

# Workplace Health and Safety Policy

## 1. Policy

RenaissCare are committed to achieving and maintaining the highest practical standards of Work Health and Safety for staff, Participants, children and young people contractors, volunteers and visitors.

RenaissCare accepts its responsibility to be aware of and enforce the provisions of all relevant Acts, Regulations and Industry Standards.

RenaissCare has a responsibility to provide:

- A safe place of work
- Safe systems of work
- Ongoing training in safe methods of work
- Safe equipment
- Periodic inspection of all physical assets and activities
- Safe and positive supervision
- The investigation of all accidents, incidents and injuries
- The reporting of all hazards and the implementation of control measures to protect people and property
- To encourage all employees and Participants to incorporate Health and Safety principles in all their activities

## 2. Purpose

Ensure all workplaces and work activities comply with the *Commonwealth Work Health and Safety Act 2011, Disability Services Act 2006, National Disability Insurance Scheme Act 2013 and NDIS Quality & Safeguards Commission Rules and Regulations.*

## 3. Scope

All employees, Participants, visitors and any other person having contact with RenaissCare.

For further information refer to the Health and Safety Handbook.

## 4. Obligations of RenaissCare Management

Management of RenaissCare have an obligation under the *Work Health and Safety Act 2011* to ensure the health and safety of each employee and Participant of RenaissCare and to ensure the health and safety of others is not affected by RenaissCare activities.

To meet this obligation, it is the responsibility of Management to:

- Establish a system for the management of Health and Safety
- Ensure a consultative process is in place to foster cooperation and commitment to Health and Safety

- Ensure that employees can meet their obligations through the provision of adequate resources and guidelines

Management will delegate responsibility of management of Work Health and Safety but retains ultimate accountability.

## **5. Obligation of Delegates**

Delegates must ensure that the functional areas under their control comply with the *Work Health and Safety Act 2011* and all applicable standards.

In carrying out these obligations, delegates are expected to:

- Ensure that the Health and Safety Policy is available to all employees and displayed in each work site
- Issue instructions for the Health and Safety of employees and others
- Establish a process for regular risk assessments and self-audits in workplaces
- Monitor all aspects of Health and Safety processes
- Ensure adequate training and supervision of standard work practices
- Ensure all work-related incidents are investigated and appropriate action implemented to prevent a recurrence
- Ensure health and safety issues are resolved
- Include Work Health and Safety as an agenda item at all meetings
- Budget for training, safety equipment and other health and safety resources

## **6. Obligations of Supervisors**

All Managers and those in management positions at the corporate office have an obligation to ensure the work health and safety of all employees and Participants, children and young people receiving support from RenaissCare by preventing and minimising exposure to risk.

To meet these obligations, Managers are expected to:

- Be the first point of contact for employees regarding health and safety concerns
- Be familiar with relevant health and safety legislation and standards
- Undertake risk assessments and self-audits within work sites
- Include health and safety in all induction programs
- Carry out equipment safety checks
- Ensure the correct use of all safety equipment and PPE
- Record all injuries, incidents, illnesses and hazards
- Investigate the circumstances surrounding all incidents and take corrective action
- Seek assistance in the resolution of work health and safety issues from Management team.
- Ensure all Support Workers have current First Aid Certificates, and up to date police/NDIS Worker Screening and working with children clearances in place (specific to the jurisdiction in which they operate).

## **7. Obligation of employees and Participants and visitors**

All employees and Participants have an obligation to comply with RenaissCare Work Health and Safety policies, procedures, and instructions to ensure a safe workplace. Employees, Participants and visitors, volunteers and contractors are required to:

- Comply with work health and safety instructions
- Take corrective actions to eliminate hazards in the workplace
- Report all hazards which cannot be immediately corrected
- Use all PPE provided
- Not misuse any safety equipment provided
- Not wilfully place at risk the safety of themselves or others in the workplace
- Not wilfully injure themselves
- Be familiar with all emergency and evacuation procedures
- Comply with requests for updates of their licences including drivers' licence, first aid certificates, working with children and police checks/NDIS Worker Screening.

## **8. Injury and emergency management**

Injury and emergency management is necessary to ensure prompt, effective action to reduce the severity of injury to personnel and minimise the damage to property and equipment.

Should an injury or emergency occur:

- Shut down any equipment.
- Render First Aid if required (remember the DRABC Action Plan).
- Minimise further personal injury and / or equipment damage.
- Move the casualty only if there is an immediate danger.
- The injured worker or nearest colleague should contact 000 for an ambulance followed by notification to the nearest Manager.
- Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to the Directors.
- The Directors must write a report in the Register of Injuries, Incidents and Near Misses. This standard report must include:
  - employee's name and job details
  - time and date of injury
  - exact location the injury/incident occurred
  - how the injury/incident happened
  - details of the injury/illness and the part/s of the body injured
  - names of any witnesses
  - name of the person entering details in the Register
  - date the employer was notified

RenaissCare will let the injured worker know in writing that we have received notification of any injury or illness reported and it is recorded in the Register.



See section 9, below, for information on the type of injuries and emergencies should be notified to Workplace Health and Safety immediately.

## **9. Incident Reporting**

In the event of a notifiable incident, the person responsible for making the notification is the staff member (volunteer or paid) involved or closest to the incident. The Directors of RenaissCare must be notified at the earliest convenience.

