

Workplace Health and Safety Procedure

1. Policy Title

Workplace Health and Safety Policy

2. Preamble

In accordance with the *Work Health and Safety Act 2012* Carclew has a legal obligation to provide a safe workplace. Carclew is also committed to ensuring, so far as it is reasonably practicable, that members of the public are not exposed to health and safety risks arising from the business that Carclew undertakes.

3. Workplace Health & Safety

Employees have a responsibility to maintain safe work practices within the workplace at all times and to act in a manner that protects their own health and safety and that of others. This includes managing workloads, work pattern and personal life effectively.

3.1 First Aid

The majority of Carclew staff are trained to provide emergency first aid, including anaphylaxis and asthma management training.

First aid kits can be found at Front of House, Team Room and Ballroom kitchen. Program areas have access to first aid kits for individual projects that are available for booking from Administration. Administration is responsible for maintaining first aid kits.

A list of current First Aid Officers and First Aid Kits can be located at Front of House or Administration.

3.2 Handling an accident, incident and/or injury involving a **child/young person**

In the event that a child or young person has an accident or becomes ill while participating in a Carclew program, the following steps must be adhered to:

- Assess the extent of the injury, provide first aid as soon as possible or seek medical attention, if required.
- Nominated staff member reviews child's medical information including any medical information disclosed on the child's Health, Safety and Wellbeing Participant Declaration, and parent/guardian and/or other authorised emergency contact.
- If the illness or incident involves asthma or anaphylaxis, a staff member with approved asthma or anaphylaxis training must attend to the child.
- Contact parent/guardian. If the parent is not available, contact other authorised emergency contact.
- If the accident requires the child to be taken by an ambulance, the staff member/supervisor will accompany the injured child to the hospital and will continue to remain with the child until a parent or other emergency contact arrives to take care of the child. The child must never be left alone. You must remain with the child at all times, including when a doctor is present if parent or other emergency contact are not present.
- Children are to be carefully supervised until their parent or other emergency contact arrive.

- First aider must wear disposable gloves when dealing with bodily fluids and administering first aid. All materials used for cleaning wounds are to be disposed of appropriately.
- The staff member/Carclew representative is to report the accident/incident to their supervisor immediately.

3.3 Handling workplace accident, incident and/or injury

In the event that an employee/representative or client has an accident or becomes ill while on Carclew grounds, the following steps must be adhered to:

- Assess the extent of the injury, provide first aid as soon as possible or seek medical attention, if required.
- If the accident requires the injured to be taken by an ambulance, a staff member/supervisor will accompany the injured person to the hospital and will continue to remain with the person until their next of kin/emergency contact arrives.
- First aider must wear disposable gloves when dealing with bodily fluids and administering first aid. All materials used for cleaning wounds are to be disposed of appropriately
- The incident must be reported verbally in the first instance by the injured person, work colleague or supervisor.

3.4 Injury and incident reporting and recording

All staff are required to ensure that all incidents (including near-misses) and injuries are reported to their supervisor and recorded on the appropriate form. If incidents are not reported it is highly likely that the sequence of events that contributed to the incident or injury remains essentially unchanged.

In the event that an accident, incident or injury occurs in the workplace, the following steps must be considered:

- The staff member involved, and the injured person must complete the Accident, Incident and Injury Report Form. Forms are available from Front of House, Administration, or download via the *Carclew Server* at *Resources/Carclew Policies/Workplace Health and Safety Policy/Accident Incident and Injury Report Form*. All sections of the Accident, Incident and Injury Report Form must be completed.
- It is important for the person involved in the incident to know that the purpose of completing the report form is to gather the facts and not to seek blame but rather a basis for the development of preventative action. All reports are handled in confidence; however, in some instances the nature of the incident may be disclosed to appropriate parties.
- The supervisor will interview the person(s) involved, witnesses and all other relevant personnel. The discussion will be held in a quiet and private place at the workplace. The report form should be completed without ambiguity and must clearly identify:
 - All the events leading up to the accident.
 - The facts of the accident/injury.
 - Treatment administered / the events that occurred immediately after the accident.
 - Recommendations for corrective action.

