

6.41 Occupation Health & Safety (OHS) Policy & Procedure

1. Purpose of the policy

To create and maintain a safe and healthy workplace and environment for all Cultural Infusion (CI) employees (remunerated and volunteer), contractors and visitors and to define duties with regard to the prevention of workplace injuries and illness.

This statement also defines Cultural Infusions purpose, context and approval pathway, and exception authority, for the Work Health and Safety Policy, Procedures, manuals (local processes) and guidance material.

2. Detailed Policy Statement

OH&S

Cultural Infusion International has an obligation to ensure a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

To ensure the safety of all staff members, CI commits themselves to:

- developing and maintaining safe systems of work, and a safe working environment
- consulting with employees and health and safety reps on safety related issues
- providing protective clothing and equipment, and enforcing its use when performing hazardous tasks
- providing all relevant OHS information and training for all staff members (remunerate & volunteer)
- assessing all risks before work starts on new areas of operation (eg. buying new equipment and setting up new work methods, and regularly review these risks)
- removing all unacceptable risks to safety
- providing all employees and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)

All persons responsible for the work activities of other employees are accountable for:

- identifying practices and conditions that could injure employees, clients, members of the public or the environment
 - Controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
 - making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
 - making sure PPE is maintained and working properly
- Demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

A safe working culture is the responsibility of everyone and this can be best achieved through cooperative efforts of employees. A safe culture will be reinforced through:

- Continually identifying, assessing and controlling possible risks to the health and safety of people that may arise in the workplace.
- The provision of information concerning such risks and the promotion, instruction, training and supervision of employees to ensure safe work practices.
- Giving employees and customers the opportunity to participate in health and safety decisions that affect them.

In the interests of maintaining safety, contractors their employees, visitors and customers are required to observe and comply with all health and safety standards and rules produced.

This includes any safety signage or warnings, or instruction given by any company employee whilst on our premises.

OH&S related documents

The Workplace Occupational Health & Safety Policy and related procedures will be displayed in the workplace and all employees and volunteers will be provided with a copy by their supervisor/manager. New employees will be provided with a copy of the documents as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

3. Responsibilities

Chief Executive Officer (CEO)

It is the responsibility of the Chief Executive Officer (CEO) to ensure that:

- Managers notify the Occupational Health and Safety Representative of all dangerous occurrences;
- Managers are aware and understand the principles of incident and accident reporting and investigation;
- All incidents and accidents that result in or have the potential to result in injury or damage are investigated and, where necessary, corrective or preventative action is taken;
- All matters relating to employee/volunteer welfare are dealt with in the most appropriate and timely manner.

It is the responsibility of **all employees, including volunteers or contractors**, to ensure that:

- Accidents and hazards are reported to management at the earliest opportunity;
- All requirements and obligations under the relevant legislation are complied with.

Occupational Health and Safety Representative

It is the responsibility of the Occupational Health and Safety Representative to:

- Help identify the causes of dangerous occurrences and accidents and develop corrective action;
- Ensure State Authorities are appropriately notified of all reportable occurrences or events.

Supervisors/managers

- be committed to the provision and maintenance of a healthy and safe workplace;

- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach CI health and safety objectives;
- inform and train all staff in relevant policies, procedures and health and safety obligations; and
- participate in CI inductions and implement all safety procedures.

Employees:

- participate in health and safety training, actions and activities and support CI] in its efforts to reach its health and safety and, where relevant, rehabilitation objectives;
- follow reasonable health and safety instructions from managers or supervisors;
- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives;
- aim to work in a way that does not endanger the health or safety of themselves or others;
- properly use and maintain safety equipment;
- make sure visitors follow safety rules in the workplace; and
- participate in CI induction programs and implement all detailed safety procedures.

Contractors and visitors:

- assess risks to their health and safety arising from the provision of their services;
- have control measures in place to address those risks, including complying with any relevant CI policies and practices.

Employee & Management tasks include the following:

- Keeping office area clean
- The OH&S rep is to hand over all incident reports to the Director of PAN, which they will discuss with the OH&S rep to review safety strategies and implement new policies and systematic procedures if required
- Keeping all thoroughfares clear
- New staff are to be briefed on emergency plans
- Should media attention be drawn to a problem, all enquiries are to go through PAN's media rep
- Ensuring all emergency numbers are displayed at all times
- Check smoke alarms batteries monthly
- Regular reviews of safety procedures
- Safety analysis of all upcoming events and venues

4. Definitions

Incident:

Incidents include all of the following:

- Any injury
- Illness
- Damage to equipment
- Plant or vehicles that has impacted
- Has the potential to impact in different circumstances

- The safety of personnel involved with CI businesses or undertaking

Hazard:

- Any activity, procedure, incident or item of plant which has caused, or has the potential to cause injury to people or damage to property (that cannot be immediately rectified)
- Any incident that although did not result in an injury or disease, had the potential to do so

Incident:

Incidents include all of the following:

- Any injury
- Illness
- Damage to equipment
- Plant or vehicles that has impacted
- Has the potential to impact in different circumstances
- The safety of personnel involved with CI businesses or undertaking

5. Policy Authority

The highest administrative or academic officer or group authorizing the policy. If appropriate, one might also note the next required review date.

**6. Related Policies/
Reference for more
Information**

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| Related Policies | 1. 6.53 Injury Incident & Hazard Reporting Policy & Procedure' |
| Related Legislation and Guidelines: | 1. 'Enterprise Agreement, 2011 – 2013' 2. 'Work Health and Safety Act 2011' 3. 'Fair Work Act 2009' 4. 'Human Rights Act 2004' |

**7. Implementation
Procedures**

8.1

OH&S Manual

Detailed Work Health and Safety procedures are as set out in the Cultural Infusion OH&S and Risk Management Systems Policies Handbook.

8.2

Review of Policy and Procedure

This procedure will be reviewed annually by the CEO in consultation with the Health and Safety Committee (if relevant) and Health and Safety Representatives.

The review will involve assessing the effectiveness of the procedures by (among other things):

- reviewing overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

8.3

Dissemination of OH&S Policy and Procedure

The Workplace Occupational Health & Safety Policy and related procedures will be displayed in the workplace and all employees and volunteers will be provided with a copy by their supervisor/manager.

New employees will be provided with a copy of the documents as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

8.4 Injury, Incident & Hazard Reporting

All accidents or incidents that result in an injury or work-related illness during the course of work must immediately be reported to the regional Occupational Health and Safety Representative and First Aid Officer.

Any dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident.

In the event of a dangerous occurrence or accident CI must ensure the relevant state authority is notified and that a full investigation is undertaken to determine the root cause.

The most appropriate corrective action will be taken to ensure the incident does not recur.