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Overview

The health and safety of staff, participants, trainers, assessors, members and visitors including contractors is critical to the effective operations of ACS. ACS is mindful that workplace injuries have a significant effect not only on staff members but their lifestyle and their families' well being. ACS has a commitment to ensure a safe workplace and training environment so as to ensure the highest standards of safety and health are maintained.

ACS promotes a safe workplace through the appropriate use of signage, documentation of safe work practices, and education of staff, members, trainers, assessors and participants.

Policy

ACS is committed to ensuring the highest level of health, safety and welfare of staff, Board members, members, trainers, assessors, participants and visitors including contractors. ACS will comply with the New South Wales *Occupational Health and Safety Act 2000*, and the *Occupational Health and Safety Regulation 2001* as a minimum standard to ensure that the workplace is safe and without risk to health.

Procedure

General


Occupational health and safety (OHS) is a shared responsibility of all people within ACS. At this stage, ACS does not have a separate OHS Committee or designated OHS representative. Consultation with staff members identifies any OHS risks. Any issues are addressed with the Administration Manager or CEO and improvements undertaken as soon as possible to resolve the issues

Formal Safety Reviews

The Senior Management Team (SMT) will organise regular safety reviews of the ACS workplace. The SMT will organise a team with delegated responsibility to conduct these safety reviews under its guidance. The team would normally consist of ACS staff members. It is anticipated that over a reasonable period of time all staff members will participate in safety reviews. It is anticipated that at least two reviews will be conducted each year.

The safety review teams will document and record the safety reviews and forward documentation to the Administration Manager for appropriate action. The SMT will monitor both the general and formal safety procedures and consider other procedures such as staff training, external safety reviews and other actions if necessary.

Shared Responsibilities

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As the employer, ACS has the prime responsibility for occupational health and safety.

Unit Managers are to ensure work areas under their control are maintained in a healthy and safe condition and the workplace behaviour of all staff and visitors is in accordance with OHS principles.

Staff are required to cooperate with ACS management and actively contribute to maintain and enhance the safety of the workplace. Staff should ensure they take action to resolve OHS risks that they identify and report those risks they cannot resolve to their Unit Manager.

Visitors are required, in accordance with their state of health and mental well-being, to comply with all ACS requirements for OHS affecting themselves and others within ACS premises. The Administration Manager will check contractors to ensure they have Workers Compensation and any other appropriate certificates or permits (e.g. licenses or registrations).

Trainers and Assessors will ensure that training and assessment venues and locations are free from hazards prior, during or after training and/or assessment activities. Training participants are required to cooperate with the trainer and/or assessor to ensure their personal health and safety.

The SMT will manage and supervise formal safety reviews.

The Administration Manager will

Liaise with the SMT on the results of safety reviews and recommend and agree on remedial action required.

Keep records:

1. Injury Register.
2. Minutes of OHS meetings.
3. Safety review documentation.
4. Hazard/ Incidental Report Register.

Convene from time to time OHS meetings.

Implement and manage the elimination of hazards and risks.

Accident/Incident/Hazard/Near Miss Reporting

If a person is injured during the course of any ACS activity, the Unit Manager or trainer/assessor must ensure that the person receives appropriate First Aid or emergency medical care.

If a person is involved in an OHS accident, incident or near miss, the Accident/Incident report must be completed and submitted to the relevant Unit Manager within 24 hours of the event or as soon as possible in the event of a serious accident or incident. Other staff should be notified of any risk via e-mail or other notice as appropriate.

Attached are 2 Forms:



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1. Hazard/ Incident Report Form.
2. Injury Report Form