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| **POLICY NO & NAME:** | **002 – OCCUPATIONAL HEALTH & SAFETY** |
| **APPROVED BY:** | **Bec Symes, CEO** |
| **DATE CURRENT POLICY APPROVED:** | 22/01/2019 |
| **REVISION DATE/S:** | 22/01/2019 |
| **DATE CREATED** | 22/01/2019 |

**POLICY STATEMENT**

The primary focus of all activities within Greendale Community will be the provision of excellence in service user services whilst equally maintaining a position of excellence in the management of Occupational Health and Safety.

The goal for Greendale Community in Health and Safety is the pro-active prevention of work related accidents, incidents, injuries and illnesses and the development and promotion of safe systems of work.

**SCOPE & PURPOSE**

This policy has been developed to communicate Greendale Community commitment to Occupational Health and Safety.

**DEFINITIONS (if required)**

**RESPONSIBILITIES**

Greendale Community acknowledges that the active cooperation of all managers, employees, volunteers’ students and service users is required for ensuring a safe and healthy working environment. Consequently, the management of Greendale Community is committed to a consultative approach to Occupational Health and Safety.

All Greendale Community employees, volunteers and students are expected to contribute to the improvement of health and safety within the workplace and to help facilitate cooperation on health and safety issues and to ensuring health and safety measures are implemented.

**PROCEDURES**

To achieve and maintain a standard of excellence in the management of Occupational Health and Safety Greendale Community management will, as far as is reasonably practicable:

* monitor conditions in the workplace
* provide information to employees, volunteers and students concerning workplace health and safety
* keep information and records relating to the health and safety of employees, volunteers and students
* provide and maintain suitable equipment
* establish safe and healthy work practices
* provide employees, volunteers and students with such information, instruction, training or supervision as is necessary to enable them to work in a way that is safe and without risks to their health and safety.

Also, in compliance with the Occupational Health & Safety Act 2004 Employees, Volunteers and Students must, while at work or engaged in Greendale Community duties:

* take reasonable care of his or her own health and safety
* Take reasonable care for the health and safety of persons who may be affected by the employee’s, volunteer’s or student’s acts or omissions at a workplace.
* Cooperate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.

In accordance with the OH&S Act, Greendale Community Employees, Volunteers and Students must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare and are required to wear protective clothing and equipment as required.

Employees, Volunteers and Students are expected to:

* report any health and safety issues,
* contribute to the improvement of health and safety within the workplace,
* help facilitate cooperation on health and safety issues,
* and to ensuring health and safety measures are implemented.

The Greendale Community Occupational Health and Safety Committee meets 4 times per year to monitor and facilitate the development and implementation of Health and Safety Systems throughout the organisation.

Greendale Community Designated Work Groups are:

* Respite & Recreation
* Therapy & Inclusion Services,
* Accommodation & Specialist Support Services,
* Child & Youth Services
* Quality, Innovation & Service Development
* People Culture & Resources
* Finance
* Western Melbourne
* Support Coordination

Each Designated Work Group has at least one OH&S Committee member acting as its Health and Safety Representative. The Program Manager for each Designated Work area is also required to attend the Greendale Community OH&S Committee meetings.

The Committee Representatives are required to:

* Undertake relevant training, ie OH&S Representative Course, to carry the role out effectively.
* Be aware of the Health and Safety interests of their Designated Work Group and represent their concerns to their relevant Manager and the Occupational Health & Safety Committee.
* Attend the OH&S Committee meetings as scheduled.

Committee Representatives are able to conduct Safety Mapping, Site Safety and Vehicle or First Aid Kit Checks and participate in the consultation processes to complete Risk Assessments aiming to best manage safety issues, if required.

**Election of Health and Safety Representatives**

In accordance with section 55 of the Occupational Health and Safety Act (Vic) 2004, a Health and Safety Representative for a designated work group holds office for a period not exceeding 3 years.

As providing for under section 54 of the Act, an election of Health and Safety Committee Representatives for a designated work group will be held unless the number of candidates for election as a Health and Safety Representative equals the number of vacancies, in which case, the election need not be conducted and each candidate is to be taken to have been elected as a Health and Safety Representative for the designated work group.

**Service Users Occupational Health and Safety responsibilities**

Under the Care recipient lifestyle Principle, Aged Care Standards (Principle Standard 3)

“Care recipients retain their personal, civic, legal and consumer rights, and are assisted to achieve active control of their own lives within the residential care service and in the community.”

and

Home and Community Care Standards, (Principle Standard 3)

Service user rights and responsibilities Principle:

“Each service user (and/or their representative) is provided with information to assist them to make service choices and has the right (and responsibility) to be consulted and respected. Service users (and/ or their representative) have access to complaints and advocacy information and processes and their privacy and confidentiality and right to independence is respected.”

Within the standards there are expectations that the service user will accept responsibility for their own behaviours and living areas, and not put a worker in jeopardy. All services users will sign an agreement to this effect prior to care being commenced, whether in Facility/ Permanent Care, Respite Care/ or Home and Community Care. If the services user is unable to sign these documents, their enduring power of attorney will do so for them.

**REFERENCES**

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|  | Reference: | Occupational Health & Safety Act 2004  Disability Act 2006  NDIS Act 2013 |
|  | Industry Standard reference | National Standards for Disability Services  DHS Standards  National Quality Framework Standards  Home Care Standards  Victoria Child Safe Standards  Residential Aged Care Accreditation Standards  Home and Community Care Standards  Aged Care Act 1997 |