

Policy Number	MAN005
Policy Created	October 2014
Version	3
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Next Review date	March 2017



Occupational Health & Safety Policy and Procedure

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Purpose: To affirm the commitment of the Daylesford Neighbourhood Centre (DNC) to provide and maintain an environment that is free from risks to the health and safety of staff, students and members of the community.
To describe the approach to health and safety management and the responsibilities assigned to staff to provide a safe and healthy environment.

Scope: This policy applies to all students and prospective students, staff and prospective staff , and other members of the community who use or would like to use the services of Daylesford Neighbourhood Centre in situations or activities related to their roles at the Centre.

Definitions:

Word/term	Definition
Environment	The physical, psychological, social and organisational environments in which DNC activities take place

Legislation

Occupational Health & Safety Act 2004	http://www.austlii.edu.au/au/legis/vic/consol_act/ohasa2004273/
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Relevant policies

Student Safety and Security Policy and Procedure
Critical Incident Policy and Procedure
Incident, Near Miss, Hazard Reporting Policy and Procedure
First Aid and Anaphylaxis Management Policy and Procedure
Bushfire Policy and Procedure

Occupational Health & Safety Policy

The Committee of Management of DNC recognises its moral and legal responsibility to provide a safe and healthy environment for members of the community who access the Centre, students, employees,

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contractors and visitors. This commitment extends to ensuring that DNC's operations do not place the local community at the risk of injury, illness and property damage.

This is applicable to DNC in all its operations and functions including those situations where employees are required to work offsite.

DNC is committed to open consultation and cooperation between management, employees and clients of the Centre and continuous positive improvement for the health and safety of the organisation, its employees and the community through our operations.

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DNC Committee of Management has responsibility for:

- providing and maintaining safe plant (such as machinery and equipment) and safe systems of work (such as controlling entry to high risk areas, controlling work pace and frequency and providing systems to prevent falls from heights)
- implementing arrangements for the safe use, handling, storage and transport of chemicals (such as dangerous goods and other harmful materials)
- maintaining the workplace in a safe condition (such as ensuring fire exits are not blocked, emergency equipment is serviceable, and the worksite is generally tidy)
- providing workers and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)
- Ensuring sure workers have adequate information, instruction, training and supervision to work in a safe and healthy manner.

Management has responsibility for:

- implementing this policy
- providing and maintaining the workplace in a safe condition
- developing, promoting and implementing health and safety policies and procedures
- training employees in the safe performance of their assigned tasks
- providing resources to establish a health and safety committee, as appropriate
- Appoint an OHS representative.

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Employees are required to:

- follow all health and safety policies and procedures
- report all known or observed hazards to their immediate supervisor or manager
- assist management in the continuous improvement of health and safety in the workplace

Compliance with Statutory Regulations:

DNC management will review and adjust our operations in line with statutory requirements. In particular, we will check, through annual audit, that the provisions of the relevant occupational health and safety legislation and regulations applicable to DNC and its operations are satisfied and that relevant codes of practice are adopted and accepted as the minimum DNC standard.

Training staff

At induction, information about our policy and procedures, instruction in safe working procedures and information about any hazard to their well-being and health which may be known to be associated with the work they are required to perform. The OHS representative is encouraged to participate in additional training.

Student safety

Adequate instruction is given to students in safe working procedures and that students are informed of any hazard to their well-being and health which may be known to be associated with the work in which they are involved. Proper control is maintained in the workplace over harmful substances, air pollution, noise and radiation hazards. Proper control is maintained over the storage, use and disposal of harmful substances.

Hazards and Risk reporting

Equipment is maintained in a safe condition and all necessary personnel and personal protective devices are provided in workplaces.

Investigation is carried out of all accidents occurring at work and appropriate reports are made for the purpose of minimising any recurrence.

Procedures are established and kept updated to minimise the risk and harmful effects of fire and explosion, radiation, chemical release and where appropriate these procedures are regularly tested.

Staff are responsible for reporting immediately, situations or working practices which are unsafe or harmful to the immediate supervisor of the employee or student so that corrective action can be taken.

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First Aid Adequate occupational health and first aid services are provided. (See First Aid and Anaphylaxis Management Policy and Procedure)

Emergency Response Procedures

Procedures are established for the evacuation of buildings in the event of fire, explosion, or other emergency situation, and that these procedures are regularly tested.

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Dissemination and Review of Policy

The Occupational Health and Safety Policy and related procedures shall be provided to all employees and volunteers. New employees and volunteers will be provided with a copy of the policy as part of their induction.

The Policy will be reviewed on an annual basis to ensure it remains compliant with the relevant State legislation.

Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
2	October 2014	Policy and Procedures Sub Committee and Committee of Management	Changed name from Occupational Health & Safety, changed format to include new sections, purpose, scope, definitions.
3	March 2016	Policy and Procedures Sub Committee	Minor edits.