

Werribee Community and Education Centre Inc Policy

Policy name	Occupational Health and Safety
Responsible person	Business Services Manager (BSM) & Health, Safety and the Environment Team, Committee of Management
Staff involved	All
Review dates	2011
Related documents	Accident Reporting Procedure, Occupational Health & Safety Act 2004 OH&S Reporting Book, OH&S Record Book, Manual Handling policy & Procedure, Accident and First Aid Policy and Procedure, Health Policy and Procedure, Smoke Free Environment Policy

Werribee Community and Education Centre Inc. (WCEC) is committed to work with all stakeholders to ensure the health, safety and welfare of all employees and to provide a safe and acceptable healthy environment for all participants and others consistent with the provisions of the Occupational Health and Safety Act 2004 and its updates.

It is the aim of WCEC to minimise the risk of injury and/or disease to our employees and other persons by adopting a planned and systematic approach to the management of occupational health, safety and welfare and to provide the resources for its successful implementation.

RESPONSIBILITIES:

Werribee Community and Education Centre Committee of Management

The Committee will ensure that:

- A safe working environment and safe systems of work are provided, so far as is reasonably practicable;
- Health & safety policies, procedures and systems are developed and implemented according to Acts and Regulations governing Occupational Health and Safety and Workers Compensation and Rehabilitation;
- Equipment is safe and fit for the purposes for which it is intended to be used; and
- Sufficient resources are allocated to implement the OH&S policy, procedures and programs and ensure that appropriate measures are in place to assist persons with limited English language or literacy levels.

Health, Safety and Environment Team

The Health, Safety and Environment Team will ensure:

- Appropriate OH&S policies and procedures are developed and implemented to enable the effective management of risks to health and safety;

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- Mechanisms are provided for effective consultation by persons or their representatives on proposals for, or changes to, the workplace, work practices, policies and procedures which affect the OH&S of WCEC persons;
- Staff & Volunteers have the necessary knowledge from induction, regular meetings, memos and staff appraisals to effectively carry out their responsibilities;
- Mechanisms are provided to monitor and report on Health & Safety performance;
- Accidents/incidents are investigated and rectified including putting appropriate control measures in place to prevent a recurrence;
- All persons are informed of relevant OH&S matters;
- Promotion and enforcement of WCEC OH&S policies, procedures and programs;
- Conducting regular organised hazard inspections of worksites, stations, appliances and equipment and responding to potential hazards which may affect the health & safety of persons;
- Ensuring provision of adequate safety information and training for all persons in an appropriate form and language;
- Responding immediately upon receiving notification of notifiable work related injuries, or dangerous occurrences and reporting to work cover if required;
- Facilitate health & safety discussions at meetings;
- Acting as a problem-solving group to help with the identification and control of hazards;
- Assisting and resolving of occupational health and safety issues and disputes at the work place;
- Keeping the management of injured employees and their rehabilitation under review; and
- Assisting in the return to work and rehabilitation of injured persons.

Staff and Others

Staff are responsible for:

- Following OH&S policies and procedures and ensuring that they carry out their roles and responsibilities as detailed in these documents;
- Identifying, assessing and controlling hazards in their work area and ensuring hazards are brought to the attention of the Health, Safety and Environment Team;
- Promoting safety awareness by setting a good example; and,
- Being aware of correct manual handling techniques.

All other persons are responsible for:

- Taking reasonable care to protect their own safety and that of others at the Centre;
- Reporting any accident, incident, hazard or injury which arises in the course of their duties, immediately or as soon as practicable;
- Obeying any reasonable instruction in relation to Health & Safety at work;
- Complying with the approved health and safety policies and procedures;

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- Keeping work areas in a safe condition;
- Ensuring that they are not, by the consumption of alcohol or other drug, in such a state as to endanger their safety or that of others;
- Participating in Occupational Health & Safety discussions and supporting appropriate consultative mechanisms;
- Actively participating in planning and implementing any rehabilitation program if injured and abiding by any agreed medical constraints; and
- People other than WCEC persons are required to comply with all instructions provided and directions issued to them on health and safety issues.

PROCEDURE

To ensure the health, safety and welfare of all employees and to provide a safe and acceptable healthy environment for all participants, the following procedures have been put into place:

- The Health, Safety and Environmental Team meet on a regular basis;
- An internal OHS audit is conducted every semester;
- OHS is a permanent agenda item on all regular meetings including Committee of Management, Staff, Teachers and user group meetings;
- Memos are sent out to all staff regarding current OHS issues as required;
- OHS Policy and Procedure is be given to staff on induction;
- Safety signs are placed throughout the workplace as required;



- Emergency evacuations are practised on a regular basis and an evacuation reporting book is kept;
- An OHS reporting booklet is kept at head office, at 4 Synnot Street and at wayaperri House and is checked regularly by the Business Services Manager and is taken to Health, Safety and Environment team meetings.
- Any serious OH&S issues identified by any employee must be reported to the BSM or a member of the Health, Safety and Environment team immediately.

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