

	Title: <b>OHS Policy and Procedures</b>	
	Version: 1	<b>Approved:</b> Committee of Governance
	<b>Administered:</b> Committee of Governance	<b>Next Review:</b> September 2017

## Introduction

Network West Inc is committed to ensuring, as far as reasonably practicable, the health, safety and wellbeing of its staff, volunteers, and committee of governance and working environment.

This policy is applicable to all staff, volunteers and committee of governance in network operations and functions, including where there is a requirement to work or attend offsite.

## Purpose

The purpose of this document is to:

- recognise and support that the health, safety and wellbeing of all staff, volunteers, students and committee within the organization is an individual and shared responsibility of all individuals.
- support the rights of all persons covered by the policy to work in an environment that is, so far as reasonably practicable, safe and without risks to health.
- ensure compliance with the Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007 and codes of practice in pursuing and promoting occupational health and safety.

## Policy

All persons covered by this policy have the right to work in an environment that is, so far as reasonably practicable, safe, and without risk to health.

All persons covered by this policy have an individual and shared responsibility to perform their duties in a manner which ensures their own safety and that of others, and must report unsafe or hazardous conditions.

## Responsibilities

It is the responsibility of **The Committee of Governance** to:

- oversee adherence to the provisions of the relevant legislation for OHS
- see that the networker is inducted into OHS policy and procedures of Network West Inc and Wingate Ave Community Centre Community Centre within first week of employment
- work with the networker and host organization in a planned and cooperative way

It is the responsibility of the **Networker** to:

- adhere to the provisions of the relevant legislation for OHS and OHS policies of the Network and Wingate Ave Community Centre
- induct other staff and volunteers on commencement
- follow agreed procedures in the reporting of OHS issues for self and others
- report to the committee all OHS issues (including a near miss incident), filed reports and progress

It is the responsibility of all other **Employees and Volunteers** to:

- adhere to the provisions of the relevant legislation for OHS
- report issues of concern to the networker or relevant contact at Wingate Ave Community Centre

## **Procedure**

### **Staff training**

- all new staff, volunteers and students are inducted into the Network and Wingate Ave Community Centre OHS policy and procedures within first week. (Noted in staff file)
- up to date site evacuation procedures in the event of fire or other emergency are prominently displayed in the network office and communicated to all staff
- staff are to be involved in one annual emergency evacuation drill

### **First Aid**

- networker and other staff are aware of nominated on-site first aid representative of Wingate Ave Community Centre
- networker and other staff are made aware of site of first aid kit in Wingate Ave Community Centre

### **Hazards and Incidents**

- reporting of hazards and incidents is considered to be everyone's responsibility
- hazard report forms and incident report forms are made available to staff from Wingate Ave Community Centre
- Wingate Ave Community Centre to follow their usual procedures regarding recording of hazards and incidents on a register and inform the Networker/Committee of Governance.

### **Manual Handling**

- a visual risk assessment should be carried out before any manual handling task
- assess ability to lift a load, and do not do anything that does not feel comfortable. If choosing to lift, bend your legs and move in one direction
- use equipment that reduces manual handling tasks and hazards
- only light items are to be stored above shoulder height and a step ladder used when accessing
- staff is advised not to lift or do anything they are not comfortable doing without risk; avoid lifting items that are too heavy or awkward

### **Smoking**

- staff and volunteers are expected to follow the onsite policy of Wingate Ave Community Centre regarding smoking

### **Infection Control**

- staff and volunteers are expected to follow the onsite policy of Wingate Ave Community Centre .

### **Poisons**

- always telephone a doctor or the Poisons Information Centre on 131126 for advice on the appropriate action to take.

### **Drugs and Alcohol**

- no one is to be intoxicated or under the influence of drugs or alcohol, either as a student or volunteer, committee or staff member whilst undertaking Network business
- the Manager onsite or committee has the power to ask any such person to leave the premises safely, with assistance if required. The police will be asked to assist if necessary.

### **Use of Private Vehicles**

- staff may use their personal cars for work related business travel provided they hold a valid license
- staff should ensure that their vehicle is Victorian registered, roadworthy and appropriately insured
- in the event of an accident or injury, it is expected that all legal requirements are followed

### **Working Alone procedure**

- on occasion it may be necessary for a staff member to work alone
- the front security door **MUST** be locked when working alone and it is not to be opened to the general public
- if a staff member is concerned for their safety at any time telephone 000.

### **Falls**

- staff should be aware that slips, trips and falls are common, and often caused by slippery floor or tripping hazards
- all cords should be aligned against walls and out of foot reach
- walkways and emergency exits should be clear and allow easy egress
- office is to be well lit to ensure high visibility

### **Theft prevention**

- staff is responsible for their personal belongings
- bringing valuables or large sums of money to work is strongly discouraged
- please be aware of who is coming and going, and refer any strangers to centre staff for action/monitoring
- office door is to be locked when vacant

### **Work Cover**

- The committee is responsible for ensuring that Work Cover requirements and procedures are up to date and implemented. These include:
  - maintenance of a workplace file for all reports (or copies) of work related incidents i.e. injuries and illnesses
  - filling out an Incident or Injury Report Form for all reports of work related incidents (or copy of Wingate Ave Community Centre appropriate form)
  - confidentiality of all reports
  - provision of information to staff about reporting health and safety incidents
  - analysis of incident reports to determine injury trends as the basis for developing strategies for prevention
  - notification to Work Cover immediately of any workplace death or serious injury or any incident that could have caused serious injury or death
  - enabling a Work Cover claim form to be completed within 30 days of an incident. (It is up to the employee to decide to make a Work Cover claim.)
  - development of a return to work plan for employees in receipt of Work Cover (i.e. off work for more than 20 days)
  - maintaining WorkCover insurance coverage.

### **Risk identification**

- committee to ensure OHS is a standard agenda item for reporting and discussion at all committee meetings
- committee to monitor the Networker's accrual of annual leave and time in lieu to ensure leave is being taken regularly
- annual risk assessment checklist is carried out in immediate office work area (see attached checklist) Look at: lighting, noise, indoor air quality, layout for easy passageways, ergonomics of workstations, safe storage, visual display units, radiation, copying equipment, hazardous substances, heating and cooling, hygiene, infection control, security, stress/workload
- all actions to be reported to Manager or committee (as appropriate) for action
- measures to be put in place and documented as a continuous improvement item

## **Further Information**

For further information regarding Occupational Health and Safety, and this policy please refer to:

Network West Inc. Risk Management Policy

Workcover website – <http://www.workcover.vic.gov.au>

Federal legislation – <http://www.austlii.edu.au>

## **Related Documents**

Risk Management Checklist (Network West Inc)

Injury, Incident and Hazard Register (Wingate Ave Community Centre)

Injury Report Form (Wingate Ave Community Centre)

Incident Report Form (Wingate Ave Community Centre)

Hazard Report Form (Wingate Ave Community Centre)