



**WEST  
MOONAH  
COMMUNITY  
HOUSE**

# **Work Health and Safety Policies and Procedures**

**Incorporating the  
West Moonah Community House,  
West Moonah Community Shed and  
West Moonah Community Garden**



**WEST  
MOONAH  
COMMUNITY  
PRESCHOOL**



**WEST  
MOONAH  
COMMUNITY  
SHED**

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## **1 WHS RESPONSIBILITIES**

Safety is everyone's responsibility.

Accountability for workplace health and safety means that "the buck stops here". In Work Health and Safety (WHS) legislation, accountability for workplace health and safety rests with the management of a business. This is contained in the Duty of Care principle. Others may also be accountable and so no workplace participant should think, or be allowed to think, that safety is someone else's responsibility.

To meet WHS legal obligations a business needs to identify responsibilities in the workplace so that everyone is clear about who will be taking responsibility for various safety activities, and who will be responsible for specific actions.

Different people may have different responsibilities in a workplace, depending on factors such as company culture, structure of the business, assigned responsibilities, shift-work, locations of work sites, and reporting structures. The following information provides one example of how these responsibilities can be documented.

## 2 WHS POLICY STATEMENT

West Moonah Community House Inc. is committed to providing a safe and healthy working environment for all its employees, visitors and members of the public.

Hazards to health and safety will be removed or where this is not practicable, they will be managed to prevent injury, illnesses and dangerous events.

West Moonah Community House Inc. considers safety and incident prevention to be vital to the ultimate success of the organisation's operations and to be an integral part of management's responsibilities.

Management will meet these requirements by:

- complying with both the *spirit and letter of the law* for all matters relating to workplace health and safety
- providing a safe place to work
- providing safe working conditions and safe operating procedures for all company activities
- minimising workplace hazards
- encouraging and respecting contributions by all employees towards the improvement of workplace health and safety
- providing adequate information, instruction, training and supervision to enable every employee to perform their duties effectively and safely
- providing sufficient information to contractors and visitors on possible risks to health and safety
- making safety equipment and personal protective equipment (PPE) available when required.

Each employee has the responsibility to:

- follow all safe work practices, procedures, instructions and rules
- work in a manner which ensures their health and safety and the health and safety of others
- encourage other employees to work in a healthy and safe manner
- participate in training
- report or rectify any unsafe conditions that come to their attention.

This policy is an integral part of our total management plan. It is management's goal is to have zero injuries to employees, contractors and members of the public within our workplace. This can only be achieved through consultation with and cooperation by all.

### **3 CONSULTATION AND COMMUNICATION**

Consultation with all parties in the workplace is an integral part of good management. The “team approach” has proved successful in opening up communication, improving productivity, commitment, morale and giving a sense of ownership at all levels.

To promote consultation and communication, the following should be undertaken:

- Employees are made aware of the outcomes of any Management meetings and daily work distribution meetings.
- Employees are made familiar with any Safety and Health Representatives in their workplace
- Minutes of meetings attended by employees are maintained, displayed and are made available on request.
- A person delegated to follow up any issues, or to undertake agreed action.  
Time frames will be allocated, if appropriate.

Consultation with employees on workplace safety is critical to the effective management of health and safety. It is important that consultation arrangements are established in accordance to each jurisdiction requirements.

It is part of all Managers' duties to review the WHS strategies, policy and procedures on a regular basis to ensure that they are being adhered to and that they comply with legislative requirements.

Workplace consultation and cooperation is part of good management. Regular Staff meetings are held so employers, employees and elected representatives of employees work together to improve their work environment and make the work environment safer for all.

The House's Work Health and Safety Policy is available to all employees upon request and is reproduced on page 7 of this manual.

## 4 HAZARD IDENTIFICATION AND RISK ASSESSMENT

Hazard identification and risk assessment are essential steps in providing and maintaining a safe and healthy work environment.

Hazard reporting enables hazards to be identified in all areas of the workplace to facilitate assessment and the selection of appropriate control strategies.

### HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL

The WMCH adopts a three-step process to manage health and safety at work. The three steps are:

1. Spot the Hazard (Hazard Identification)
2. Assess the Risk (Risk Assessment)
3. Make the Changes (Risk Control)

Examples of workplace hazards include:

- frayed electrical cords (could result in electrical shock)
- boxes stacked precariously (they could fall on someone)
- not wearing ear protection when near noisy machinery (could result in damage to your hearing)

During work experience, you must remain alert to anything that may be dangerous. If you see, hear or smell anything odd, take note. If you think it could be a hazard, take action.

### WHAT TO DO

1. Contact Management and if applicable complete a hazard report.
  - **Elimination** - Sometimes hazards - equipment, substances or work practices - can be avoided entirely. (For example, clean high windows from the ground with an extendable pole cleaner, rather than by climbing a ladder and risking a fall.)
  - **Substitution** - Sometimes a less hazardous thing, substance or work practice can be used. (For example, use non-toxic glue instead of toxic glue.)
  - **Isolation** - Separate the hazard from people, by marking the hazardous area, fitting screens or putting up safety barriers. (For example, welding screens can be used to isolate welding operations from other workers. Barriers and/or boundary lines can be used to separate areas where forklifts operate near pedestrians in the workplace.)
  - **Safeguards** - Safeguards can be added by modifying tools or equipment, or fitting guards to machinery. These must never be removed or disabled by workers using the equipment.
  - **Instructing workers in the safest way to do something** - This means developing and enforcing safe work procedures. Students on work experience must be given information and instruction and must follow agreed procedures to ensure their safety.
  - **Using personal protective equipment and clothing (PPE)** - If risks remain after the options have been tried, it may be necessary to use equipment such as safety glasses, gloves, helmets and ear muffs. PPE can protect you from hazards associated with jobs such as handling chemicals or working in a noisy environment.

## **HAZARD IDENTIFICATION AND RISK ASSESSMENT PROCEDURE**

West Moonah Community House Inc. recognises that to ensure a safe workplace, risks must be reduced or controlled successfully.

To achieve this, hazards must be identified, their associated risks assessed and everything practicable done to control the risk.

The following procedures and practices will ensure you are doing everything practicable to reduce hazards and control risks in the workplace:

1. Conduct a workplace inspection using the checklist (for Community Shed) provided to establish beginning guideline.
2. Identify each hazard to which a person at the workplace is likely to be exposed.
3. Train employees through safety talks and other training media to spot a hazard and assessing risks.
4. Assess the risk of injury or harm to a person resulting from each hazard, if any.
5. Consider the means by which the risk may be reduced.
6. Complete monthly hazard inspections using checklists. Any discrepancies identified will be promptly reported to Management.
7. Checklists will be forwarded to the Manager for evaluation and recommend any action to be taken.
8. Workplace inspection checklists will be reviewed on an annual basis and as new plant equipment and materials are introduced into the House.

**The supervisor will conduct an investigation of the hazard and determine and apply suitable controls.**

**ALL CHEMICALS COMING INTO THE WORKPLACE MUST BE ACCOMPANIED BY AN MSDS**

## HAZARDS MANAGEMENT

### 1. Purpose

The West Moonah Community House is committed to the integration of hazards management into the core responsibilities of Supervisors and Managers of the company.

The purpose of the Hazards Management Policy is to provide safe and healthy conditions for employees, contractors, customers and visitors whilst on the premises or whilst engaged in company activities.

### 2. Scope

The following policy principally applies to Supervisors and Managers of West Moonah Community House Inc. (as defined), but also defines responsibilities for all staff. It applies to all premises and facilities owned, occupied or managed by West Moonah Community House Inc., and to all occupational, educational, commercial, and company-endorsed activities, whatever their location.

### 3. Definitions

**"Hazard"**: is the potential to cause harm to a person or to the natural environment.

**"Hazards management"**: describes a structured process of hazard identification, risk assessment and control aimed at providing safe and healthy conditions for employees, contractors, students, patrons and visitors whilst on the premises or whilst engaged in Community House endorsed activities.

**"Practicable"**: means practicable having regard to:

- the severity of the hazard or risk in question;
- the state of knowledge about that hazard or risk and any ways of removing or mitigating it;
- the availability and suitability of ways to remove or mitigate that hazard or risk; and
- the cost of removing or mitigating that hazard or risk.

