

## Workplace Health and Safety Policy

### 1. Background

This policy is written in reference to the *Work Health and Safety Act 2012*. The Act together with the *Work Health and Safety Regulations 2012* outline health and safety duties that provide protection from hazards and risk in the workplace.

### 2. Purpose

To ensure the maintenance and management of a safe and healthy work environment for all that minimises the risk of personal injury and ill health. It assists with the effective management of work-related accidents and injuries and provides direction for the treatment, reporting and investigation of all incidents for staff, artists, participants and others.

### 3. Scope

Staff, contractors, volunteers and Board members. This policy refers to all Carclew endorsed activities located at the organisation and offsite.

### 4. Definitions

Accident	An unplanned occurrence or incident that causes or contributes to personal injury or damage to property.
Incident	An unplanned occurrence or event that causes or could have caused injury, illness or damage. Incidents range from near-miss to serious and emergencies.
Injury	An instance of being injured or harmed.
Hazard	A situation or thing that has the potential to harm a person.
Illness	A disease or period of sickness affecting the body or mind.
Near-miss	An incident that could have caused injury.
Emergency	A serious, unexpected and often dangerous situation requiring immediate action.
Notifiable incident	An incident that is required under work health and safety legislation to be notified to regulators i.e. a serious injury or illness of a person; or a dangerous incident; or the death of a person.
PCBU	A person conducting business undertaking.
Reasonably practicable	A legal requirement for employers under work health and safety legislation. Doing what is reasonably expected to ensure the health and safety of workers and others, like volunteers and visitors.
Due diligence	Reasonable steps taken by a person to avoid committing an offence.
Wellbeing	The state of being comfortable, healthy, or happy.
Work life balance	The division of one's time and focus between working and family or leisure activities.
Flexible working arrangements	A variation of working hours or arrangements which meets the needs of the staff member and the organisation.
EAP	Employee Assistance Program
Senior Management	For the purpose of this document refers to the General Manager, Head of Programming, and/or Senior Manager

### 5. Policy Statement

Carclew is 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. The wellbeing of our staff or people affected by our work is a priority and must be considered during all work performed on our behalf. People are our most



important asset and the safety of the public and our participants is given equal priority to that of our workers.

The objectives of this policy are to, as far as reasonably practicable:

- Achieve a safe and incident free workplace.
- Consider work health safety in project planning and activities, including the management of workload, work patterns and personal life balance.
- Ensure employees identify and control risks in the workplace.
- Ensure the effective response, treatment and assistance for any workplace injury or incident.
- Monitor and review the elimination or control of potential risks by implementing corrective actions following incidents to minimise the risk of future reoccurrence.
- Equip staff with work health and safety knowledge by providing education and training, and access to current policy and procedures.

#### 5.1 Responsibility

Under the *Work Health and Safety Act 2012* Carclew has a primary duty to ensure due diligence in making sure the organisation complies with the law, and to provide a safe work environment that minimises risk or harm.

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. Likewise, you have a responsibility to ensure that work areas are safe and that work-related duties and/or activities are carried out in a safe manner which protects your own health and safety and that of others.

It is the responsibility of each staff member to immediately report any accident, incident or injury that occurs at the workplace to their supervisor. The importance of reporting minor injury and 'near-miss' accidents cannot be over emphasised. If accidents and incidents are not reported it is highly likely that the sequence of events that contributed to the incident or injury remains essentially unchanged. This preventative action and control measures aims to prevent similar occurrences, as well as assisting with potential claims and the rehabilitation process. *For further detail please refer to Workplace Health and Safety Procedure.*

#### 5.2 First Aid

Carclew provides first aid training, including anaphylaxis and asthma management training, for staff and ensures that each project has access to a qualified first aider whilst children are on site. All first aid kits are conveniently located, accessible, and are regularly checked to ensure that they are appropriately maintained, as per *SafeWork SA's Code of Practice for First Aid in the Workplace*. A defibrillator machine is located next to the fire panel. A list of current First Aid Officers and first aid kits can be located at Front of House or Administration.

##### 5.2.1 Mental Health First Aid

The majority of Carclew staff are qualified Standard Mental Health First Aiders. We also have designated staff who are fully trained in Youth Mental Health First Aid.

#### 5.3 Covid-19

During the Covid-19 pandemic, Carclew maintains a living Covid Risk Management Plan that is updated regularly as information comes to hand. This document should

be reference regarding any precautions or safety measures required for the well-being of all staff.

#### 5.4 Duty of Care

Carclew prioritises the health, safety and wellbeing of all children participating in our programs. Often referred to as "duty of care" it is a responsibility to ensure safety for those in our care, anticipating and avoiding foreseeable harm or minimising harm when it occurs. For example, Duty of Care can involve identifying risks, being careful about physical and emotional safety and knowing what to do when someone has been harmed. An employee or representative of Carclew could be found to be negligent if assistance was not provided to an ill or injured person. *For Further detail please refer to Child Safe Environment Policy.*

In the event that a child or young person has an accident or becomes ill while participating in a Carclew program we will ensure that the injured child is assessed, first aid administered and their parent or other emergency contact is notified as soon as practicable and without undue delay. *For further detail please refer to Workplace Health and Safety Procedure.*

#### 5.5 Notifiable Incidents

South Australia's work health and safety laws require a person conducting business undertaking (PCBU) to notify SafeWork SA of any serious injury or illness, dangerous incident or death that occurs at work immediately after becoming aware that it has occurred. Failure to report a notifiable incident to SafeWork SA is an offence and penalties apply.

