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| The Junction Club House Cairns Ltd (The Junction) | | |
| Policy: Work Health and Safety - General | | |
| Policy number: JQS.P1.16 | | Date adopted: 22/08/2018 |
| Authorized by: The Board | | |
| Date last reviewed: 00/00/2018 | Reviewed by: Quality Review Panel | Date of next review: 22/08/2019 |

Refer to Section 6 below for information on the process for policy review.

| Related Documents: | |
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| Related policies and procedures, How To Task Lists, forms, registers or other organizational documents of The Junction | <ul style="list-style-type: none"> Work, Health and Safety applies to all policies of The Junction How To Task Lists Forms |
| Other standards | <ul style="list-style-type: none"> National Mental Health Standards Human Services Quality standards NDIS Practice standards |
| Legislation or other requirements | <ul style="list-style-type: none"> Work Health & Safety Act 2011 Work Health and Safety Regulation 2011 Human Rights Act 2019 (QLD) |

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| <p>Definitions</p> | <p>Risk: Something by its nature having the potential to damage or cause injury.</p> <p>Hazard: The likelihood of that potential being realized.</p> <p>Dangerous event: An event at a workplace involving imminent risk of explosion, fire or serious bodily injury.</p> <p>Work injury: An injury to an employer, self-employed person or worker in the course of doing work that requires first aid or medical treatment; or the recurrence, aggravation, acceleration, exacerbation or deterioration of any existing injury in a person in the course of doing work:</p> <ul style="list-style-type: none"> • That requires first aid or medical treatment • To which the work was a contributing factor. <p>Serious bodily injury: An injury that causes death; or impairs a person to such an extent that as a consequence of the injury the person becomes an overnight or longer stay patient in a hospital.</p> <p>Work-caused illness: A disease that is contracted by an employer, self-employed person or worker in the course of doing work and to which the work was a contributing factor; or the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing disease in the course of doing work to which the work was a contributing factor.</p> |
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1. Purpose:

The Junction has a responsibility to provide a safe environment for all our employees, members, visitors and volunteers. The purpose of this policy is to set out responsibilities and processes for the organisation, employees and volunteers, in ensuring our organisation complies with state and federal safety legislation.

2. Scope

This policy applies to all employees, members, contractors, volunteers and visitors involved in the operations of The Junction.

3. Policy statement: Our commitment

The Junction aims to provide a workplace that is safe and free of risk to its employees, volunteers, members, and visitors at the workplace. We also actively promote the importance of effective WH&S practices for everyone who works and participates in our organisation.

Specifically, we will:

- Comply with relevant legislation and statutory requirements, advisory standards, environmental guidelines and industry standards, and allow adequate provision of resources to meet these requirements
- Promote health, safety, environmental and quality awareness in the development of standard work practices
- Undertake a risk management approach to hazards in our workplace
- Provide information, training and instruction to enable all employees to perform their duties effectively
- Involve employees in workplace health, safety, environmental and quality matters and discuss with them ways to reduce workplace hazards and improve control systems
- Maintain effective hazard, incident and non-conformance reporting and analysis.
- Encourage the rehabilitation of employees injured or with diagnosed work-related illnesses through established post-injury management procedures
- Set health, safety, environmental and quality objectives and regularly review performance as part of a continuous improvement action plan.

4. Procedures

4.1 Management of WH&S

The Director is responsible for the oversight and management of work health and safety matters, and the various tasks this involves:

- Have ownership of key work health and safety issues
- Promote The Junction as safety leaders advocating a positive safety culture fostered through effective work health and safety leadership, consultation and upholding core safety values and standards
- Actively promote and inspire an equitable and supportive culture that encourages learning, transparency and open reporting across the organisation
- Establish and maintain the framework for the safety management system (SMS) in

the area of managerial responsibility. Implement a risk management approach to WH&S which is systematically incorporated as part of day-to-day business operations

- Develop and review WH&S outcomes and formulate and approve response strategies to emerging issues
- Recognise and celebrate WH&S accomplishments.