**"Risk"**: means a combination of the likely frequency and severity of harm arising from a hazard.

**"Risk control hierarchy"**: ranks risk control measures in decreasing order of effectiveness:

- elimination of hazard;
- substitution of hazardous processes or materials with safer ones;
- engineering controls;
- administrative controls; and
- personal protective equipment.

The risk control measures implemented for the hazards identified should always aim to be as high in the list as practicable.

**"Supervisor"** and **"Manager"**: apply to any employee of the company whose assigned work duties include:

- planning, organising or supervising the activities of other employees, contractors or visitors on behalf of the company.

#### **4. Policy Statement**

West Moonah Community House Inc. has determined that hazards management will form an essential element of its incident and injury prevention program. Therefore, all Supervisors and Managers must integrate the management of hazards associated with the areas and activities under their control within their day-to-day responsibilities.

The House manager will:

- develop and maintain procedures for the identification of hazards, and the assessment and control of risks for existing, new and proposed elements of the work environment;
- develop and conduct training sessions for Supervisors, Managers and Health and Safety Representatives;
- allocate resources for the implementation of risk control measures;
- monitor the implementation of the policy and related procedures; and,
- assign responsibilities in relation to the implementation of this policy and related procedures.

#### **4. Responsibility**

The Manager of the company is ultimately responsible for the policy, and is accountable for the performance of the company in relation to this policy. West Moonah Community House will ensure specific budget allocations are made for the implementation of the control measures resulting from the hazards management process.

*The Manager - Workplace Support will:*

- develop, publish and maintain procedures for the implementation of this policy;
- arrange specific training sessions for Supervisors, Managers and Health and Safety Representatives; and
- advise Supervisors and Managers in implementing the policy and related procedures.

*Supervisors and Managers will:*

- attend training sessions organised in relation to this policy and related procedures; and

*Health and Safety Representatives will:*

- attend training sessions organised in relation to this policy and related procedures; and
- assist local Supervisors and Managers in identifying potential hazards as they arise.

Contractors/employees will, upon request from their Supervisor or Manager, give details of the hazards relating to their activities, and of the measures they have adopted to control the risks.

## 5 INCIDENT REPORTING AND INVESTIGATION

Incidents should be reported and investigated as soon as practical after the event to prevent re-occurrences. The aim of incident investigation is to identify deficiencies in the occupational health and safety management system and improve the existing system to prevent further incidents, not to assign blame. For example did the incident occur as a result of unguarded machinery, poor maintenance, safe work procedures not followed, lack of training and supervision, etc.

**All accidents and incidents MUST be reported.**

### WHAT TO DO

1. Report to management/safety officer and complete the Accident/Incident Report form available from the office.
2. Communicate this procedure to all staff
3. Ascertain whether you should also complete a First Aid Report Form. All injuries and first aid treatment must be recorded on the form and kept on file.
4. Ensure that the relevant statutory authorities are informed of all notifiable incidents under the WHS legislation.
5. If appropriate, notify your Workers Compensation Insurer of any workers compensation claims.

## **6 FIRST AID TREATMENT AND FACILITIES**

### **FIRST AID TREATMENT AND FACILITIES PROCEDURE**

West Moonah Community House Inc. will ensure sufficient first aid facilities or equipment is available for the type of work being performed and the number of all employees and contractors.

We will maintain the contents and replenish supplies of all first aid kits in the workplace.

First Aid Report Form stored in the first aid facility or in the first aid kit must be completed; and if injury is more serious than a small first aid requirement complete an Incident Report Form.

### **FIRST AID OFFICERS**

West Moonah Community House Inc has several first aid officers.

The following employees are the first aid officers:

*Mel Knuckey - Manager*

*Kaye Marskell - Assistant Manager*

*Kim Smith - Office Manager*

*Tanya Castle-Phillips - Preschool Director*

*Maureen Carter - Volunteer*

*Veneta Metzenthin - Volunteer (Playgroup Coordinator)*

### **USE OF FIRST AID SUPPLIES**

The first aid supplies may be used as required by employees in consultation with a designated first aid officer.

All illnesses and injuries should be reported to the first aid officer if they involve using the first aid supplies or the first aid room.

Misuse of the supplies provided would be considered a breach of the procedure and the employer's good will and may result in disciplinary action depending upon the severity of the misuse.

### **FIRST AID SUPPLIES LOW**

If it is noticed that the first aid supplies are low, this should be reported to a designated first aid officer so an order can be placed and supplies re-stocked. The first aid box is checked and re-supplied regularly.

### **WORKPLACE INJURIES**

All injuries that occur in the workplace should be reported to one of the designated first aid officers. Treatment can then be provided if required and they can also maintain a database of injuries that have occurred to assist in West Moonah Community House Inc. strategy for managing workplace injuries.

### **FIRST AID OFFICERS-QUALIFICATIONS**

All first aid officers of West Moonah Community House Inc. must hold suitable qualifications (e.g., Workplace first aid – level 2).

West Moonah Community House Inc. is prepared to pay for employees to attend such courses if they are gaining the qualifications with the view to holding a position as a first aid officer with the organisation.

## **FIRST AID AND MEDICAL ATTENTION**

If first aid or medical attention is required, contact the relevant first aid officer or supervisor in your area immediately.

Employees are to be made aware of the location of first aid facilities and officers on the relevant sites as well as the location of medical services.

All first aid treatment received is recorded to assist in identifying hazards or high risk areas. Details are kept confidential.

Australian Standard AS 1885 - Describing and reporting occupational injury and disease will be used for reporting and recording purposes.

## 7 REHABILITATION (RETURN TO WORK/INJURY MANAGEMENT)

### INTERVENTION

Effective management of injured workers requires early intervention and early return to work.

Steps to managing injuries and returning injured workers to employment include:

- Informing workers how to report and record workplace incidents and injuries.
- Early notification of the injury to the Insurer.
- Early contact with the worker and his/her doctor.
- Establish an injury management plan in line with medical advice and the Insurer.
- Provide suitable employment for the injured worker.

West Moonah Community House Inc. will liaise with their insurers to make rehabilitation as effective as possible.

### WEST MOONAH COMMUNITY HOUSE INC COMMITMENT/POLICY

West Moonah Community House Inc. is committed to the prevention of illness and injury by providing a safe and healthy working environment (*see Occupational Health and Safety Policy*).

West Moonah Community House Inc. is committed to the rehabilitation of injured workers. The company aims to manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work by:

- ensuring that a return to work as soon as possible is a normal practice and expectation;
- ensuring early access to rehabilitation services, e.g., accredited rehabilitation providers [*or similar professionals*] for all who need them;
- providing suitable duties for an injured worker as an integral part of the rehabilitation process;
- consulting with workers and where applicable any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively;
- informing workers of their rights in relation to a workers compensation claim including the choice of doctor and accredited rehabilitation provider;
- providing access to interpreter services;
- ensuring that participation in a return to work plan will not of itself prejudice an injured worker;
- ensuring no dismissal within the legislatively prohibited period of the injury occurring, solely or principally because of that injury

### CONFIDENTIALITY

The confidentiality of rehabilitation records shall be maintained in a manner consistent with the Personal Information Protection Act 2003.

## **PROCEDURE**

Procedure for the management of injured workers:

- If any work related injury or illness occurs it must be reported to the Safety / First Aid Officer on duty and an accident form completed and treatment arranged.
- The house will notify the insurer within 48 hours of any 'significant injury' and within 7 days for any other type of injury.
- Claims for compensation are to be forwarded to the insurer within 7 days of receipt of the claim.
- West Moonah Community House Inc. will arrange for a suitable person in the organisation or, where this is not practicable, their workers compensation insurer, to provide advice to the injured worker to:
  - assist in filling out Workers Compensation forms;
  - explain rights, obligations, benefits and rehabilitation procedures to the injured worker;
  - ensure that the worker is offered the help of an accredited Rehabilitation Provider who shall be given reasonable access to the workplace (the injured worker, in consultation with the employer, may select the Rehabilitation Provider to be used);
  - where appropriate, arrange a return to work plan on the advice of the treating doctor or the accredited Rehabilitation Provider in consultation with the treating doctor.

