



Work Health & Safety Policy

Responsible Officer:	Chief Executive Officer & General Manager		
Contact Person	General Manager		
Superseded Documents	Work Health & Safety Policy, approved by the Executive Officer 1 October 2013		
Review	This policy will be reviewed in accordance with the WHS Management System review procedure		
File Number:	WHS 001		
Legislation and other requirements	Work Health & Safety Act 2011 and all Regulations		
Associated Documents	HHM Safety Management Plan		
Version	Authorisation	Approval Date	Effective Date
3.0	Chief Executive officer	Jan 2018	Jan 2018

1.0 PURPOSE

This policy states the commitment of Hunter Home Modifications (HHM) to the health and safety of all people who work or visit our workplace or have the potential to be affected by our activities.

2.0 BACKGROUND

This policy has been reviewed to incorporate;

- The HHM Work Health & Safety (WHS) Plan
- The Work Health Safety Act 2011 and all Regulations
- Relevant Codes of Practice

3.0 SCOPE

This policy applies to all HHM employees, contractors, clients and visitors to our workplace. It also applies to HHM employees, contractors and clients at premises or locations other than the HHM workplace.

4.0 POLICY STATEMENT

HHM 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.

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

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

5.0 IMPLEMENTATION

5.1 Responsibilities

Responsibilities of the Chief Executive Officer

The CEO is responsible for promoting and maintaining workplace health and safety (WHS).

It is the responsibility of the Chief Executive Officer to:

- Ensure systems are established that provide for the health and safety of all persons in the organisation
- ensure the WHS policy and work safety procedures are effectively implemented
- ensure annual reviews are conducted of the WHS policy
- oversee the review of WHS procedures by the General Manager.

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 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 maintain 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 a (HSR) and development of control measures.

If the General Manager does not have the necessary authority to fix a particular problem, they will report the matter promptly, with any recommendations for remedial action, to the Chief Executive Officer and where necessary to the owner of the premises.

Responsibilities of staff and Sub-contractors

All staff and sub-contractors are required to follow WHS policy and safety procedures and:

- report observed safety hazards to Management
- participate in consultation and training about WHS
- Observe and promote safe working practices.

WHS Officer

The General Manager will act as the Workplace Health and Safety Officer and will establish an ongoing consultative mechanism with staff, through regular staff WHS meetings which will be composed of HSR(s) and all staff. The General Manager and HSR(s) will take responsibility for coordination and oversight of the following:

Ensuring safety responsibilities are clearly defined and understood

- Review the requirements of WHS Act and Regulations
- 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
- 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 in conjunction with the CEO and Supervisors
- 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 immediate Supervisor or Management 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 (Refer to section 5.5 – Workers Compensation)

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

5.2 Training in WHS

The HSR(s) 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 Work Health & Safety Act 2011
- The general duties under the Work Health & Safety Act 2011
- 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.

HHM 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

5.3 WHS Consultative Framework

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

- meets the requirements for consultation under the Work Health & Safety Act 2011.
- 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 & Safety Act 2011 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.

5.4 Managing workplace injuries

HHM will keep a record of accidents, incidents and injuries. The records 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 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 Management 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 HHM 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 7 days.

5.5 Workers compensation

HHM complies with all statutory requirements in relation to the provision of insurance against work related injury. A workers 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 seven (7) days of the injury occurring. The decision about whether the claim is accepted or not rests wholly with the insurance provider.

DOCUMENTATION

Reviewing and approving this policy		
Frequency	Person responsible	Approval
The WHS Policy will be reviewed in accordance with the 3 yearly WHS Plan	General Manager	Chief Executive Officer

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1	1 October 2013	Danny Gibson	1 October 2016
2	1 January 2018	Danny Gibson	1 January 2019
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