

BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE INC

HEALTH

Title: WORK HEALTH AND SAFETY

Status: Current

Date of Origin: July 2013

Policy No: 27

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Policy Statement

At Brisbania Before & After School & Vacation Care Centre, a commitment to occupational safety and health is part of our business. We believe that all injuries are preventable, our employees have the right to be safe at work and clients and visitors have a right to be safe in our workplaces.

Brisbania Before & After School & Vacation Care Centre, will create and maintain a safe and healthy environment, systems of work and safe plant and equipment for our employees, clients and visitors by

- Implementing and maintaining an effective health and safety management system
- Complying with legislation, relevant standards and codes of practice
- Consulting and communicating with employees and client representative groups on the development of systems, policies and procedures and any changes or matters relating to health and safety at work
- Ensuring that roles and responsibilities for safety are clearly defined and understood
- Identifying and managing the hazards associated with our business
- Providing information, instruction, training and supervision to our employees, clients and visitors
- Providing our employees with the necessary equipment to do their job safely
- Learning from our experiences by investigating incidents
- Establishing an effective return to work program for our employees
- Regularly monitoring and reviewing our system and implementation to ensure they remain adequate and effective

Brisbania Before & After School & Vacation Care Centre, is committed to implementing these objectives and expects the same of all of our managers, supervisors, employees, volunteers and contractors.

The policy will be reviewed every two years. It will be available online, displayed at the Centre and will be distributed and explained to all employees at induction.

ROLES AND RESPONSIBILITIES

Everyone at Brisbania Before & After School & Vacation Care Centre, is required to exercise due diligence to ensure the health and safety of employees (including volunteers, contractors and labour hire staff), clients and visitors to the centre.

Due diligence includes taking reasonable steps to

- Acquire and maintain knowledge of relevant health and safety matters

- Understand the nature of the business operations and the health and safety issues associated with those operations
- Ensure appropriate resources are made available to eliminate or minimise risks to health and safety
- Ensure that appropriate processes are in place for identifying risks to health and safety, receive and consider information about incidents, hazards and risks and respond in a timely and appropriate way to that information
- Ensure that appropriate information is available to enable responsibilities under health and safety legislation to be complied with.

MANAGEMENT COMMITTEE

The management committee is responsible for

- Ensuring that health and safety is an integral component of the centre's business and for providing and maintaining a safe and healthy work environment, safe plant and equipment, safe systems of work and safe methods for the use and handling of chemicals and adequate facilities for the welfare of employees, clients and visitors
- Ensuring that the Centre develops and implements appropriate safe systems of work and appropriate systems for:
 1. Effectively identifying, managing and controlling hazards
 2. Communicating and consulting with employees and where appropriate, client representative groups, on workplace safety and health issues
 3. Providing appropriate information, instruction, training and supervision to enable employees to work safely
 4. Ensuring other people (such as clients, visitors and the public) are not endangered by the conduct of their business.
 5. Maintaining safety records and documentation
 6. Reporting and investigating workplace injuries and illness
 7. Rehabilitating injured employees and providing suitable alternate duties
 8. Maintaining Work Health and Safety Manual and ensuring it is regularly reviewed and updated
 9. Ensuring that adequate resources are provided to implement the health and safety system and to eliminate or minimise identified risks to health and safety
 10. Ensuring that all managers, supervisors and employees are given the responsibility and authority necessary to enable successful implementation of the centre and OOSH's policies and procedures
 11. Monitoring effective management of health and safety in the organisation, including the implementation of policies and procedures, and ensuring compliance with all duties and obligations required by health and safety legislation
 12. Ensuring the centre's safety performance and system is regular monitored and reviewed for improvement
 13. Providing advice and support to the centres supervisors and employees regarding the implementation of the health and safety management system
 14. Engaging people with the necessary expertise to provide advice on health and safety issues when required

CENTRE COORDINATOR

The Centre Co-ordinator will ensure that

- The Centre's safety management system (including procedures relating to the work undertaken their area of operation) is effectively implemented and monitored
- All employees are provided with the necessary knowledge and skills to effectively and safely carry out their tasks and fulfil their safety responsibilities
- Workplace conditions and the health of employees is monitored
- Senior management is kept informed of issues relating to health and safety including identified risks and the circumstances surrounding any incidents which may occur
- Safety information is distributed and employees are consulted on all matters which may affect their health, safety or welfare at work
- The centre's safety performance and system is regularly monitored and reviewed for improvement
- Risks to health and safety are identified, assessed and effectively controlled in accordance with procedures for risk management
- Day to day safety issues are effectively managed within their area of responsibility
- Incidents are investigated to identify causes and implement corrective actions
- Schedules worksite inspections are coordinated and conducted for worksites, plant and equipment
- Injured employees are assisted in their return to work by identifying suitable alternate duties and actively participating in the rehabilitation process

EMPLOYEES

Employees (including volunteers, contractors, and labour hire staff) are responsible for

- Taking reasonable care to protect their own health and safety and to avoid adversely affecting the health and safety of other people
- Ensuring they are not affected by alcohol or another drug which may endanger their own or any other person's health and safety
- Assisting in the identification of hazards at work and the assessment and control of associated risks
- Participating in training and instruction arranged by the centre
- Complying with any reasonable instruction in relation to safety at work and following workplace safety policies and procedures – including compliance with any workplace rules
- Properly using available safeguards, safety devices, safe work procedures, instructions and personal protective equipment
- No recklessly interfering or misusing safety devices or controls
- Reporting any incident or hazard at work (including faulty procedures, tools or plant) to their manager or supervisor as soon as possible
- Cooperating with management in the investigation of a workplace incident and assisting incident/hazard investigators or workplace inspectors
- Actively supporting and participating in consultation processes regarding the centre's health and safety issues
- Seeking assistance if unsure of health and safety rules or requirements

Acknowledgements

- Network of Community Activities Work Health & Safety Manual 2011.
- Work Health & Safety Act 2011
- Work Cover NSW
- National Quality Standards (Standard 2)
- The Education & Care Services National Regulations 4.2

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