## **PROVIDING SUITABLE DUTIES/EMPLOYMENT**

When the injured worker is, according to medical judgment, well enough to return to work on suitable duties West Moonah Community House Inc. shall, as far as practicable, provide suitable duties/employment. Suitable duties/employment shall be approved by the treating doctor or by the accredited Rehabilitation Provider in consultation with the treating doctor. The Manager or Rehabilitation Provider can identify suitable duties in the workplace.

## **CONSULTATION**

West Moonah Community House Inc. will consult with the injured worker and other workers on the rehabilitation process.

## **RESOLVING DISPUTES**

If any disputes arise, every effort will be made to resolve them in a spirit of cooperation through discussion with the employee, management and where applicable an employee's union.

## **RESPONSIBILITIES OF EMPLOYEES**

Every worker shall:

- take reasonable care, in the performance of work, so as to prevent injuries to self and others;
- co-operate in reasonable workplace changes designed to assist in rehabilitation of fellow workers;
- notify the employer of an injury as soon as possible;
- co-operate in reasonable efforts by the company to rehabilitate the person.

## **RIGHTS OF EMPLOYEES**

Each worker who sustains an injury shall have the choice of treating doctor and of accredited Rehabilitation Provider, and access to an interpreter where necessary.

## **NOMINATED REHABILITATION PROVIDERS**

The Nominated Rehabilitation Provider for this company is:  
Relationships Australia

## **8 EMERGENCY MANAGEMENT**

Emergency Management requires that you identify potential emergency situations in your workplace, and put processes in place to manage them. Examples of emergency situations include:

- Fire
- Bomb threat
- Flood
- Confined Space Emergency
- Violence/ armed hold up
- Major Chemical spill
- Explosion

Emergency procedures have been developed to ensure the controlled management of the emergency and evacuation of the workplace until the appropriate emergency service/s arrives to take control.

The emergency procedure is communicated to all employees. Emergency details are displayed in the workplace.

### **EMERGENCY EVACUATION PROCEDURE OF WEST MOONAH COMMUNITY HOUSE INC**

On hearing an alarm, be aware there is a real or potential emergency in the building.

On hearing the alarm or on being instructed to evacuate by the Area Fire Warden and or Safety Officer, employees should:

- Prepare for an evacuation by putting away any important documents or downing tools (whichever is appropriate).
- Obey any directions given by fire wardens.
- Exit via the nearest emergency exit - all emergency exits are clearly marked.
- Assist mobility-impaired employees to the appropriate fire exit.
- Exit the building in a calm and orderly, but quick fashion.
- When out of the building, move well clear of the building to avoid hindering those coming behind you.
- Proceed immediately to the designated assembly area which is at the corner of the front gate in the car park.
- Return to the building only when instructed by the Fire Warden or Safety Officer.
- Report any person not accounted for to the Fire Warden/Safety Officer or any other management present.

## **9 WHS TRAINING**

WHS legislation requires an employer to provide an adequate level of training to all employees and contractors. Once procedures have been developed, employees need to know about them. Procedures can be used as the basis for WHS training for all personnel.

All employees must be trained in the work they perform. New employees should receive induction training to advise them of specific hazards and procedures in the workplace.

For training to be effective, it needs to be planned, implemented and evaluated.

### **WHS TRAINING PROCEDURE**

West Moonah Community House Inc. understands that the key to a safer work environment is the training of our employees.

All employees are inducted in West Moonah Community House Inc. systems of work, policies, objectives and procedures specific to their task prior to commencing work or moving into a new work environment.

1. All employees will be inducted in the specifics of the tasks they are required to complete.
2. Relevant records will be kept to ensure full coverage of specific safety, health and quality aspects.
3. Specific information and training in the correct use, storage and handling of all personal protective equipment and clothing required to be worn is given during the induction.
4. Guidelines for safe lifting are provided at the induction. Additional instruction will be given as part of the ongoing training program.
5. Additional training, under supervision, is conducted until it is determined that the employee is competent to work in their allocated work environment.
6. Ensure that all employees are placed under the direct supervision of an experienced operator for a probationary period, relevant to the level of tasks competency requirements.
7. Any training provided and any accreditation or licence received is registered and records maintained by the Manager.

### **Employee training record form**

**10 WHS WORKPLACE INSPECTIONS/WORKPLACE REVIEW**

A physical inspection of the workplace will be conducted by either Managers, Supervisors, WHS committee members/WHS Representatives in consultation with employees/and or employee representatives.

Occupational Health and Safety checks evaluate the implementation and effectiveness of the business occupational health and safety. External consultants or health and safety professionals within a business may conduct an audit. Audits also assist in the identification of hazards in the workplace.

**WHS WORKPLACE INSPECTIONS PROCEDURE**

West Moonah Community House workplace checklist

**OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM REVIEW**

The purpose of reviewing established systems of work is to determine if unexpected deviations have occurred, to ascertain if changes are necessary to the policies and procedures or if new systems or procedures need to be developed. This will ensure the systems are appropriate and effective and that the occupational health and safety procedures are continually being improved.

Reviews are conducted as required to evaluate the management of health and safety risks and to measure compliance with policies and procedures. Management and employees address issues arising at toolbox meetings. Additional reviews may be required where there are changes in the work environment, work practices, evidence that the risk assessment is no longer valid; changes to legislation or feedback from employees.

The review will include:

- Reference to the Workplace Checklist during the review
- examination of documents;
- observation of work practices;
- physical inspection of each workplace; and
- interviews, as necessary.

Management will retain copies of all reviews conducted.

A Management Meeting will examine the review findings and where necessary, assign corrective actions.

## 11 SAFE WORK PROCEDURES

Following the Risk Management process where you have identified hazards associated with various processes and plant, assessed risks, and identified and implemented control measures, it is useful and important in the management of safety and demonstration of due diligence, to write Safe Work Procedures. The control measures identified can be written up as safe work procedures/or instructions that inform employees how to do the job safely.

Safe Work Procedures can also be used during WHS and induction training. While compliance with legislative requirements is a duty under the WHS law, the development and implementation of safe work procedures has many additional benefits. These include:

- Controlling procedures provides a basis for a safe place and system of work.
- Consistent task performance.
- Reduction of down time and lost time due to accidents.
- Improved productivity and profitability.
- Increased skill and understanding levels for employees.
- Assist in identifying suitable employment for injured workers.

A Job Safety Analysis will be performed prior to the development of the safe working procedure. This is a type of checklist. A job safety analysis (also known as standard operating procedure/job safety instruction) is a method of breaking a job down into particular tasks then identifying the hazards and the potential risk associated with that task. From the job safety analysis it can be determined if a procedure, guideline or rule is required to control the identified hazards. Job safety analysis is usually followed up with a safe work procedure or safe operating procedure.

### WHAT TO DO – WEST MOONAH COMMUNITY SHED AND GARDEN

Safe Operating Procedure forms are kept on the premises under SOP's. They are individually written for each tool/machine.

1. If the risk management process has not been applied, use the Job Safety Analysis Form to help identify hazards, assess the risks and determine risk control strategies for various work processes in your workplace. Consider all things that could go wrong. Prepare a safe work procedure based on the information from the Job Safety Analysis.
2. Review and adapt the Safe Operating Procedure to suit your work station.

A copy of the safe operating procedure will be kept available at all times.

The safe work procedure will be reviewed annually and when there are changes to the work environment or the type of equipment used.

## **12 HEALTH AND SAFETY PROMOTION**

### **HEALTH PROMOTION PROCEDURE**

West Moonah Community House Inc. will actively promote safety throughout the House operations, in order to maximise safety awareness and to influence positively the behaviour and attitude towards safety of all personnel and clients.

The most effective form of promotion is the example shown by all Managers and Staff demonstrating their commitment to the implementation of the occupational health and safety management system.

Posters and brochures will be posted in prominent positions to highlight specific safety and health issues.

Safety talks and staff meetings will be used to as a means of reinforcing safe work practices.