#### 5.6 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 Senior Manager, Finance & Operations as soon as practicable. Medical Certificate(s), account(s), and an application for leave of absence must be submitted. If injuries are not reported as soon as practicable after the event, a claim for workers' compensation may be jeopardised and not payable. *For further detail please refer to Workplace Health and Safety Procedure.*

#### 5.7 Work Health and Safety Committee

The Work Health and Safety Committee comply with the requirements of *Section 77 of the Work Health and Safety Act 2012* and the requirements of this document. It is the committee's responsibility to ensure that standards, rules and procedures relating to health and safety in the workplace are followed and complied with. Likewise, the committee will address, record, report and recommend corrective and preventative action to reduce hazards.

#### 5.8 Smoking in the Workplace

In line with policy across State Government Agencies and Authorities, Carclew is committed to providing a smoke-free environment to all staff, tenants, tutors, volunteers and visitors.

- There is to be no smoking on Carclew premises during office hours.
- There is to be no smoking in the buildings or on the balconies.
- There is to be no smoking in front of children or young people.
- When there are organised activities for children on the premises there is to be no smoking in the grounds or near any gates.

- Smoking after office hours is to be confined to the lawns adjacent to the ballroom on the Western side of the building. If there is activity in the ballroom, smoking must be off-site, i.e. outside the grounds and preferably on the western boundary near the golf course.
- All visitors to Carclew will be courteously asked to observe the restriction on smoking within Carclew grounds.

#### 5.9 Drugs in the Workplace

It is the responsibility of all employees to arrive to work unaffected by drugs or alcohol and during normal working hours, staff are not permitted to consume drugs and/or alcohol. This applies to all Carclew staff, tutors, contractors, volunteers and residents. Alcohol may be consumed on special occasions at the discretion of the Chief Executive.

#### 5.10 Emergency procedures and evacuation

Carclew has designated wardens and if you are asked to evacuate the building, please leave the building in a calm and orderly manner. Employee/Artists are responsible for the children in their care and must stay with the children, ensure that all are accounted for and then evacuate in a calm manner or follow the warden's direction. The evacuation assembly point is on the golf course directly opposite the western gates. *For further detail, please refer to Carclew's Emergency Procedure.*

#### 5.11 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 wellbeing. *Provider details are available on the Resources server.*

#### 5.12 Work from Home / Home Office

Carclew offers flexible work arrangements including the option to work from home/remotely. All work from home/remote arrangements are subject to the prior approval by the line manager and must suit the prevailing needs of the business at any point in time. All work from home arrangements are subject to review and adjustment in alignment with current business needs. Administration will provide guidance on how to set up a safe home office and how to identify risk in the home environment. Staff may be approved to borrow office equipment and furniture (if practicable). The home office setup must follow the Office of the Commissioner for Public Sector Employment Working from Home – Employee Guide. *Further details are available from Public Sector website [https://www.publicsector.sa.gov.au/\\_\\_data/assets/pdf\\_file/0018/215226/001-Working-from-Home-Employee-Guide-Final-V1.pdf](https://www.publicsector.sa.gov.au/__data/assets/pdf_file/0018/215226/001-Working-from-Home-Employee-Guide-Final-V1.pdf).*

#### 5.13 Work Life Balance

Carclew acknowledges the benefit and supports flexible work arrangements to balance work life and personal life. If staff have difficulty in balancing work and personal life they are encouraged to speak to their supervisor so that a practical and manageable solution can be devised.

### 5 **Responsibility for implementation**

The Chief Executive will advise staff members of revised Work Health and Safety Policy and Procedures upon endorsement. The policy and procedures will be available on the Carclew server, listed on the Carclew Policy webpage and included in induction.

### 6 **Legislation and Supporting Documents**

<i>South Australian Modern Public Sector Enterprise Agreement: Salaried 2021</i>
<i>Work Health and Safety Act 2012</i>
<i>Work Health and Safety Regulations 2012</i>
<i>Equal Opportunity Act 1984</i>
<i>Fair Work Act 2010</i>
<i>Carclew Respectful Behaviours Policy</i>
<i>Carclew Code of Conduct</i>
<i>Code of Practice for First Aid in the Workplace, SafeWork SA</i>

**Acknowledgment**

*In developing this policy Carclew has drawn on resources including the Work Health and Safety Act 2012, Work Health and Safety Regulations 2012 and documents prepared by SA Government and SafeWork SA.*

**Disclaimer**

*This policy does not represent legal advice. If you have any queries about your obligations, you should seek your own independent legal advice.*