identified as Unsafe must be sectioned off and a clear sign displayed indicating that this is Out of Order/Out of Bounds.

Nominations for new members to the WHS Consultation Forum are through General Staff Meetings with members to remain on the committee for two years.

Both employers and team members shall receive appropriate training to undertake their involvement in the development, implementation and review of WHS arrangements effectively.

A Work Health and Safety Forum will be established to provide the central point of consultation with team members on WHS issues. Each work area and or work location will be entitled to have representation on this forum.

Forum

The WHS Consultation Forum will be responsible for:

- Ensuring safety responsibilities are clearly defined and understood by employees.
- Monitoring the record-keeping and identification of any equipment needing regular inspection maintenance and repair, i.e. specified timeframe for checking duress alarms, smoke detectors etc.
- Undertaking hazard and risk assessment.
- Developing and implementing safe work procedures.
- Monitoring and reviewing safety performance.
- Developing and keeping up to date emergency management plans for each venue / premises.

- Distributing information to all Coordinators for dissemination to their team members on new health and safety regulations.

Procedure

To assist team members in achieving this aim, team members will participate in a Workplace Induction as outlined in Human Resources Policy and Procedure. This induction includes an orientation to the organisation and its sites, various workplace health and safety procedures are also included. More comprehensive procedures and requirements specific to workplaces and activities, etc. are available on the WorkCover website - www.workcover.nsw.gov.au.

All occupant groups will undertake a risk assessment which will include WHS responsibilities.

An annual risk assessment will be submitted to the WHS Consultation Forum from each group using the workplace which will include WHS components and will identify equipment usage and safe operating procedures. These will be reported to the Chief Executive Officer for informing the Board.

WHS Issue Procedure

The following procedures are to be used to resolve any Work Health and Safety issues which may arise in this workplace.

Steps

- The team member shall discuss the problem with the immediate supervisor concerned.
- The issue, whether resolved or not at this level, will be referred to the Director of Operations to take to the WHS Consultation Forum for action, noting and filing.
- If the issue cannot be resolved at this level it will be referred to the Board.
- If the issue cannot be resolved at Board level an inspector may be called.
- All action is to be documented by the person/s involved.

Registers

A number of registers will be maintained to support the WHS system including:

- First Aid Register to record the application of first aid – R4
- Maintenance Register to record plan, machinery and equipment maintenance – R7
- Risk Assessment Register to record the currency and level of risks for activities – R11

Further Actions

<p>File</p>	<p>Documentation</p> <p>Hazard/Near Miss/Incident Report form (RM/F18)</p> <p>Risk Assessment & Management template (RM/T1)</p> <p>Work Health and Safety Regulation 2011</p> <p>NSW Legislation website - www.legislation.nsw.gov.au</p> <p>Work Health and Safety Act 2011</p> <p>WorkCover website – www.workcover.nsw.gov.au</p>
<p>Retain</p>	<p>Other relevant policy/procedure</p>

As a team member of 3Bridges Community, I have read and agree to adhere to the policy outlined above. I agree that a signed copy of this agreement will be kept in my personnel file.

Name: _____ Signature: _____

Date: ____ / ____ / ____