## 13 HOUSEKEEPING

### HOUSEKEEPING PROCEDURE/POLICY

Good housekeeping practices will result in a more efficient and productive work environment.

Poor housekeeping will contribute to incidents and injuries.

The following housekeeping standards are required:

- Work and storage areas are to be kept neat and tidy.
- Oils, greases, flammable or hazardous substances spilled must be cleaned up immediately and disposed of correctly.
- Tools and portable equipment are to be replaced in storage areas after use and at the end of each shift.
- Walkways and access areas to be kept clear of obstructions.
- Hoses, piping and electrical cords are not to be placed in areas where they may be subjected to damage or cause a trip hazard.
- Personal protective equipment shall be maintained in good working order. When not in use, personal protective equipment is to be stored in a clean and hygienic manner.
- Ensure all rubbish is cleared away as soon as possible and placed in correct bins.
- Areas shall only be used for purposes for which they are intended.
- Material stored in open areas shall be stored in a tidy manner and in appropriate containers as well as in accordance with any relevant legislation.
- Vehicles shall be parked only in authorised parking places.
- Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers and exits shall be unobstructed, free from tripping (hoses, cables etc.) and slipping hazards and the accumulation of combustible materials. Plant girders, trusses, walls, windows, skylights etc. shall be regularly cleaned to avoid excessive accumulation of dirt and dust.
- Accumulations of dirt and dust shall be removed from floors and benches of workrooms daily or as otherwise prescribed. Floor areas and walkways should be marked (e.g., painted lines to designate particular areas).
- Access to safety and fire-fighting equipment shall be unobstructed.
- There shall be arrangements for routine cleaning, tidying and inspection of all areas, including amenities.
- Removal of rubbish, scrap or unwanted material to a designated place shall be an integrated part of all tasks.
- Exit, safety signs must be visible from any defined walkway.
- Compressed air must not be used for any housekeeping activity or for dusting down clothing.

## 14 MANUAL HANDLING

WHS Legislation requires a pro-active approach to manual handling activities in the workplace. This involves identifying manual handling activities in the workplace, assessing them, and eliminating or implementing control measures to minimise the risk of manual handling injury. Other provisions require training and consultation in manual handling.

### MANUAL HANDLING PROCEDURE

It is recognised that manual handling injuries constitute a large proportion of lost time injuries across all industries.

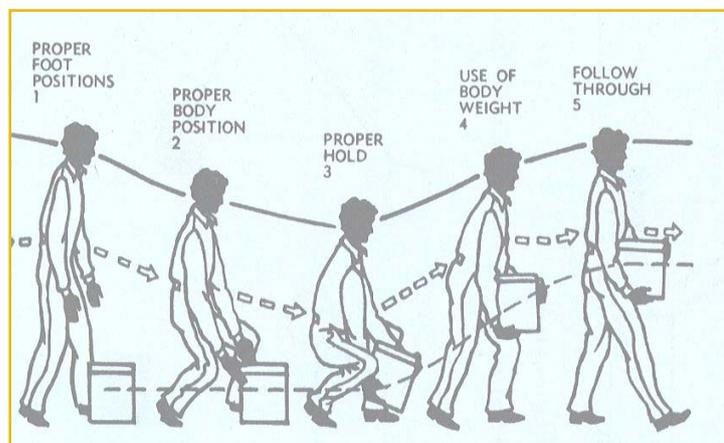
The National Code of Practice for Manual Handling is recognised as an excellent reference source to assist in the identification, assessment and application of control measures for manual handling activities.

Where it is not practicable to use mechanical lifting devices, the following general procedures apply:

- always plan a manual lift prior to attempting the lift;
- ensure that the route taken is clear of obstacles or obstructions;
- check that the load is not too heavy to lift or carry alone. If the load is too heavy, get assistance either from a fellow worker or use a mechanical lifting device;
- if carrying a load with a fellow employee, always keep in step;
- when carrying a load with a fellow employee, always ensure that you tell each other of any action you are about to perform, such as, lowering or adjusting the load;
- never carry a load that blocks your vision, as you may trip or run into another object; and
- keep your back straight throughout the lift.

### STEPS OF MANUAL HANDLING

1. Plan your lift – make sure the path is clear at the load is not too heavy.
2. Stagger your stance.
3. Bend at the knees when picking up the load.
4. Maintain the natural curve of the spine, don't bend your back to pick up the load.
5. Keep a firm grip on the load.
6. Lower the load using putting the weight on your legs by bending your knees.



## 15 NOTICES & SIGNS

Notices and signs are used in appropriate locations to advise people of the existence of hazards, provide directions and general information and/or indicate the types of personal protective equipment or clothing required.

All signs will conform to Australian Standard 1319 - *Safety Signs for the Occupational Environment*.

Signs or notices are to be adhered to and any person disregarding these will be subject to disciplinary action.

Signs and notices are there for a specific purpose and are not to be defaced.

Signs and notices are not to be removed or interfered with unless authorisation is given.

Typical signs are:

- personal protective equipment required;
- restricted entry;
- hazards;
- fire-fighting appliances and equipment;
- emergency exits; and,
- Forklift in operation.

Workplace inspections will monitor the condition of safety signage. All damage to safety signs will be reported to management.



**16 PERSONAL PROTECTIVE EQUIPMENT (PPE)****COMMUNITY SHED AND GARDEN**

*While the Community Garden is used by the general public, the Community House would advise all participants to take care and use this manual as a guide. All safety equipment is made available for public use.*

**PERSONAL PROTECTIVE EQUIPMENT & CLOTHING PROCEDURE**

Each job and each work place have varying requirements for personal protective equipment (PPE) and clothing. Requirements for PPE will be determined following a risk assessment of the work process.

Instruction and training will be given on the correct use, care and storage of personal protective equipment and clothing provided.

Specific jobs may require more personal protective equipment or clothing. For instance:

- hand, face and eye protection;
- respirators for employees who may be exposed to atmospheric contaminants (e.g. hazardous fumes, gases or dust);
- fall arrest systems and devices when working at heights (e.g. harnesses);
- hearing protection (e.g. ear muffs or plugs);
- protective and high visibility clothing; and
- sunscreen and eye protection will be provided for outside workers.

Areas of known hazards that require PPE use, are appropriately sign posted to warn all personnel.

All personal protective clothing or equipment is in accordance with relevant Australian Standards.

Managers/Supervisors Responsibilities will:

- Undergo instruction to ensure that they are competent in the proper selection, fit, use, cleaning and maintenance of the PPE.
- Ensure PPE is worn by personnel during all job tasks which require such protection.
- Provide appropriate instruction and training to personnel required to use the equipment and clothing.

Employees & Contractors Responsibilities:

- To wear PPE provided.
- Participate in training/instruction provided.
- To report any problems or defects to their Manager/Supervisor.



**INSTRUCTION AND OR TRAINING WILL BE GIVEN ON THE CORRECT USE,  
CARE AND STORAGE OF PERSONAL PROTECTIVE EQUIPMENT.**

## 17 ELECTRICAL SAFETY REQUIREMENTS

### ELECTRICAL SAFETY REQUIREMENTS PROCEDURE

Electricity can kill. All employers and employees must use extreme care when working with any electrical appliances, equipment, cords etc.

The following applies:

- only qualified electrical workers should carry out electrical work;
- if an electrical fault is noticed, promptly report it to the Manager or Maintenance Supervisor, on the hazard report form;
- all portable electrical equipment will be tested and tagged in accordance with regulatory and Australian Standard requirements;
- electrical appliances, equipment and cords should be inspected prior to use and any damage or faults reported. Damaged equipment may need to have an **“OUT OF SERVICE”** tag attached;
- follow isolation/lock out/tag out procedures when working on plant or machinery;
- if drilling into a wall, ensure that you know the location of electrical cables;
- when working near energised “overhead” power lines, ensure that you maintain a safe distance (at least 3 metres);
- ensure that tools are properly insulated. Tools with damage to insulation on handles should be replaced;
- when working on equipment connected to an electrical supply, ensure the electrical supply is disconnected by turning off the main switch, removing fuses or turn off circuit breakers and attach a **“DANGER”** or **“OUT OF SERVICE”** tag;
- ensure that you use the correct fire extinguisher for electrical fires; and
- cords wound onto a reel can overheat when used. Fully unwind the cord before using it.

