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| **POLICY NO & NAME:** | **003 – HEALTH & SAFETY RESOLUTION** |
| **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**

A priority for Greendale Community in health and safety is the pro-active prevention of work related injuries and illnesses and the development and promotion of safe systems of work. Greendale Community is committed to a proactive approach to health and safety which empowers employees to be active participants in the process of issue resolution.

**SCOPE & PURPOSE**

This procedure describes the system for enabling all employees to effectively resolve all health and safety issues as they arise.

The procedure is designed to ensure that all valid hazard control or risk management issues will be suitably addressed through consultation between employees and management.

**DEFINITIONS**

**RESPONSIBILITIES**

Management will:

* Ensure safe and healthy working conditions.
* Provide and maintain suitable equipment.
* Establish safe and healthy work practices.
* Follow up reported health and safety issues to achieve a timely resolution.
* Ensure all employees are properly instructed and supervised on current practices.

Employees will:

* Observe health and safety practices and procedures.
* Maintain safe conduct in the performance of their work.
* Wear protective clothing and equipment as required.
* Report any health and safety concerns.
* Attend health and safety training activities and read updates.

**PROCEDURES**

**Issue Resolution Steps**

* When an employee identifies a hazard / risk they should consult immediately with their direct supervisor or manager, or a nominated Occupational Health and Safety representative. If you are unsure about this, look for the organisational chart relevant to your service (Residential or Living) and find the next relevant person above you.
* The risk and solution should be documented by the reporting employee on a Maintenance and OH&S Issues, or an Employee-Volunteer Concern form, and submitted to the relevant line manager as soon as practicable.
* If the matter is not urgent and the decision is not straight forward to resolve, the Manager can refer the issue to the OH&S Committee. Once all information has been gathered and all parties have been consulted, the Committee will make a collective decision on whether the issue requires action.

**Decision Feedback**

Irrespective of the findings of the issue, the decision of the Occupational Health & Safety Committee will be communicated to all relevant parties within a reasonable timeframe.

Any issue involving the participation of the Program Manager will require the Occupational Health and Safety Coordinator to ensure that either a progress report or a decision on the issue is communicated to the relevant line manager within 7 working days of the issue first being discussed between the line manager and reporting employee(s).

Any issue referred to a direct supervisor or manager, or a nominated Occupational Health and Safety representative will have a decision finalised by the Service Manager (or nominated representative) within one month of the issue first being raised.

**Employee Appeal**

An employee who raises a health and safety issue is able to appeal to the Chief Executive Officer against a decision made.

The grounds for any appeal is the justified belief by the reporting employee that the issue has not been suitably understood by either the line manager, (or nominated representative), in their decision.

Once the line manager, (or nominated representative), has communicated their decision to the affected employee(s,) the employee who raised the issue must appeal the decision to the Chief Executive Officer within 7 days.

An affected employee will not be able to appeal against a particular issue more than once.

**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  Victorian Child Safe Standards  Aged Care Quality Standards  Aged Care Act 1997 |