RenaissCare must notify Workplace Health and Safety as soon as they become aware of a death, or a serious injury that results in:

- Immediate hospital treatment as an in-patient;
- Immediate medical treatment for injuries (e.g. amputation, scalping, a spinal injury, loss of a bodily function or a serious laceration, burn, head or eye injury, fracture of any bone in the arm (other than in the wrists or hand) or in the leg (other than the bone in the ankle or foot));
- Medical treatment within 48 hours of exposure to a substance; or
- Any injury other than those referred to above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

Workplace Health and Safety must also be immediately notified of any dangerous incident that exposes a person to a serious health or safety risk from immediate or imminent exposure to:

- An electric shock.
- The fall or release from height of any equipment, substance or thing.
- Other incidents as stated in the WHS Regulation.

Notice of an incident must be given by the fastest possible means. A written notice may be required by Workplace Health and Safety. A record of this notice or notes of the telephone conversation must be kept for 7 years. The site of the incident must not be disturbed until an inspector arrives at the site or directs otherwise. This does not prevent any action required to protect a person's health or safety.

Following the incident, RenaissCare's Directors will investigate to ascertain why the incident occurred and implement strategies to ensure that the incident does not occur again. This investigation process involves the collection of evidence, identification of immediate causes and corrective actions.

## **10. Drugs and Alcohol**

RenaissCare has a zero-tolerance policy in regard to the use of illicit drugs on their premises or the attending of related premises (e.g. Participants) while under the influence of illicit drugs or alcohol. Contravening either of these points may lead to instant dismissal.

The following SHALL BE adhered to at all times:

- All employees and other people engaged to work on behalf of, or at the direction of RenaissCare shall present for work and remain unaffected by alcohol or other drugs.

- It is an agreed condition of employment that employees and contractors may be required to undertake drug and alcohol testing at any time.
- No person is permitted to consume prescription or performance affecting drugs at work unless they have first informed RenaissCare Management.
- Should an employee or contractor return a positive result to a drug and alcohol test or screen (or fail to submit to a test), disciplinary measures will follow. This will include removal from the workplace and may also include summary dismissal, stand-down with or without pay or professional counselling.
- Any testing undertaken will comply with privacy laws and be treated confidentially between the parties involved.

After hours consumption of alcohol on RenaissCare premises may only take place in designated areas and only with the permission of management. RenaissCare may at times make alcohol (wine and beer) available to staff over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the employee. Driving over the legal limit or under the influence of illicit drugs is illegal.

- Under no circumstances are company vehicles or equipment to be used if the driver or operator is impaired by alcohol or drugs or is over the legal limit.

## **11. Fatigue management**

### ***What is fatigue?***

Fatigue is the physical and psychological condition that accumulates when an individual's optimal physical or mental limits are exceeded. Fatigue generally increases with time from an individual's last sleep and with physical or mental exertion.

The most critical factors in managing fatigue are gaining adequate restorative sleep, adequate hydration and a healthy diet. In this regard, both RenaissCare and its employees have a shared responsibility.

RenaissCare's operating hours ensure employees have adequate breaks for necessary recovery. Individuals have a duty of care to ensure adequate recovery sleep is obtained between operating hours so that they are fit for duty for the entire shift.

### ***Causes of fatigue***

Fatigue can be caused by either work or non-work factors.

Work related fatigue may be associated with:

- Maintaining concentration for extended periods.
- Being exposed to temperature extremes.
- Poor diet.
- Interstate or overseas travel.
- Working in safety critical and high-risk situations.

Non-work related fatigue may be associated with:

- An individual having a sleep disorder (e.g. sleep apnoea).
- Family and social responsibilities/commitments.
- Physical activity.
- Travelling long distances prior to commencing work.
- Emotional stressors.

Unplanned overtime or irregular work hours can impact on both work-related and non-work related fatigue. This occurs because of reductions in the opportunity to achieve quality restorative sleep.

## ***Managing fatigue***

### Duty of care

All employees have a duty of care to report to work fit for duty. This responsibility includes taking measures to ensure that adequate recovery sleep is obtained between shifts and out of hours activities do not result in fatigue that impairs workplace performance at any time during operating/work hours (i.e. you shall arrive refreshed enough to not be likely to be fatigued before the end of the work day).

### Reporting fatigue

On occasions, circumstances outside an individual's control will result in inadequate recovery sleep that may contribute to fatigue. When these circumstances arise, and an individual recognises, or a colleague advises that they are exhibiting signs of fatigue, they should report to their Manager rather than put themselves or others at risk.

### Fatigue assessment

The Manager shall discuss the situation with the employee and assess their suitability for continued operational duties. When making this assessment the Manager should refer to the psychological, physiological and social effects of insufficient sleep detailed in the previous section 'Fatigue'.

As a guide, an individual who has had less than 5 hours recovery sleep in the last 24 hours or less than 12 hours recovery sleep during the past 48 hours should be deemed unfit for operational tasks that are regarded as High Risk activities.

## **12. Evacuation and lockdown procedures**

1. Should you notice a fire, or some other reason for evacuation – immediately sound the alarm, leave all possessions and escort all staff and visitors towards the building exit. During the evacuation please remain calm and care for those around you.
2. If you are alerted by others to an evacuation, leave your possessions and exit the building in a calm manner.
3. Congregate with nominated RenaissCare wardens. They will direct you to a safe place, away from the danger. A roll/headcount will be taken by the wardens once you are safe.
4. Alert emergency services (000).

### ***Lockdown***

1. In the event of a lock down being required (a threat on the premises), music will play (or some other signal will be given).
2. Lock your door.
3. MUTE PHONES.
4. Position yourself in the safest place in the room (away from where you may be visible or vulnerable).
5. Text someone at the other office to let them know that you are in lock down – they will notify the police. DO NOT notify family or friends.
6. REMAIN QUIET until all clear is given.

### **13. Workers' compensation policy**

All employees may be eligible for workers' compensation benefits if injured while at work.