**ALL ELECTRICAL EQUIPMENT MUST BE INSPECTED BY A LICENCED ELECTRICIAN /COMPETENT PERSON AND TAGGED WITH THE RELEVANT TAG.**

**In accordance with AS/NZS 3760:2001-In-service safety inspection and testing of electrical equipment**

## 18 HAZARDOUS SUBSTANCES

Chemicals are present in every workplace, from the cleaning chemicals being used, to the industrial manufacturing processes, and welding fumes.

All chemicals pose a risk to the health and safety of persons in the workplace to some extent and for this reason there are some basic requirements in the WHS legislation.

Hazardous substances have the potential to harm the health and safety of people at the workplace. Control of Hazardous Substances include a Hazardous Substances Register, training for people exposed to hazardous substances, material safety data sheets, and risk assessments on the use of the substances.

Dangerous Goods are goods containing substances which have been classified as dangerous, eg under the Australian Code for the Transport of Dangerous Goods by Road and Rail (the ADG Code) or by the United Nations Committee of Experts on the Transport of Dangerous Goods. Australia has adopted a system of classification and labelling for dangerous goods based on the United Nations system used in other countries. Dangerous Goods are classified into nine classes according to their dangerous properties. The label (or diamond sign) shows the nature of the hazard by the colour and the symbol, and the Class of goods by the numeral.

### WHAT TO DO:

1. Check with your supplier to determine if any chemicals you use are hazardous or are classified as dangerous goods.
2. Prepare a list of chemicals stored and used in your workplace and list the Product Name. Use the Hazardous Substances Register Form to list all hazardous substances.
3. Check the quantities of chemicals kept on site.
4. Segregate those substances that are dangerous goods into their classes according to the ADG Code and store them in accordance with relevant State and Territory dangerous goods storage and handling regulations.
5. Refer to State and Territory Regulations to determine if your dangerous goods storage should be licensed. A Dangerous Goods specialist may be required to audit your storage arrangements.
6. If the chemical is hazardous, obtain Material Safety Data Sheet (MSDS) from the manufacturer/supplier of the product.
7. Combine the list of chemicals and MSDS sheets and have these available to all employees.
8. Refer to Material Safety Data Sheets to find out information about the chemicals and how to handle them safely.
9. Assess the risks associated with each hazardous substance and dangerous good. Consult with employees during this process.
10. Following the assessment of your chemicals determine whether additional safety precautions are required.
11. Implement any control measures you have identified.
12. Compile the list of chemicals (Hazardous Substances Register Form), material safety data sheets, and chemical safety checklist and keep in a central location.
13. Conduct training for employees working with chemicals in the workplace.

**IF A SPILLAGE OCCURS IT MUST BE CLEANED UP IMMEDIATELY**

## HAZARDOUS SUBSTANCES AND DANGEROUS GOODS PROCEDURE

The control of dangerous, flammable or hazardous substances is a major concern.

Transport, storage, use, handling and disposal will be in accordance with relevant legislation.

It is the responsibility of West Moonah Community House Inc that hazardous substances introduced in the workplace have been identified and assessed. This assessment should consider:

- the severity of the hazard;
- the degree of exposure to personnel; and
- possible control measures to eliminate or minimise the risk.

Management will identify and assess all hazardous substances.

**Material Safety Data Sheets (MSDS)** for any hazardous substance used will be readily available. Copies are kept by the Manager and, where practicable, posted at the point of use or storage bay.

MSDS includes information on short and long term health effects, first aid treatment and emergency procedures in the event of a spillage.

If employees have a concern about any chemical or hazardous substance used, they should request an MSDS and seek advice from the Supervisor.

Training and instruction will be provided on the correct use, storage handling and transport of hazardous substances and chemicals.

Liquids such as petrol, kerosene, thinners and other flammable substances are a significant fire risk. Care should be taken when handling flammable substances.

If a spillage occurs it must be immediately cleaned up and correctly disposed of, in accordance with the MSDS.

If substances are decanted into smaller containers, the containers must be clearly marked to indicate the contents.

The Company will maintain a register of all hazardous substances and other records as specified in the relevant State/Territory legislation. The hazardous substances register will include a list of all hazardous substances used and kept on site; copies of material safety data sheets and documented risk assessments. This register will be updated on an as needed basis – when a new hazardous substance is to be used in the workplace.

Any disposal of dangerous or hazardous substances will be conducted in accordance with legislation and MSDS.



## 19 SKIN PROTECTION

The health of employees is a primary concern for West Moonah Community House Inc. It is acknowledged that skin cancer is a major public health problem with about two out of every three people who have spent their childhood in Australia requiring treatment for skin cancer in their lifetime.

Exposure to ultraviolet radiation (UVR) from the sun has been identified as the major cause of skin cancer.

While the majority of the work conducted is Indoors, it is the aim of this procedure is to reduce outdoor worker exposure to UVR. UVR is recognised as a risk to health. As a result, risk assessment procedures apply. The measures outlined below reflect a risk management approach.

Sunlight and its ultra-violet radiation (UV) are required to assist the body's production of Vitamin D that is essential to human health.

UV also stimulates the production of melanin, the natural colouring or pigmentation in the skin that absorbs UV in the skin to prevent harmful effects.

Extended exposure to UV rays can cause problems such as:

- **Sunburn** - this is a type of radiation burn
- **Eye damage** – over exposure to UV can damage the retina and blindness may occur.
- **Premature ageing** of the skin will result from over exposure.
- **Sun spots** - dry or rough spots on the skin. Like premature ageing, these are indicators of excessive exposure to UV. These can develop into cancers.
- **Skin cancers** - UV is a carcinogen. Common types of skin cancers are carcinomas or melanomas.

The risks are largely dependent on the duration and extent of exposure.

### SKIN PROTECTION FOR OUTDOOR WORKERS

Worker exposure to UVR will be minimised all year round by implementing a control strategy that includes the following protective measures.

To help prevent damage to the skin from exposure to UV, remember:

#### Sun Protective Clothing

- Wear light, loose coloured clothing made of natural fibres which will provide proper ventilation, reflect heat and allows sweat to evaporate; Shirts will have long or three-quarter length sleeves and a collar and be made from a close weave, breathable fabric. Clothing that offers excellent protection with an ultraviolet protection factor (UPF) rating of 40, 45, 50 or 50+ (as classified by AS/NZS 4399) is recommended. Choose clothing with UPF50+ for best protection.
- Loose fitting long trousers offer the best protection. If shorts are to be worn they should be to the knee.
- **Broad Brimmed hats.** If hard hats are to be worn, then brim attachments with neck flaps are to be attached. Hats or brim attachments are required to have a broad brim, measuring no less than 8cm in width.  
Hats should be comfortable and be made of a close weave material. Hats that have a gauze or mesh section are not suitable as UV rays will penetrate.
- use maximum protection sun screen to areas which cannot be protected with clothing;

### **Eye Protection**

- appropriate eye protection is to be worn where necessary; Sunglasses must comply with Australian Standard AS 1067 and screen out at least 99% of ultra violet light. If safety glasses are required then sunglasses need to comply to AS 1337 and 1338.
- Sunglasses should be glare resistant, light weight, comfortable and fit closely to the face. Wraparound sunglasses offer the best protection. Clip-ons are available for persons with prescription glasses.

### **Sunscreen**

- A broad spectrum, water-resistant sunscreen with an SPF 30+ is recommended for workers who are required to work outdoors.
- Sunscreen will be placed in areas accessible for all employees and stored in a cool place out of the sun.
- As sunscreen does not offer 100% protection it is to be used in conjunction with additional protective measures such as clothing, hats and sunglasses.
- Sunscreen should be applied generously to all areas of exposed skin at least 20 minutes before going outside. Sunscreen should be reapplied every two hours as it easily wipes, sweats or washes off.

### **Changing work hours**

- Consideration will be given to rescheduling work hours to minimise UVR exposure during the peak periods of UV i.e., 10.00 - 2.00pm (EST).

