



## Work Health and Safety – Policy

This policy recognises that the health and safety of all SpringDale Neighbourhood Centre users, volunteers, staff and visitors is the responsibility of the SpringDale Committee under the Work Health and Safety Act 2011. In fulfilling this responsibility, the SpringDale Committee has a duty to provide and maintain, so far as is practicable, a working environment that is safe and without risk to health. This includes;

- Providing and maintaining safe systems of work;
- Making and monitoring arrangements for the safe use, handling, storage and transport of plant, equipment and substances;
- Maintaining the workplace in a safe and healthy condition;
- Providing adequate facilities to protect the welfare of all SpringDale users, volunteers, staff and others; and
- Providing information, training and supervision for SpringDale users, volunteers, staff and others enabling them to work in a safe and healthy manner.

The Health and Safety Officer is responsible for implementing and monitoring this policy. The Health and Safety Officer will be appointed by the SpringDale Committee.

In fulfilling the objectives of this policy, the SpringDale Committee is committed to regular consultation with service users, volunteers, staff and others to ensure that the policy operates effectively, and that health and safety issues are reviewed regularly.

### Responsibilities of the SpringDale Committee and the Health and Safety Officer

- Effectively implement the Work Health and Safety Policy;
- Observe, implement and fulfil SpringDale's responsibilities under the Work Health and Safety Act 2011.
- Ensure that the agreed procedures for regular consultation between the SpringDale Committee and those with designated health and safety responsibilities are followed;
- Make regular assessments of health and safety performance and resources.
- Ensure that all specific policies operating within SpringDale pertaining to health and safety (fire and explosion, dangerous goods, noise, training, first aid and systems of work) are periodically revised and consistent with SpringDale's health and safety objectives;
- Provide information, training and supervision for all at SpringDale in the correct use of equipment and tools throughout the organization; and
- Be informed of incidents and accidents occurring on SpringDale's premises so that health and safety performances can be accurately monitored and so that insurance claims can be thoroughly documented. (See section on Accident / Incident Reporting)

## **Responsibilities of SpringDale users, Volunteers, Staff and Others**

- Have a duty to take the care of which they are capable for their own health and safety under the Work Health and Safety Act 2011 and of others affected by their actions at work:
- Comply with the safety procedures and directions agreed between the SpringDale Committee and the SpringDale Health and Safety Officer.
- Must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of all at SpringDale and;
- Act in accordance with agreed SpringDale procedures for accident and incident reporting, and report any potential and actual hazards to the designated health and safety officer or to the Coordinator.

SpringDale Committee seeks co-operation from all users, volunteers, staff and others in realizing our health and safety objectives and creating a safe working environment.

### **General Health and Safety**

No running. Wear protective gloves to clean blood and other human waste spills Tidy as you go by putting things away. Wash hands after toilet and before handling food. When lifting heavy equipment bend the knees not the back. Only carry a weight that is within WHS guidelines. Use the correct rubbish bin for disposal ensuring correct recycling is complied with. Be aware of potential hazards if food and drink is consumed and training areas. Breaks for every hour spent in front of computer screen (continuous).

### **Training Room Health and Safety**

Ergonomics, cables, proper electrical safety practices, 5 minute break rule. Food and drink.

### **Workshop Health and Safety**

Correct Electrical safety practices, lifting heavy equipment as per WHS Guidelines, closed toe shoe wear. Practice tying hair back – if working with open computer boxes. Tidy cables, safety switches, fire equipment for dealing with electrical fires

### **Kitchen Health and Safety**

Clean as you go. Correct Electrical safety practices, warnings for cooking equipment that gets hot and has potential to burn others. Not too many in the area at one time. Fire equipment for different types of fires occurring in the kitchen.

### **Accident and Incident reports**

All accidents and incidents should be reported in the accident and incident report log book. This can be found in the Reception under the front counter. If the report log book is unavailable or inaccessible the incident / accident can be recorded on an incident report form near the first aid kit under the front counter and should be handed to the Health and Safety officer or to the Coordinator.

Please record time and date of incident, names of witnesses present, nature of incident or accident, action taken, resolution and if any follow up is required. Please try to include as many details as possible.

### **Grievances**

See Complaints and Grievance Policy.

### **Working towards Accessibility for all**

SpringDale continues to work towards being accessible to all groups.