



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

<b>St 6x</b>	<b>WORKPLACE HEALTH AND SAFETY</b>
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<b>Applies to:</b>
<b>Specific responsibility:</b>

<b>Version:</b>
<b>Date approved: 9 Sept 2014</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act, NSW Work Health and Safety Act 2011 Work Health and Safety Regulation 2017
Contractual obligations	National Disability Insurance Agency

## POLICY STATEMENT

Jumbunna aims to promote and maintain the highest degree of physical, mental and social well-being of all individuals in the workplace. The organisation will comply with all relevant federal and state legislation to ensure a safe workplace and all personnel have a responsibility to ensure a safe workplace by implementing safe systems of work.

Jumbunna will make resources available to comply with relevant Acts and Regulations associated with work health and safety and to ensure that the organisation's workplaces are safe and without risk to health.

Jumbunna will undertake regular reviews and take steps to enhance work health and safety on a continuous improvement basis.

## PROCEDURES

### Responsibilities of the Management Committee

The Management Committee is responsible for promoting and maintaining work health and safety (WHS).

It is the responsibility of the [Board/Management Committee or delegated senior staff or Sub-committees] to:

- establish systems that provide for the health and safety of all persons in the organisation
- ensure that these WHS policy and work safety procedures are effectively implemented
- conduct an annual review of the WHS policy
- oversee the annual review of WHS procedures by the WHS Committee.

### Responsibilities of General Manager

The General Manager will have primary responsibility for implementation of WHS policy and take all practical measures to ensure that:

- the workplace is safe and without risks to health
- the behaviour of all persons in the organisation is safe and without risk to health

In implementing these responsibilities, the General Manager will ensure:

- the dissemination of information about WHS to all staff
- that the office notice board carries required WHS notices e.g. a summary of the relevant Act and the company's return-to-work policy
- regular discussion about WHS issues at staff meetings
- regular consultation with staff including volunteers about matters impacting on WHS
- the maintenance of a log of accidents, incidents and injuries, and the use of this information to identify risk throughout the organisation
- the conduct of annual inspections of health and safety risks throughout the organisation with at least one member of the WHS Committee and development of control measures.

If General Manager does not have the necessary authority to fix a particular problem, s/he will report the matter promptly, with any recommendations for remedial action, to the owner of the premises where necessary.

### **Responsibilities of staff and volunteers**

All staff and volunteers are required to follow WHS policy and safety procedures and:

- report observed safety hazards to the General Manager
- participate in consultation and training about WHS
- observe and promote safe working practices.

### **WHS Officer and Committee**

The General Manager will act as the Work Health and Safety Officer and will establish an ongoing consultative mechanism with staff and volunteers, through a Work Health and Safety Committee, Health and Safety Representative and regular staff meetings which will be composed of members of staff. The General Manager and WHS Committee will take responsibility for coordination and oversight of the following:

Ensuring safety responsibilities are clearly defined and understood

- Review the requirements of relevant state legislation
- Include safety information and responsibilities in induction
- Develop clear instructions on how to deal with safety issues
- Train supervisors in their role in ensuring safety in the workplace

Undertaking hazard and risk assessment

- Identify the hazards
- Identify all affected by the hazard and how
- Evaluate the risk
- Identify and prioritize appropriate control measures
- Review resources to support safety initiatives

Developing and implementing safe work procedures

- Write safety procedures for all key functions
- Train all staff in safe work procedures.
- Ensure safe equipment is purchased, maintained and used properly

### Monitoring and reviewing safety performance

- Build safety into business plans
- Promote safety as a core business value
- Provide ongoing training
- Review procedures when there are changes in the workplace or after an incident

### Managing workplace injuries

- Provide first aid and/or transport to medical treatment
- Notify all injuries to the supervisor as soon as possible
- Record all injuries in a register of accidents and injuries

### Workers compensation insurance policy

- Ensure policy is up to date for number of employees and roles performed
- Notify the workers compensation insurer of any injuries within 48 hours.

### Return to work program

- Arrange a suitable person to explain the return to work process to the injured worker
- Ensure that the injured worker is offered the assistance of an accredited rehabilitation provider if they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices
- Arrange for suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition

## Training in WHS

Each member of a WHS Committee or the WHS representative must undertake WHS Consultation training. Training will be provided by an authorised WHS trainer and will cover:

- The importance of WHS consultation and systematically managing health and safety.
- The requirements for consultation under the WHS Act
- The general duties under the WHS Act
- The benefits of effective consultation
- Effective communication techniques.
- How to systematically manage health and safety.
- A practical exercise in how to conduct a risk assessment.

Jumbunna will:

- pay for WHS Consultation training
- ensure that staff participating in WHS consultation training are paid as if they were engaged in the duties of their employment
- pay staff for costs reasonably and necessarily incurred in connection with their participation in that training

## WHS Consultative Framework

Jumbunna will adopt a consultative framework for addressing WHS to ensure it:

- meets the requirements for consultation under the WHS Act
- draws on the knowledge, experience and ideas of staff, including volunteers and encourages their participation and input to improve the management of WHS.

The Work Health and Safety Act requires that consultation be undertaken in the following circumstances:

- When changes that may affect health, safety or welfare are proposed to the:
  - premises where persons work
  - systems or methods of work
  - equipment used for work
  - substances used for work.
- When risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed.
- When decisions are made about the measures to be taken to eliminate or control risks.
- When introducing or altering the procedures for monitoring risks (including health surveillance procedures).
- When decisions are made about the adequacy of facilities for the welfare of employees.

## Managing workplace injuries

Jumbunna will keep a register of accidents, incidents and injuries. The register will be maintained by the General Manager and will be used to record:

- all accidents and incidents that occur to staff and visitors while on the premises
- any journey accidents and incidents involving staff and volunteers
- all critical incidents irrespective of any actual injury occurring.

### In the event of a workplace injury:

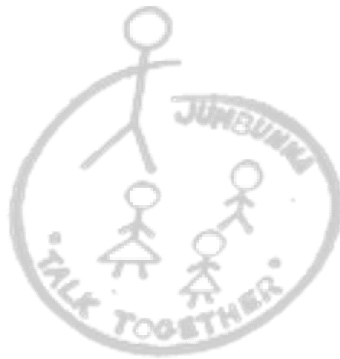
- It is the staff member's responsibility to notify the General Manager, or immediate supervisor, of any injury within 24 hours, and to complete the organisation's register of accidents, incidents and injuries as soon as is practicable.
- Once an injury is notified the General Manager will ensure that the injured person has received appropriate first aid and/or medical treatment and will conduct an investigation of the accident in order to prevent a recurrence.
- When the General Manager is notified of an injury they will notify Jumbunna workers compensation insurance company. For a 'significant injury' the insurance company will be notified within 48 hours. For other types of injury, the insurance company will be notified within 5 days.
- For a 'significant injury', as defined in the WHS Act, the General Manager will also complete relevant forms.

## Workers' compensation

Jumbunna complies with all statutory requirements in relation to the provision of insurance against work related injury. A worker's compensation insurance policy will be kept current for the number of staff and the roles performed.

If a staff member requires time off as a result of their injury, a medical certificate must be obtained from their doctor, so that a worker's compensation claim may be lodged.

The certificate must be forwarded to the General Manager so that the appropriate paperwork may be completed for the insurer. The workers compensation claim must be lodged within five (5) days of the injury occurring. The decision about whether the claim is accepted or not rests wholly with the insurance provider.



**DOCUMENTATION**

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

<b>Policy Name:</b>	<b>Workplace Health &amp; Safety</b>	<b>Policy Number:</b>	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		