



Waratah Respite Services
Flexible Respite Options

Work Health and Safety General Policy

ACQS 1, 2, 3, 4, 5, 7, 8

Policy

In order to ensure that clients are provided with safe, effective and quality services, Waratah Respite Services (WRS) aims to promote and maintain the highest degree of physical, mental and social wellbeing of all individuals in the workplace. A healthy workforce is one best able to provide quality services to the client and by reducing environmental risks for staff also minimising those risks for clients.

The Management Committee of WRS recognises its primary duty of care under the *Work Health & Safety Act 2011* to ensure, as far as is reasonably practicable, the health and safety of staff (including volunteers) and is strongly committed to providing a safe and healthy place of work for its staff.

All policies, procedures and practices will be developed, at a minimum, to meet legislative compliance in consultation with staff. A systematic risk management approach to eliminate or minimise the risk of injury to our staff and clients will be taken, including risk assessment, hazard control, infection control, education, information and the adequate supervision of workers. This will be accomplished through the ongoing development of management systems to:

- identify, assess and control hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by workplace injury or illness.

WRS will undertake regular reviews and take steps to enhance WHS on a continuous improvement basis.

Bullying and violence at work

WRS is committed to reducing bullying and occupational violence, so far as is practicable in the workplace.

Bullying is repeated, unreasonable behaviour directed towards a person, or a group of persons, that creates a risk to their health and safety.

See the Discrimination, Harassment and Bullying Policy and Procedure.

Breach of this Policy

Any breach of this policy may result in counselling and/or disciplinary action.

Work Health and Safety Committee

WRS has established a Work Health and Safety (WHS) Committee consisting of staff elected from each work area. This is the principal forum in which WHS issues are discussed and management consults with on broad health and safety policy issues.



Waratah Respite Services
Flexible Respite Options

Return to Work Coordinator

The Return to Work Coordinator (RWC) position is to be held by the Team Leader Cooperate Services, or by another corporate position as decided by the Manager.

Definitions

Hazzard: Anything that could cause harm or an adverse health effect to a person, such as chemicals, electricity, noise, stress, gas, poor manual handling practices or other items.

Risk: The chance that a hazard will cause harm.

Responsibilities

The WRS Management Committee is responsible for promoting and maintaining workplace health and safety and has a legal responsibility to ensure:

- all WHS legal obligations are met and that all WHS systems are established and maintained at all times
- appropriate resources are available to ensure and enable a safe workplace and work practices
- policy is developed and implemented to support WHS
- a safe workplace is provided and maintained
- information, instruction, and supervision of staff and volunteers is provided
- adequate facilities are provided for staff
- there is consultation with workers and the WHS Committee about WHS

The Management Committee will demonstrate due diligence by ensuring policy is developed to support work health and safety, reviewing the incidents and issues reported by the WHS Committee and Manager, and approving an organisational structure that provides for the proper supervision of staff.

The Manager is responsible for drafting and implementing WHS polices and take all practical measures to ensure that:

- place is safe and without risks to health
- allocate resources to ensure and enable a safe workplace
- the behaviour of all persons in the organisation is safe and without risk to health
- a WHS report is provided to the Management Committee each month
- WHS improvements are logged in the Continuous Improvements Register

The Leadership Group made up of the Manager and Team Leaders will take all reasonable precautions and exercise proper diligence to comply with safety obligations, receive and review the WHS Committee minutes and take action required to eliminate or minimise risk and to ensure that the organisation's policies and safety procedures are understood and enforced.



Waratah Respite Services
Flexible Respite Options

Team Leaders/Coordinators have the responsible to:

- ensure that staff have information, instruction, training and supervision needed for safe work practices
- identify, assess and control hazards
- maintain a safe work environment
- plan and where practicable follow through with all WHS decisions
- regularly review WHS practices
- consult with employees on WHS issues
- provide input into written policies and procedures
- establish, maintain and review systems for injury management.
- always include WHS consideration in all avenues of management of staff, volunteers, and clients care
- always include WHS consideration to equipment, storage, and design

The WHS Committee will meet monthly and provide input to the Manager in the development of specific risk management plans for matters that present a high risk to the organisation. The WHS Committee is also act as a conduit of information flowing between staff and Management.