### **Using shade**

- Where the job or work times cannot be changed, workers will be encouraged to make maximum use of shade. The following options will be considered.
- Use of natural or existing shade from buildings, trees and other structures at the worksite.
- Use of portable canopies or erected shade structures made from fabrics such as canvas, awning, umbrella fabric or shade cloth. Shade cloth should provide at least 94% protection from UVR.
- have lunch or any breaks in shady spots; and
- replace lost fluids by keeping up your liquid intake.

## **CASUAL EMPLOYEES AND CONTRACTORS**

This policy will cover all employees including casual, temporary and permanent workers. Contractors are required to meet the minimum Personal Protective Clothing & Equipment (PPCE) requirements at their own cost. There will be no exemptions to these requirements.

West Moonah Community House Inc. will provide resources to ensure this policy is fully developed and implemented in a consultative, coordinated and consistent way across the full range of worksite functions.

*While the Community Garden is used by the general public, the Community House would advise all participants to take care and use this manual as a guide. All safety equipment is made available for public use.*

## 20 WORKING AT HEIGHTS

Legislation requires that where there is the likelihood that a person may fall, steps be taken to reduce the risk.

If there is a risk of a person falling, the Company will consider all possible means of reducing the risk. This will include:

- the use of scaffolds or other types of working platforms (e.g. elevating work platforms, scissor lifts or cherry pickers);
- ensuring that ladders are in good condition and used correctly;
- providing adequate supervision and assistance, if necessary;
- ensuring that all holes and openings are protected to prevent a person falling;
- erecting signs or barricading indicating the presence of holes or openings;
- ensuring that all edges are protected to prevent a person falling; and
- ensuring that no person walks directly on fragile or brittle roofing material (e.g. asbestos cement (AC) sheeting).

### FALL ARREST SYSTEMS AND DEVICES

#### If applicable:

Where it is not practicable to provide some of the above, fall arrest systems and devices must be used.

Employees will be trained in the correct use, storage, care and maintenance of fall arrest systems and devices.

All anchorages will be checked to ensure that they can support the load imposed if a person falls.

*While the Community shed and Garden is used by the general public, the Community House would advise all participants to take care and use this manual as a guide. All safety equipment is made available for public use.*

## **21 DRUGS AND ALCOHOL IN THE WORKPLACE**

West Moonah Community House Inc provides a work environment that aims to ensure the health, safety, respect and productivity of all employees.

The use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers.

The use of such substances may result in the risk of injury or a threat to the wellbeing of the impaired employee, other employees, customers or any other parties.

### **POLICY**

The policy is that no employee is to commence work, or return to work while under the influence of alcohol or drugs.

The purpose of this policy is to maintain a work environment free from the effects of the use of alcohol and drugs.

### **COMPANY VEHICLES**

Company vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. West Moonah Community House Inc. will accept no liability for any damage to a company vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the West Moonah Community House Inc. vehicle is in breach of this policy or of the law. All liabilities shall rest with the driver concerned.

### **MACHINERY**

West Moonah Community House Inc. has an obligation to all employees under the Tasmanian Workplace Health and Safety Act 1995 to provide a safe and healthy work environment.

To ensure a safe environment, no machinery is to be operated or used by anyone who is under the influence of alcohol or drugs.

### **PRESCRIPTION DRUGS**

If you take prescription drugs please check with your doctor to establish if the use of the drug will impact on work performance. If so, please obtain this advice in writing and provide this advice to your manager.

### **SMOKING**

West Moonah Community House Inc. observes a no smoking policy on all premises, including company vehicles.

### **DRUG AND ALCOHOL TESTING**

To ensure the maintenance of this policy all employees may be subject to drug and alcohol testing.

Drug testing may be required where, by way of observation or other reasonable method, including disclosure, an employee's behaviour or work performance indicates the person is under the influence of drugs or alcohol.

The introduction of the Drug and Alcohol Testing Programme is about altering behaviour and raising drug and alcohol awareness to create a safer work environment.

The programme is not intended to create, nor operate to create a work environment which is harsh, unjust or unfair. However, due to the importance of ensuring safety in the workplace, employees who breach the drug and alcohol policy may be disciplined.

At all times during the implementation of the drug and alcohol testing process, management and staff shall conduct themselves in a courteous manner toward employees and shall respect the employee's rights. Any member of management who acts without reasonable cause, or who behaves over zealously in the implementation of these procedures shall be subject to disciplinary action.

The method of investigation is as follows:

- an observation must be made, or information given that indicates the employee has behaved in a way which indicates a breach of this policy and/or which may put themselves and other employees at risk of their health and safety.
- the employee will be asked to explain their behaviour. If no reasonable or satisfactory response is given, the employee may be asked to undergo an examination at the local hospital to ascertain whether they are under the influence of alcohol or drugs.
- the employee may also be asked to go home until the end of the day or shift.
- on the employee's return to work and following receipt of the results of any tests, the employee will be interviewed by the relevant officer. The employee may have a witness present.
- allegations may be made to the employee and the employee will be asked to respond. Depending on the response further investigations may take place to assist the company determine the facts and/or appropriate disciplinary action to be taken.
- an employee who refuses to undergo testing of their health may find it difficult to provide evidence to disprove an allegation they have breached this policy.
- in the absence of medical evidence to disprove an allegation the company will make any decision it feels is reasonable and justified, given observation, witness statements and any other sources of evidence which are relevant to the investigation.

Employees will not be treated harshly, unfairly or unjustly by this policy. All reasonable efforts will be made to ensure confidentiality re personal information about employees.

## **22 SMOKE FREE WORKPLACE**

West Moonah Community House Inc. aims to maintain a healthy work environment for all employees [for more details, see the Occupational Health and Safety policy].

There is scientific evidence that passive smoking is a risk to health. It has been shown to cause lung cancer and heart disease in non-smokers, as well as trigger asthma attacks, cause chest infections, watery eyes, headaches and sore throats.

There have been many successful claims against employers for allowing exposure to tobacco smoke in the workplace.

Under the various Occupational Health and Safety Acts, an employer has a duty to provide a safe working environment and to protect the health of all employees from illness or injury arising from the workplace.

To protect the health of all employees from the effects of tobacco smoke West Moonah Community House Inc. has adopted a policy of providing a smoke-free workplace.

### **NO-SMOKING SIGNS**

No-smoking signs have been installed in areas already designated as smoke free. Similar no-smoking signs will be installed in areas which become smoke free under this procedure. These signs should be observed at all times.

### **CONSEQUENCES OF BREACH OF POLICY**

While all efforts will be made to help individuals to meet the requirements of this policy, it now forms part of the health and safety policy of West Moonah Community House Inc.

Any breach of this policy will lead to the normal disciplinary procedures being adopted.

## 23 CONTRACTORS/SUBCONTRACTOR MANAGEMENT

Contractors approved to perform work on any equipment, or within any West Moonah Community House Inc. premises must be inducted before work commences. The induction shall include all areas of the company's WHS policies and procedures that relate to the contractors work, equipment and environment.

Contractors must ensure that all procedures are followed while on West Moonah Community House Inc. property.

### PROCESS

#### ***Pre-qualification***

Companies who undertake work on our behalf MUST first show proof that they meet the requirements of the relevant State and Territory WHS and workers compensation legislation.

The following procedure shall be followed;

- a 'Contractor OH&S Safety Plan' form shall be sent to the sub-contractor requesting that it be completed, with attachments as indicated on the form.
- a time limit should be stated at the time the form is sent. If it is not returned within this time, a phone call should be made as a follow up.
- if the form is not returned, the relevant Manager must be informed as work cannot be undertaken without this risk management process having been completed.
- on receipt of the form, use the 'Pre-qualifications Checklist' to go through the information and tick off what is/is not received.
- attach the checklist to the contractor information and sign the checklist as the person undertaking the checking.
- pass on the package to the relevant Manager taking responsibility for appointing the Subcontractor.
- the relevant Manager must review the documents and either follow up with the Contractor or sign off on the information supplied. Signing off is an indication that the relevant Manager is satisfied that the Contractor has met all the requirements.
- the Contractor must be informed in writing that they have passed the Prequalification criteria and have been appointed, or alternatively, why they have not met the requirements.
- the Contractor should be put on the preferred suppliers list if they have passed. It is only necessary for the Contractor to complete this process once.
- the Pre-qualification package should be filed in the Contractors file and copies distributed as identified on the checklist.

