

Occupational Health and Safety Policy

Introduction

Carers ACT and its senior management are committed to ensuring the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors. As a consequence of this, Carers ACT encourages all of its staff members to regard accident prevention and working safely as a collective and individual responsibility.

Purpose

The purpose of this policy is to ensure staff members and volunteers are aware of their responsibilities as employees/volunteers of Carers ACT and under associated legislation, are committed to ensuring the health and well-being of staff, volunteers, contractors and visitors. In fulfilling this responsibility, all members of Carers ACT have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.

Policy

Carers ACT recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers, contractors and visitors. Carers ACT further endeavors to ensure that their operations do not place the wider community at risk of injury or illness. As required under legislation Carers ACT will establish and maintain an Occupational Health and Safety Committee made up of a Health and Safety Representative from each work site and a member of the Management Team and/or a person who is designated as the Health and Safety Coordinator.

Carers ACT is committed to:

- Undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices;
- Compliance with all relevant legislation standards, and other requirements to which the Organisation subscribes;
- Ensuring that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;
- Maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response;
- Providing adequate facilities to protect the welfare of all employees;
- Providing appropriate OH&S training to all employees and volunteer workers;
- Providing information and supervision for all staff and students enabling them to work and study in a safe and healthy manner;
- Consulting with all employees and contractors to enhance the effectiveness of the OH&S Management System;
- Providing adequate resources to facilitate the fulfillment of the Organisation's OH&S responsibilities;

- Regularly reviewing and evaluating Health and Safety Management systems, including audits and workplace inspections;
- Establishing measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness.

Responsibilities

The **Occupational Health and Safety representative/s** as the responsible officer/s will be accountable for providing a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement supporting strategies. In particular, the O.H. & S Representative/s will ensure:

- appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety;
- mechanisms are provided which enable the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures;
- mechanisms are provided to enable employees and their representatives to be consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the occupational health, safety and welfare of employees;
- managers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
- mechanisms are provided to enable the assessment of managers' and supervisors' health and safety performance;
- occupational health and safety performance is an integral component of the Carers ACT's business and financial plans;
- mechanisms are provided to regularly monitor and report on health and safety performance;
- annual health and safety strategic plans are developed and implemented to meet health and safety objectives;
- Occupational Health and Safety Policy is reviewed annually to ensure it remains accurate and in line with legislative requirements.

The **Occupational Health and Safety Coordinator** will be held accountable for coordinating Carers ACT's management of health and safety on behalf of the Chief Executive Officer. The Occupational Health and Safety Coordinator does not assume the responsibilities of Managers. The Occupational Health and Safety Coordinator may be a Manager or a person designated by management as the Coordinator. They shall:

- coordinate the identification, development, implementation and review of health and safety-related policies and procedures;
- coordinate the Occupational Health and Safety Committee.
- assist managers in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- assist Managers in monitoring and evaluating hazards and risk control measures;
- assist Managers in the identification, development and provision of appropriate health and safety-related information, instruction and training; monitor and advise on legislative and technical changes relating to health and safety;
- monitor and provide regular reports to the Responsible Officer and the Health and Safety Committee on the Carers ACT occupational health and safety performance;
- support employees and Health and Safety Representatives to follow policies and safe work procedures developed.

Managers will be held accountable for their areas of control to ensure:

- relevant health and safety policies and procedures are effectively implemented;
- all risks to health and safety are identified, assessed and effectively controlled;
- the effectiveness of risk control measures are regularly monitored and deviations from standards rectified;
- employees have adequate knowledge and skills to carry out their health and safety responsibilities;
- employees and their representatives are consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees;
- all incidents within their area of control are reported and investigated, and basic cause and control strategies are identified.

Employees have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Employees and Volunteers have a responsibility to:

- report any incident or hazards at work to their manager or supervisor;
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- obey any reasonable instruction aimed at protecting their health and safety while at work;
- use any equipment provided to protect their health and safety while at work;
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- consider and provide feedback on any matters which may affect their health and safety;
- ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.

Contractors and visitors to Carers ACT are required to:

- comply with the occupational health and safety policies, procedures and programs established by Carers ACT.
- observe directions on occupational health and safety from designated officers of Carers ACT.

Carers ACT will establish a **Health and Safety Committee** consisting of management and employee representatives. The Health and Safety Committee will be the principal forum wherein Management consults with employees on broad health and safety and policy issues. The responsibilities of the Committee are to:

- assist in the development, monitoring and review of health and safety policies and procedures;
- consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees;
- promote the importance of health and safety amongst management and employees;
- monitor Carers ACT health and safety performance;
- monitor the rehabilitation of injured employees;
- assist in the resolution of health and safety disputes.

The Occupational Health and Safety Committee meetings are to be conducted at least every three months. An agenda will be established prior to the meeting and issued to all persons attending the meeting. Minutes will be taken and copies made available to all employees.

Carers ACT will encourage and facilitate the election of **Health and Safety Representatives** to represent employees on health and safety matters. The role of Health and Safety Representatives is to:

- represent employees from their Work Group on health and safety matters;
- investigate health and safety related complaints prior to representations to management;
- make representations to management and report back to employees on any matter relating to health and safety;
- discuss with the employees, any proposals or matters which may affect the health and safety of employees;
- assist management in the identification of hazards, the assessment of risks and implementation of risk control measures;
- assist in promoting adherence to health and safety policies and procedures;
- assist in the monitoring of risk controls and health and safety policies and procedures.

Review of Policy

The Occupational Health and Safety policy will be reviewed annually by the Chief Executive Officer or his/her delegate in consultation with the Occupational Health and Safety Committee. The review will involve assessing the effectiveness of the policy and program by such means as:

- reviewing overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

Dissemination of Policy

The Occupational Health and Safety Policy and related procedures shall be available in the Policies and Procedures Manual in each workplace. All employees and volunteers will be required to read the policy as part of their induction. The Health and Safety committee will provide regular updates and focuses on the policy through staff meetings and an OH&S training program to be developed and updated annually.

The Policy will be reviewed on an annual basis to ensure it remains compliant with the relevant State legislation.

Attachments:

Guide to the Occupational Health and Safety Act 1989
Injury Dangerous Occurrence Form
Provisional Improvement Notice
ACT Workcover Reporting Requirements

Related Documents

Name	Location
Risk Management Plan	Section 1
Occupational Health and Safety Act 1989	Section 1
Workers Compensation Act 1951	Section 1

Review

Responsibility	Last Reviewed	Next Review Date
CEO	November 2006	November 07

Related Websites

- For further information regarding Occupational Health and Safety, please refer to: <http://www.workcover.act.gov.au>
- Legislation: Occupational Health & Safety Act 1989 available at <http://www.austlii.edu.au>

I _____ have read and agree to abide by the requirements of the Carers ACT Privacy – Confidentiality Policy.

Employee's Signature: _____

Date: _____