In particular the WHS Committee is responsible for:

- providing advice on matters of work health and safety to the Leadership Group and Manager
- keeping up to date with any changes to WHS related legislation or regulations, through training and WHS industry alerts
- informing the Manager immediately of any critical WHS issue
- the dissemination of information about WHS to all staff
- regular discussion about WHS issues at staff meetings
- representing staff from their work stream in relation to WHS issues.
- making representations to management and reporting back to staff on any matter relating to WHS
- maintaining a register of accidents and injuries, and using this information to identify risk and strategies to reduce this risk
- reviewing proposed policy relating to workplace health and safety matters
- undertaking regular workplace inspections, audits and incident / accident investigation
- undertaking risk assessments
- receiving and reviewing all hazard and incident reports and using this information to identify risk and strategies to reduce this risk
- identifying and recommending any specific training required for eliminating, controlling or minimising those identified areas of risk
- assisting in prompting adherence to health and safety policies and procedures
- assisting in the resolution of WHS disputes
- as a minimum once in the three year term, formally reviewing the WRS Emergency RED BOOK in consultation with the Manager and making recommendations on changes or improvements required



Waratah Respite Services
Flexible Respite Options

See also Work Health and Safety Committee Policy and Procedure

The Return to Work Coordinator (RWC) is responsible for ensuring the workers compensation insurance policy is up to date for number of employees and the roles performed:

- notifying SafeWork NSW of any notifiable incidents
- notifying the workers compensation insurer of any applicable injuries within 48 hours
- ensuring that the return to process is explained to an injured staff member
- ensure the injured staff member 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 practice
- arrange suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate to the injured staff member's physical and psychological condition.
- monitor the rehabilitation of injured staff members

All staff (paid and volunteers) are responsible for:

- taking care to ensure their own personal safety and well being
- not placing others at risk by any act or omission
- following safe work practices
- using and caring for equipment as instructed
- not wilfully or recklessly interfering with any safety equipment
- reporting hazards and injuries
- co-operating with the employer by adhering to WHS policies and procedures
- participating in consultations and training about WHS

Clients and Relatives are responsible for:

- ensuring that their actions or omissions do not put anyone in the workplace at risk
- reporting to staff any noticed hazards within the facility and out posted worksites

Contractors and Sub-Contractors are responsible for:

- their own safety
- ensuring that their actions or omissions do not put anyone in the workplace at risk whilst they are on the premises

Shared Responsibility

All Management Committee members, Leadership Group members and staff need to be aware of their responsibilities to ensure the safety of themselves and others.

All WRS staff with obligations also under the *Work Health and Safety Act 2011* are expected to follow safety directions to maintain a safe and healthy workplace.

In the event that a staff member is injured in the workplace management will strive to support that staff member to an early return to work through gradual rehabilitation.



Waratah Respite Services
Flexible Respite Options

Managing workplace injuries

WRS will keep a register of staff accidents, incidents and injuries. The register will be maintained by the RWC and 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 RWC, or Team Leader, of any injury within 24 hours, and to complete the WRS incident report as soon as is practicable. The incident report should be lodged with the Manager
- If an injury is reported, the RWC 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.
- The RWC will also notify the Manager
- When the RWC is notified of an injury that may result in a workers compensation claim, they will notify the WRS workers compensation insurance company within 48 hours
- **If there is a serious injury or illness, a death or a dangerous incident, this is a Notifiable Incident and you must report it to SafeWork NSW immediately on 13 10 50 as an urgent investigation might be needed**
- Incidents can be notified 24 hours a day, 7 days a week

You must also:

- provide first aid and make sure the staff member gets the right care
- take care not to disturb the incident site until an inspector arrives. You can help an injured person and ensure safety of the site
- record it on an incident report and lodge it with the Manager
- notify your insurer within 48 hours

A 'notifiable incident' under the *Work Health and Safety Act 2011* relates to:

- the death of a person
- a serious injury or illness of a person
- a potentially dangerous incident

Further information regarding what constitutes notifiable Incidents can be found at: <https://www.legislation.nsw.gov.au/#/view/act/2011/10/part3>

Workers compensation

WRS complies with all statutory requirements in relation to the provision of insurance against work related injury. A staff 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.



Waratah Respite Services
Flexible Respite Options

The certificate must be forwarded to the RWC so that the appropriate paperwork may be completed for the insurer including a workers compensation claim form. The decision about whether the claim is accepted or not rests wholly with the insurance provider.

References

- *Work Health and Safety Act 2011*
- SafeWork NSW
- BNG example Workplace Health and Safety policy
- Institute of Company Director's example Workplace Health and Safety policy

Related Policy and Procedures

- Risk Management
- Work Health and Safety Committee
- Incident reporting
- Waste Management
- Discrimination, Harassment and Bullying
- Work Health and Safety Committee Terms of Reference

Version Number	Reviewed By	Review Date	Modifications Made	New Review Date
1	W Cummings	2011	Created	Aug 2014
2	C Murray, WHS Committee and Approved by Management Committee	Aug 2014	Updated	Jul 2017
3	J Bartholomew WHS Committee Approved by Management Committee	Jul 2019 Aug 2019 Aug 2019	Updated in line with new Quality Standards and best practice templates and examples	Aug 2022