#### ***Monitoring***

The following monitoring process is required:

- prior to a subcontractor /contractor starting, the relevant manager or WHS Committee member should provide the subcontractor/contractor with information on site safety requirements.
- prior to a subcontractor /contractor starting, the relevant manager or WHS Committee member should check the Contractors for electrical tagging of equipment, Personal Protective Equipment of employees, licences and permit requirements (if any).
- the relevant manager to monitor their performance.
- The relevant administration person should request updated Certificates from the Contractor/Subcontractor annually. These should be reviewed and attached to the file.

- Contractor/Subcontractor performance whilst undertaking work should be subject to the normal safety checklist (inspection/audit) relevant to normal business activities.

### **Review**

- Should a Contractor/Subcontractor fail to perform as required, a formal notification should be given, outlining the lack of performance issues. If they are safety related, the relevant Manager and the Chairperson of the WHS Committee/or WHS Representative should be informed.
- A plan requiring action should be stated in the notification.
- Responsibility for follow up and review should be given to the relevant Manager.
- Failure of the Contractor/Subcontractor to perform after the appropriate notification/s, the relevant Manager in consultation must decide on the appropriate action. Where the issue involves safety, a WHS committee member/WHS Representative shall be consulted as part of the decision making process.
- Should the Contractor/Subcontractor be removed from the list of suppliers, all relevant Managers will be notified.
- All checks and records pertaining to Contractor/Subcontractor performance must be kept.

**NB:** As the property in question comes under different ownership and responsibilities; any works carried out are the responsibility of the relevant department.

Any work organised by and directly associated with the Community House, Preschool, Shed and Garden is under the control and responsibility of the Board and Management of the West Moonah Community House.

**24 BEHAVIOUR****THE MANNER IN WHICH YOU CONDUCT YOURSELF WHILE WORKING IS VERY IMPORTANT TO OUR BUSINESS.****BEHAVIOUR PROCEDURE**

The manner in which you conduct yourself while working is very important to our business, your continued employment and the safety of yourself and your work mates.

West Moonah Community House Inc. will not tolerate the following conduct.

- coming to work under the influence of alcohol or other drugs;
- theft of the Company's or any other property or equipment;
- wilful damage or destruction of the Company's or any other property or equipment;
- entry into areas that are restricted; and
- failure to wear, use or store correctly personal protective equipment or clothing.

**NON COMPLIANCE WILL BE DISCUSSED WITH EMPLOYEES TO ENSURE THAT THEY HAVE FULLY UNDERSTOOD THE INSTRUCTIONS.**

West Moonah Community House Inc is aware of the necessity to enforce policies and procedures for safety requirements.

Non-compliance will be discussed with employees to ensure that they have fully understood the instructions and information given to them.

If it is found that they have not clearly understood or misinterpreted the instructions and information, further training or induction will be provided.

The Manager or immediate Supervisor will record any verbal warnings given.

If non-compliance continues written warnings will be given.

If inappropriate behaviour continues, the Manager will decide on any action to be taken, including possible dismissal.

**25 EEO & ELIMINATION OF DISCRIMINATION & HARASSMENT**

West Moonah Community House Inc. has developed an employment climate and culture in which every person has the opportunity to apply and develop their abilities free of obstruction and to achieve their potential.

West Moonah Community House Inc. is committed to providing all employees with a workplace free of discrimination and harassment.

**26 PERFORMANCE MEASUREMENT****PERFORMANCE MEASUREMENT PROCEDURE****INCIDENT STATISTICS**

The following summary of incident statistics will be collated and presented to the Senior Management Meeting for discussion.

<b>Statistic</b>	<b>Current Year</b>	<b>1 Year Prior</b>	<b>2 Years Prior</b>
Number of employees			
Lost Time Incidents (LTI)			
Injury Index (severity rates)			
Exposure Hours (hours worked)			
Number of Lost Workdays			

**DEFINITIONS**

**LTI** - Any injury that results in at least one full shift being lost at some time (not necessarily immediately) after the shift during which the injury occurred.

**Injury Index** - Number of working days lost per 1,000,000 hours worked.

**Fatality** - Any injury that results in the death of a worker.

**Exposure Hours** - Number of hours worked by employees during the year.

**Number of Lost Workdays** - Number of days injured or ill employees were scheduled to work but could not. Note: AS 1885 specifies that 220 lost working days must be allocated to a fatality.

## **27 PLANT SAFETY**

### **PLANT SAFETY PROCEDURE**

West Moonah Community House Inc recognises the importance of workplace safety and health in its purchasing decisions.

Australian Standard and legislative requirements are specified within purchasing and tendering documents.

Safety and health criteria within purchasing documentation include, but are not limited to, the following:

1. All incoming chemicals are required to be accompanied by the relevant material safety data sheets (MSDS), these show the correct usage, protection and first aid for this product;
2. All plant and equipment will be required to meet ergonomic considerations of the intended users;
3. Machinery will be maintained to ensure that it runs as quietly as possible. e.g. noisy machinery will be transferred to other areas or noise barriers or baffles fitted to the equipment; and
4. All plant and equipment will be provided with sufficient guarding, labelling of controls and warning signs, where appropriate.

### **EQUIPMENT MAINTENANCE**

West Moonah Community House Inc. has in place an equipment/plant servicing program, to maintain all equipment and plant in the best possible condition.

- Maintenance and repair of plant will be in accordance with procedures recommended by the designer, manufacturer or supplier (or a competent person)
- The necessary facilities or systems of work will be provided for the safety of maintenance personnel
- A competent person will assess and provide advice on damaged plant, and will repair, inspect and test work
- All personnel performing maintenance will follow safe work practices.
- During maintenance, cleaning and repair, plant will be stopped and isolated and devices, controls or safe systems of work used to safeguard maintenance personnel.
- Records of all maintenance conducted are to be kept on file.
- All staff will report faulty or damaged equipment on the Hazard Report Form available from the office.
- The Senior Management and Supervisors will discuss commonly occurring equipment and machinery faults as part of the maintenance program.

## Guarding of Machinery procedure

It is a legislative requirement to have all dangerous or moving parts of plant or machinery securely fenced or guarded, to prevent a person from contacting the moving part and being injured.

Guarding must not be removed from any item of plant, equipment or machinery.

*(It is understood that some procedures require removal of guards. If so, all must be replaced immediately following procedure)*

Employees must submit a hazard report form if guards are missing from plant, equipment or machinery.

Regular inspections will be undertaken to ensure that guarding is maintained.

All plant and equipment shall have protection in place to prevent as far as is reasonably possible deliberate or accidental personal contact with moving parts, hot/cold surfaces or materials, flying objects (as a result of normal operation or failure) etc.

Accordingly all new and existing machines and associated equipment shall be subject to a documented process of hazard identification, risk assessment and risk control in accordance with the national standard for plant (or the equivalent local state regulations).

The specific requirements relating to guarding in the national standard for plant (or regulations) shall be met, including the following:

- Where guarding is used as a control measure, a person with the responsibility for the control of risk must ensure that any guard provided for the plant and its operation is :
  - (a) a permanently fixed physical barrier where no part of a person requires access to the dangerous area during normal operation, maintenance or cleaning; or
  - (b) an interlocked physical barrier where access to dangerous areas is required during the operating sequence; or
  - (c) where a guard in accordance with (a) or (b) is not practicable, that it is a physical barrier securely fixed in position by means of fasteners or other suitable devices, which ensures that a guard cannot be altered or detached without the aid of a tool or key; or
  - (d) where a guard in accordance with (a), (b) or (c) is not practicable, that presence sensing safeguarding system are provided.
- Where guards are used they must be:
  - (a) designed and constructed to make by-passing or defeating them, whether deliberately or by accident, as difficult as is reasonably possible;
  - (b) of solid construction and securely mounted so as to resist impact and shock;
  - (c) regularly maintained; and
  - (d) designed so as not to cause risk in themselves.
- Where parts are designed to move at high speed and may break or disintegrate, or work pieces may be ejected, the guarding provided must be adequate to effectively contain the fragments or work pieces.
- Where a risk of jamming or blockage or moving parts cannot be eliminated, specific work procedures, devices and tools must be specified to ensure the plant can be cleared in a way that minimises the risk to health and safety.