All members, employees, contractors, volunteers, and visitors are required to:

- Comply with all relevant statutory requirements, standard work procedures, advisory standards, Australian standards and, where applicable, provide adequate resources to meet these requirements
- Report all injuries, incidents and where appropriate, rectify hazards and faults
- Participate in risk management analysis of any incidents and non-conformance to our policies or procedures
- Protect all persons, the community and the environment that may be affected by our activities.

4.2 Risk Assessment and Continuous Improvement

The Junction is committed to ensuring the health and safety for all members, employees, volunteers, contractors and visitors through use of the risk management process to identify and manage workplace hazards and risks.

The steps to be undertaken will be:

- Hazard identification
- Risk assessment
- Identifying & implementing control measures
- Monitoring & review

Details of this process are included in the ***Risk Management Policy***.

The organisation maintains a Risk Management Plan, which includes Work Health and Safety risk management.

The Junction also aspires to continuous improvement, with details outlined in that policy. We maintain a ***Continuous Improvement Plan***, which includes a record of any identified WH&S issues requiring improvement, and the actions taken to address these.

4.3 WH&S Training

The Junction provides training to all employees, members, contractors, volunteers and visitors to enable them to meet their workplace health and safety responsibilities.

4.3.1 Induction Training

All new and existing employees and members are required to complete annual induction training that includes WH&S.

4.3.2 On-the-Job Training

Senior employees are expected to provide training to employees and members on the job. This type of training should be used to introduce new or redesigned standard work processes and associated equipment.

4.3.3 Formal Training Sessions

Formal, structured training sessions are provided to improve knowledge and skills in relation to workplace health and safety.

4.3.4 Training in Emergency Procedures

Employees are given access to training in emergency procedures, including fire safety, evacuations and bomb/arson threats, to enable them to more effectively fulfil their responsibilities.

Employees are given the following training to enable them to fulfil their responsibilities:

- Evacuation procedures
- Area familiarisation
- Fire extinguisher handling as appropriate
- CPR

4.3.5 Evaluation of training

The training provided to Employees must be evaluated by the presenter and reviewed at least annually by the Director to ensure it is meeting current requirements.

4.3.6 Training records

Records of any training conducted should be held for at least 5 years from the date of the last entry in them.

Training records should include:

- Program title and date
- Name of participants
- Objectives and content
- Name of training presenter
- Accreditation details of program and presenter where appropriate
- Details of training for employees, including induction and any regular training or updates provided to meet requirements.

4.4 Workplace assessment and monitoring

The monitoring and evaluation process should be linked to on-going regular activities as well as to specific corrective actions being taken. It also requires all control measures implemented as part of the hazard management process, emergency preparedness procedures and incident investigations to be monitored for their effectiveness.

General monitoring and inspections need to be scheduled and conducted. These may take the form of routine checks, inspections, tests, measurements and examinations including:

- Routine checks in the work areas covering issues such as machine guarding, housekeeping, storage etc
- Observation of safe work practices.

4.5 Reporting Injuries and Incidents

The Work Health and Safety Act 2011 states: Work Health and Safety is ensured when persons are free from:

- death, injury or illness caused by any workplace, workplace activities or specified high-risk plant
- risk of death, injury or illness created by any workplace, workplace activities or specified high-risk plant.

Reporting Injuries and Incidents

1. If any employee or member identifies a hazard or risk, they should report it to the Director or nominated delegate using the **Hazard Reporting Form**
2. All incidents must be recorded and reported using the **Incident Record/Reporting Form**
3. The Director or nominated delegate to whom the report is made must:
 - i. Take immediate action to prevent any person being exposed to the hazard or risk
 - ii. Conduct an investigation with the employee to:
 - o Identify the factors which may have contributed to the hazard or incident
 - o Assess the level of risk associated with the hazard and determine controls or actions to either eliminate the hazard or reduce the risk
 - o Implement these controls
 - o Complete the investigation, controls and close-out sections of the form on which the incident, risk or hazard was reported
 - o Monitor and review effectiveness of controls.

5. Review processes

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| Policy review frequency: Annually | Responsibility for review: The Director |
| Review process: The Director as Chair of the Quality Review Panel convenes the panel to conduct review. | |
| Documentation and communication: All policy decisions will be documented and communicated through the Quality Review Panel observing the Document Control HTTL. Note: add version number after review. | |