HUMAN HABITATS

WORKPLACE HEALTH AND SAFETY

Administrative Policy
October 2024

Policy Summary

Policy Name:	Workplace health and safety
Attributable to:	All Staff

The Company and management recognise that the health and safety of all employees and third parties is of vital importance and is key to a successful business. HH aim to continuously maintain and improve the work environment to ensure that it is, so far as is reasonably practicable, safe for all workers and third parties and without risk to their health.

WHS Obligations

The Company's responsibilities

The Company aims to:

a) Provide and maintain a work environment (including equipment and systems of work) that is, so far as is reasonably practicable, safe for all employees and third parties and without risk to their health;
b) provide information, training, instruction and supervision as necessary to maintain a healthy and safe workplace;
c) communicate with senior management on a regular basis on any matters that concern the provision of a healthy and safe workplace; and
d) consult with workers on matters of work health and safety.

Duties of Management

Specifically, managers are required to:

a) keep updated on work health and safety matters;
b) understand the practices and the processes used by the Company to comply with its work health and safety duties;
c) ensure that the appropriate resources and processes are available to eliminate or mitigate any risks to health and safety of workers and third parties;
d) monitor workplace conditions and identify issues that need to be actioned to maintain a healthy and safe workplace, including any matters raised by other workers; and

Duties of employees

As an employee, your obligations are as follows:

a) you must take all reasonable steps at work to ensure your health and safety and the health and safety of others. This includes wearing and using all safety gear provided to you;
b) you must comply with any applicable codes of practice and all directions given to you in relation to WHS issues;
c) you must immediately notify your manager or Office Manager if you sustain a workplace injury or become aware that another worker has suffered a workplace injury; and

Duties of visitors and non-employees

If a person is not a worker, but attends the Company's premises, they must:

a) take reasonable care that their actions or omissions do not adversely affect the health and safety of others, and

b) comply with any instructions that may be given by the Company regarding any health or safety matters.

All employees, other staff and visitors to the Company must comply with this policy. Failure to comply with this policy may result in disciplinary steps being taken including termination and may expose you and the Company to prosecution.

Reporting Accidents and Injuries

As per your duties as a worker, all accidents, injuries and 'near misses', whether they occur at work or while travelling to and from work, must be reported immediately to your manager, or if that person is not available, the Office Manager or another person with management responsibilities.

In addition:

a) Where applicable if there is a very minor injury which requires no treatment or first aid treatment only it will be included in the Risk Register;
b) Where an severe accident occurs that requires it should be reported on no later than 24 hours after the event. The Company's workers compensation insurers will be notified of any injuries that may require compensation within 48 hours.
c) Where the workers compensation insurers are involved all paperwork must be completed with urgency and any corrective action to be noted on Risk Register.

Reported incidents or hazards will be investigated by the Company promptly. We will identify the causes and assess any hazards that need to be controlled. Management will discuss the incident with you or any relevant workers to decide on suitable controls needed to eliminate or mitigate any risks in place.

Hazard and Risk Identification

The Company has processes in place to identify, assess and control workplace hazards along with measures to review those controls. If a potential hazard is identified, the manager or worker should report the hazard or risk as soon as possible, regardless of how minor it may seem. Once identified, the severity of the hazard will be assessed, and appropriate control measures will be implemented to eliminate or mitigate the hazard. All known hazards will be recorded on the Risk Register (See Appendix 1) and an annual review will be completed by the Operations Team and other staff members to ensure a complete review has been completed of all areas of the business.

Staff Safety for site visits

When staff are required to attend site, they must comply with the HH Policy – Staff Safety for Site Visits and ensure the corresponding safety form is completed and filed in the job folder on the server.

For site visits staff are to use either Flexicar or GoGet instead of their personal cars. By using the car rental programs HH can ensure the cars are at the required safety standards for use. Staff are to comply with the Manual and Terms and Conditions provided by Flexicar and GoGet.

Office First Aid

First aid kits are available in all office locations for staff to use for minor injuries. For major injuries seek help for the onsite First aider or if none are available seek professional medical help.

Fire and Emergency Evacuation

Fire extinguishers have been provided for all office locations. In the event of a small fire, you may attempt to extinguish it with a fire extinguisher by following the instructions printed on the extinguisher. If the fire is large, spreading rapidly, or you feel unsafe, evacuate the building immediately and contact emergency services.

Follow the emergency evacuation directions for the location as per the Fire Drill directions for the offices located at 838 Collins Street, Docklands and 123 Eagle Street, Brisbane.

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Appendix 1

Risk Register

Completed 1 October 2024 by Office Manger

Activity	Associated Hazards/Risks	Inherent Risk Rating	Controls	Residual Risk Rating
Word processing/data entry	Musculoskeletal disorders/injuries, including overuse injuries, due to: • inappropriate workstation layout and design • unsuitable computer-based equipment and/or office furniture • long periods of data entry without breaks	Medium	• Standing desk provided to team to encourage change of position • Purchase and use of suitable equipment and office furniture • Task variety and regular short defined breaks during data entry	Low
Use of mobile & fixed shelving	Manual handling injuries from inappropriately stored items such as: • frequently used items difficult to access • heavy items stored at head height and above Slipping, falling from a step ladder (or inappropriate use of standing on a chair) that may be used to access items Accumulation of items/documentation that takes up storage space and begins to impinge on non-storage areas (eg leaving items in corridors/walkways.	Medium	• Risk assessment of available storage space to prioritise office items and place most used items at most accessible level (eg between shoulder and waste • Discard and/or remove any unnecessary equipment and storage items • Archive documentation • Step ladder available for office use	Low
Moving and arranging office furniture and equipment	Manual handling injuries from lifting, pushing, and pulling	Low	• Workstation self assessments • Use of trolleys and other lifting aids • Risk assessment	Low
Receipt of office supplies such as paper or drinks	Manual handling injuries from lifting Inappropriate storage areas when first delivered	Medium	• Risk assessment • Ordering appropriate quantities of supplies as required • Use of trolley to move supplies	Low
General office environment	Poor housekeeping and storage arrangements (also listed above): • accumulation of rubbish • tripping of inappropriately place items (eg electrical power cords) • damaged power cords • blocked emergency exits • overloaded shelving • bumping/walking into opened cupboards and drawers	Low	• Scheduled office workplace inspections • Regular rubbish removal • Worker training • Running electrical power cords underneath desks • Storing of electrical cable in cages under desks	Low

Activity	Associated Hazards/Risks	Inherent Risk Rating	Controls	Residual Risk Rating
Accessing the office	Unknown individual enters office: • theft • property damage • psychological or physical injuries	Low	• Risk assessment • Electronic access to building e.g., swipe card system • Individual lock on each office with coded key box used to minimize number of keys cut	Low
Use of kitchen facilities	Poor housekeeping Burns from boiling water Cuts from kitchen cutlery Liquid spills Electrocution/electric shock from electrical appliances Kitchen fire Cleaning chemicals	High	• Include kitchen facilities in scheduled office workplace inspections • Boiling water tap has a security lock • Fire extinguisher • First aid kit • Trained first aider • Clean up kitchen spills immediately	Low
Use of office equipment such as: • staplers, hole punch • photocopiers • fax machines	Manual handling injuries from repetitive tasks Manual handling injuries from lifting/loading paper Cuts from sharp objects (e.g., staples)	Medium	• Risk assessment • Purchase and use of suitable equipment • Vary tasks • Use printer with stapling function for large volumes of work	Low