## REMOVAL OF GUARDS

- Machines shall not be operated if guards are missing or are not securely fixed.
- Guards may be removed during maintenance once plant or equipment has been correctly isolated and tagged.

**REPORT ANY DAMAGE TO LADDERS TO YOUR SUPERVISOR IMMEDIATELY.**

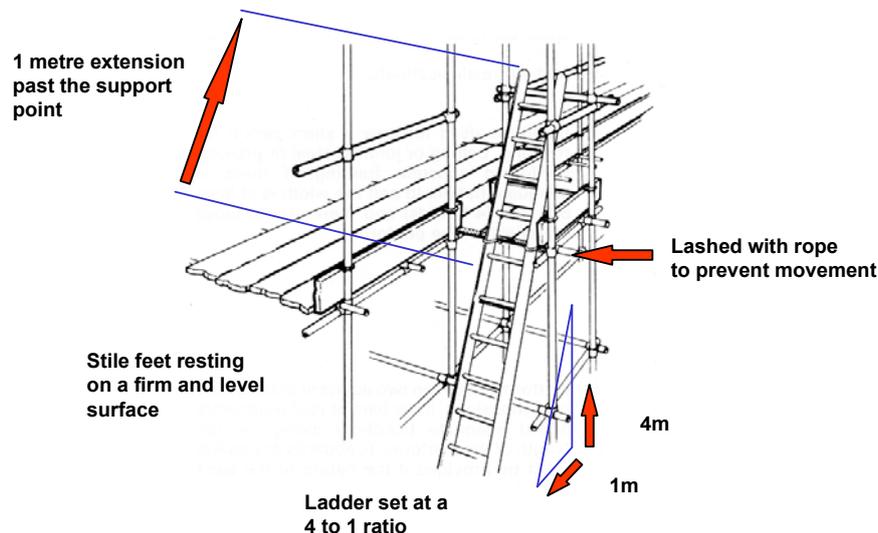
## USE OF LADDERS PROCEDURE

Ladders should be used as a means of access to a work area not as a work platform.

### DO NOT WORK FROM A LADDER

Always ensure that:

- the ladder is the right height for the task. This will avoid reaching or stretching;
- metal or wire bound ladders are never placed close to energised “live” power lines;
- the ladder extends at least one metre above the stepping off point;
- the ladder is in good condition and not damaged;
- there is a firm level work platform, free from obstructions to step onto;
- the ladder is securely fixed;
- the ladder is not too close or too far away from the support structure. The distance is 1 to 4. That is, if a ladder is four metres high the distance from the base of the ladder and the support structure is one metre; and
- the ground is firm, stable and level.



### Isolation/Tag out Procedures

Isolating or tagging out is an effective way of preventing machinery, plant or equipment becoming operational during activities such as maintenance, installation, and inspection, testing or cleaning.

Two systems apply when isolating or tagging out machinery.

That is “**DANGER**” tags and “**OUT OF SERVICE**” tags.

### PERSONAL “DANGER” TAGS

Personal “**DANGER**” tags are attached to isolation devices to signify that persons are currently engaged in work on the machinery.

Personal “**DANGER**” tags should always be fixed to isolation devices that are locked in the “**OFF**” or “**SAFE**” position.

Prior to commencing work in, on or about any machinery, which could cause injury, it is essential to:

- ensure that all relevant energy sources (\* including stored energy sources) have been switched off and that all necessary safeguards are in place for control of stored energy sources;
- fill in the personal “**DANGER**” tag correctly and clearly;
- attach the personal “**DANGER**” tag to each isolation device so that it is clearly visible;
- establish that the isolation is effective;
- always remove the personal “**DANGER**” tag after completion of the work or prior to leaving work at the end of a shift; and
- replace the personal “**DANGER**” tag with an “**OUT OF SERVICE**” tag if work is incomplete.

**Note:** Stored energy sources may include charged springs, sudden release of pressure, unexpected motion, fuming, heat, radiation and chemicals.

**NEVER** allow another person to place or remove a personal “**DANGER**” tag on your behalf.

**NEVER** place or remove a personal “**DANGER**” tag for some one else.

**NEVER** use, switch on, manipulate or interfere with machinery, plant or equipment that has a personal “**DANGER**” tag attached.

**PERSONAL “DANGER” TAGS SHOULD ALWAYS BE FIXED TO ISOLATION DEVICES THAT ARE LOCKED IN THE “OFF” OR “SAFE” POSITION.**



### “OUT OF SERVICE” TAGS

Machinery, plant or equipment, which is not to be used, should be identified with an “**OUT OF SERVICE**” tag.

**“OUT OF SERVICE”** tags should be attached and removed only by authorised persons who have specific knowledge of the operation of the item of plant, machinery or equipment.

Only in an emergency situation, and only when it is apparent that the continued use of the equipment, plant or machinery could be dangerous, should another person attach an **“OUT OF SERVICE”** tag.

**“OUT OF SERVICE”** tags should always be fixed to isolation devices when these devices are in the **“OFF”** or **“SAFE”** position.

**“OUT OF SERVICE”** tags should always be fixed to the energy source when it is in the **“OFF”** or **“SAFE”** position.

Prior to attaching an **“OUT OF SERVICE”** tag:

- ensure that all required details are filled out clearly and legibly in the spaces provided. Emphasis should be placed on the reason for placing the tag; and
- **“OUT OF SERVICE”** tags should be securely attached to the isolation point and clearly visible.

**ONLY** authorised persons are to remove an **“OUT OF SERVICE”** tag.

**NEVER** use plant, machinery or equipment with an **“OUT OF SERVICE”** tag attached.

**NEVER** use an **“OUT OF SERVICE”** tag in place of a **“PERSONAL DANGER”** tag.

**REMEMBER TO:**

- switch off;
- isolate circuits;
- fix appropriate tags; and
- test that the electricity supply is isolated.

**ISOLATION DEVICES MUST BE IN THE “OFF” OR “SAFE” POSITION BEFORE YOU ATTACH AN “OUT OF SERVICE” TAG TO THEM.**

***ISOLATION/TAG OUT***

**Before you start work:**

- plan and discuss the job;
- ensure that you clearly understand any instructions given;
- confirm permission to isolate (use a permit system if relevant);
- isolate the electrical equipment, plant, machinery or circuit;
- fit a personal “Danger” tag;
- erect safety barriers if required;
- ensure that all tools are properly insulated;
- do not work on “live” equipment; and
- start work only when authorised to do so.

**IF IN DOUBT, ASK THE SUPERVISOR**

**REPORT ALL ELECTRICAL INCIDENTS TO THE SUPERVISOR/MANAGER.**

**When working:**

- use safety observers if required (e.g. working in a confined space);
- never rely on your memory - if in doubt always check you have followed procedures; and
- check that isolation/lock out/tag out system is in place before resuming work after any break.

**On completion of work:**

- check that no tools are left on or in the job;
- check the work is complete and the equipment is reconnected to power source;
- notify all relevant personnel that the equipment is to be connected or energised;
- have authorised persons sign off work permits (if relevant);
- remove “Personal Danger” tags; and
- remove barriers and store them correctly.

**KEEP YOUR WORK PLACE CLEAN AND TIDY**

**28 APPLICABLE DOCUMENTS AND FORMS**

The following forms and checklists are used in conjunction with the WHS Strategies and the Occupational Health & Safety Policies and Procedures  
All forms are available from the office.

**GENERAL:**

- WHS Policy (page 5)
- First Aid Record Form
- Chemical Safety Checklist
- Hazardous Substance Register
- Incident Report Form
- Plant Register
- Safe Operating Procedure Generic
- Workplace Inspection Checklist
- Hazard Report Form