

**Administration & Operations**  
**HACC Standard 3**  
**AQTF Standard 1**  
**Review Date Jun 2011**

**Policy Number: AO1**  
**Number of pages: 3**  
**Attachments: 1**

## **POLICY REGISTER**

**Subject: Occupational Health & Safety**

### **Primary Responsibility:**

All Board members, staff, students, contractors and volunteers

### **Policy Statement**

Occupational Health & Safety is a responsibility and requires the active participation of all people involved with WSCF.

WSCF considers the occupational health and safety of all persons employed, contractors, students, volunteers and clients within this organisation and those visiting the organisation to be of the utmost importance.

We will make resources available to comply with the relevant Acts and Regulations associated with occupational health and safety and to ensure that this organisation is safe and without risk to health.

### **Procedure**

- Promoting and maintaining occupational health and safety is primarily the responsibility of the Board;
- The Board will discuss Occupational Health & Safety issues at each Board meeting and resource the staff team to establish and implement systems that provide for the health and safety of all persons in the organisation;
- The staff team will be responsible for Occupational Health & Safety matters under Other Agreed Arrangements.
- The Management and staff team will develop and maintain an Occupational Health & Safety Manual detailing all relevant policies and procedures. The Occupational Health & Safety Manual should be read in conjunction with the Policy & Procedures Manual.
- WSCF will implement the Occupational Health and Safety Policy by adopting a risk management system for Occupational Health and Safety as follows:

- Develop and implement Occupational Health and Safety policy and procedures.
- Implement a strategy for consulting workers, contractors and volunteers.
- Develop and implement an OH&S training strategy.
- Promote, maintain and improve safety procedures.
- Follow the 4-step risk management approach to hazards in the workplace
  1. Find (Identify)
  2. Check it out (Assess)
  3. Fix It (Control)
  4. Feedback (Review)
- WSCF will develop safe working procedures for specific hazards in the workplace. These procedures will be incorporated into the general operating procedures for operations and service delivery.
- The staff team will undertake an annual workplace inspection (checklist attached). A report will be prepared for the Board recommending action required to ensure the safety of the workplace.

## **Specific Responsibilities**

### **(a) Board**

The Board will ensure that this OH&S Policy and any safety procedures are effectively implemented in their areas of control, and will support the Executive Officer, Operations Manager, workers, contractors, students and volunteers and hold them accountable for their specific responsibilities.

### **(b) Operations Manager**

The Operations Manager will implement the Board's Policy and any safety procedures and take all practical measures to ensure that:

- the organisation under their control is safe and without risks to health;
- the behaviour of all persons in the organisation is safe and without risk to health; and
- if they do not have the necessary authority to fix a problem, they will report the matter promptly, with any recommendations for remedial action, to the Board and where necessary to the owner of the premises.

### **c) Workers, contractors and volunteers**

All workers, contractors and volunteers are required to follow the OHS Policy and safety procedures to ensure their health and safety and the health and safety of others in the organisation. They will:

- Report observed safety hazards to the Operations Manager;
- Participate in relevant consultation processes and training about OHS; and
- Actively promote safe working practices in the organisation.

**d) Training Venues**

- All training venues will be checked using OHS criteria as part of their initial assessment.
- Training contractors will be informed of the OHS policy and will be provided with a checklist for reporting difficulties.

**Adopted by Board on:**

***CROSS REFERENCE***

- Occupational Health & Safety Manual
- SE2 Equal Employment Opportunity Policy
- SE4 Staff Management Policy
- G1 Roles and Responsibilities of Board Members