Work health and safety

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Introduction

The work health and safety (WHS) policy aims to ensure all work activities are carried out safely, and with all possible measures taken to remove or reduce risks to the health, safety and welfare of workers, contractors, participants, authorised visitors, and anyone else who may be affected by our operations. The health and wellbeing of everyone affected is the highest priority.

Creating and maintaining a safe work environment is a legal requirement and a critical one for the long term success of the business. It can help us:

- retain staff
- maximise employee productivity
- minimise injury and illness in the workplace
- reduce the costs of injury and workers' compensation
- ensure we meet legal obligations and employee responsibilities.

Personal protective equipment (PPE) is clothing or equipment designed to be worn by someone to protect them from the risk of injury or illness.

Examples of PPE include:

- hearing protection, e.g. ear muffs and ear plugs
- respiratory protective equipment
- eye and face protection, e.g. facemasks*, safety glasses and face shields
- safety helmets, e.g. hardhats
- fall arrest harnesses for working at heights
- skin protection, e.g. gloves*, gauntlets and sunscreen*
- clothing, e.g. high visibility vests, aprons*, life jackets and coveralls
- footwear, e.g. safety boots and rubber boots.

* Indicates PPE most likely to be used when providing NDIS supports and services.

Applicability

When
- applies to supports and services provided to all participants.

Who
- applies to all representatives including key management personnel, directors, full time workers, part time workers, casual workers, contractors and volunteers.

Governing regulations for this policy

Work Health and Safety Act 2011 (Cth)

Documents relevant to this policy

📄	Home visit safety checklist

WHS commitments

We are committed to work health and safety by:

- creating and maintaining a safe work environment
- complying with all relevant commonwealth, state or territory work health and safety acts and legislation
- proactively manage risks in the workplace
- not compromising the health or safety of anyone at the workplace
- consulting and engaging with workers on WHS matters.

Use of personal protective equipment (PPE)

As a guideline:

- PPE must be suitable for the nature of the work or hazard
- PPE must be a suitable size and fit and reasonably comfortable for the person required to use it
- PPE must be maintained, repaired or replaced including keeping it:
    - clean and hygienic
    - in good working order

- when PPE is required, it must be used or worn by workers so far as reasonably practical.

Worker WHS responsibilities

The responsibilities of workers are to:

- comply with instructions given for work health and safety
- use any provided PPE and be properly trained in how to use it
- not wilfully or recklessly interfere with or misuse anything provided for work health and safety at the workplace
- not wilfully place others at risk
- not wilfully injure themselves.

Key management personnel WHS responsibilities

The responsibilities of key management personnel are to:

- take a leading role to promote safe work practices across the business
- provide safe work premises, assess risks and implement appropriate measures for controlling them
- ensure safe use and handling of goods and substances
- provide and maintain safe machinery and materials
- provide personal protective equipment (PPE) to workers where relevant
- ensure information, training and instructions are provided on the correct use, wearing, storage and maintenance of PPE
- assess workplace layout and provide safe systems of work
- provide workers with information about and training in:
    - infection control practices
    - use, storage and maintenance of PPE

  - waste management
  - relevant WHS risk management measures

- provide a suitable working environment and facilities
- ensure that WHS related matters are effectively communicated to workers
- have insurance and workers compensation insurance for your employees
- ensure there are procedures for emergencies and drills in place.

Managing psychosocial hazards

There has been a growing body of evidence to suggest that psychosocial hazards present immense risks to workers across every level of an organisation.

A psychosocial hazard is any work-related hazard that can cause psychological or physical harm. Some examples of psychosocial hazards include:

- work demands
- inadequate reward and recognition
- poor organisational change management
- lack of support at work
- poor or unsafe work environment
- traumatic events
- violence and aggression
- remote or isolated work
- bullying, harassment, discrimination
- workplace conflicts.

To manage psychosocial hazards in their workplace, our organisation will:

- have a robust risk management system in place to identify and manage psychosocial risks
- have mechanisms in place to review and maintain effective risk management strategies
- review all work health and safety regulations, guidelines, and legislation for our state/territory
- update our policies, processes and documents (e.g. risks register) to incorporate information about the management of psychosocial hazards
- where required, run training with all workers to ensure understanding of psychosocial hazards
- create a supportive culture that encourages workers to report psychosocial hazards
- where required, discuss psychosocial hazards with our HR team and your Worker Compensation insurer.