- The form must be sighted and signed by the Chief Executive, and then forwarded to the Senior Manager, Finance & Operations, who will report the nature of the incident; while maintaining confidentiality, to the Work Health and Safety Committee and Carclew Board.
- The Work Health and Safety Committee will note and suggest corrective controls to prevent further accidents and injuries, if required. It is the responsibility of the committee to ensure that the corrective action is carried out.
- Any action that is carried out is to be communicated back to the injured person.

3.5 Reporting a Workers' Compensation Claim

In the event of incidents or injuries involving employees that are likely to result in a workers' compensation claim, employees must:

- Report the accident/injury to the Chief Executive/Senior Manager, Finance & Operations as soon as practicable.
- Complete the Accident, Incident and Injury Report Form and the WorkCover Worker Report Form as soon as possible. *(If the employee is incapable of completing the forms, the supervisor shall arrange for the completion of the form on the worker's behalf, as soon as possible.)*
- Attach the prescribed medical certificate and any other accounts for payment to the WorkCover Worker Report Form.
- Complete an 'Application for Leave of Absence' form if absent from work due to an injury. *(Note: mark as WorkCover claim).*

3.6 Carclew Responsibilities

Carclew will ensure the:

- Appropriate facilities and management of worker's health and safety conditions to support the welfare of all employees, volunteers and participants.
- Effective emergency and evacuation procedures that are clearly displayed throughout the building. Regular reviewing and testing of the procedures is carried out. Carclew has designated wardens who receive appropriate training to guide staff and visitors in an emergency. *For further detail, please refer to Carclew's Emergency procedure.*
- First Aid Training, including anaphylaxis and asthma management training, for staff, and ensuring that each project has access to a qualified first aider whilst children are on site.
- An injury management process that commences as soon as possible after a work-related injury has occurred; and that the injured person's psychological and physical recovery is considered throughout the entire process.
- Access to compensation entitlements for work related injury or illness, as required.
- A Work Health and Safety Committee to assist with developing and carrying out measures to ensure the health and safety of workers, and that corrective action is followed up.
- First Aid Kits that are accessible and maintained as per *SafeWork SA's Code of Practice for First Aid in the Workplace*. Program areas have basic first aid kits for individual projects.

3.7 Employee/Carclew Representative Responsibilities

As a representative of Carclew you have a responsibility to act in a manner which protects your own health and safety and that of others. You must not place yourself

or others in danger by taking unnecessary risks, or disclose confidential information without authorisation. You are required to:

- Adhere to Carclew policies, the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*. This includes being aware of emergency and evacuation procedures and participating in testing of these procedures.
- Ensure that work related activities are carried out in a safe manner. You must not place yourself or others in danger by taking unnecessary risks.
- If an accident or injury occurs, immediately assess and administer first aid to the injured person; if qualified to do so otherwise seek a qualified first aider.
- Initially, verbally report any accident, incident, injury or near miss to your supervisor and/or First Aider. Then complete an Accident, Incident and Injury Report Form and other relevant paperwork. Within this form you can suggest corrective controls to prevent further accidents and injuries.
- Attend First Aid Training when provided by employer.
- Ensure that provisions are included in project planning/risk assessments for access to a qualified first aider and first aid kit to be on site.
- Manage your workload, work pattern and personal life balance effectively.

3.8 Work Health and Safety Committee

It is the role of the Work Health and Safety Committee to ensure that the workplace is safe and free from any risks to health and safety of employees. The Committee will ensure that the Carclew Board are notified of all accidents, incidents and suggestive changes so that they can be implemented to provide a safe and healthy workplace. Notifiable incidents will be reported to SafeWork SA. A list of current Work Health and Safety Committee members can be obtained from Front of House or Administration.

3.9 Employee Assistant Program

Carclew provides access to an Employee Assistance Program (EAP) for all staff and their immediate family. The program assists employees with work-related and/or personal problems that may impact their job performance, health, mental and emotional well-being. *Provider details are available from Administration.*

6. Legislation

South Australian Public Sector Act 2009
Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

7. Related Carclew Policies and additional information

Code of Practice for First Aid in the Workplace, SafeWork SA
Emergency Procedure
Code of Conduct
Accident, Incident and Injury Report Form
Accident, Incident and Injury Flow Chart
First Aid Kit contents checklist
WorkSafe SA Work From Home Fact Sheet

Acknowledgment

In developing this policy Carclew has drawn on resources prepared by the SA Government and SafeWork SA.