

POLICY AND PROCEDURE



7.1: OCCUPATIONAL HEALTH AND SAFETY

POLICY

Cobram Community House will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

To do this, Cobram Community House will:

- develop and maintain safe systems of work, and a safe working environment
- consult with employees and other parties on safety
- provide protective clothing and equipment, and enforce its use
- provide information and training for employees
- assess all risks before work starts on new areas of operation
- remove unacceptable risks to safety
- ensure incidents are investigated and appropriate alterations made to ensure they do not re-occur
- provide employees and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)
- comply with statutory requirements, codes, standards and guidelines

Ultimately, everyone at the workplace is responsible for ensuring health and safety in the workplace.

All persons responsible for the work activities of other employees are accountable for:

- identifying practices and conditions that could injure employees, clients, members of the public or the environment
- Controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their supervisor or the Executive Officer
- making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
- making sure PPE is maintained and working properly

Cobram Community House demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

a. Supporting Documentation/Forms/Links

- [7.6: Manual Handling Policy and Procedure](#)
- [7.2: First Aid Policy and Procedure](#)
- [7.3: Smoking Policy and Procedure](#)
- [7.4: Alcohol and Drugs Policy and Procedure](#)
- [7.7: Injury and Incident Reporting Policy and Procedure](#)
- [7.5: Personal Safety](#)
- [A200 EO COM Communication Framework.dotx](#)
- [Occupational Health and Safety Act 2004](#)

b. Definitions

- OH&S:** Occupational Health and Safety
EO: Executive Officer
PPE: Personal Protective Equipment

c. Scope

The Cobram Community House Occupational Health and Safety Policy and Procedure apply to all employees, volunteers, students, contractors and visitors under the control of Cobram Community House.

d. Purpose

The purpose of the Cobram Community House Occupational Health and Safety Policy and Procedure is to establish and clarify Cobram Community House's commitment to providing a safe working environment for employees, contractors, volunteers, students, visitors and members of the public affected by its work.

PROCEDURES

a. Responsibilities

All **employees, volunteers and contractors** are responsible for;

- Ensuring health and safety in the workplace.
- Reporting a safety incident or near miss to their Co-ordinator or Executive Officer.
- Notifying the Executive Officer if they come across an unsafe or dangerous situation or practice. Supervisors must do so should their staff be at risk.

The **Executive Officer** is responsible for;

- Appointing a staff member to assist the EO with the administration of OH&S issues within the CCH workplace and training, supervising and supporting this staff member. This person shall be referred to as the OH&S administrator
- Reporting serious injuries to Worksafe immediately.

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- Conducting a site inspection in January and July of each year.
 - Reporting OH&S incidents, accidents and near misses to the COM as per: [A200 EO COM Communication Framework.dotx](#)

Supervisors or Persons responsible for the work activities of other employees are responsible for;

- The accountability and safety of their employees,
- Ensuring PPE is maintained, working correctly and being used as appropriate.
- Identifying unsafe practices or conditions which could injure employees, clients, and members of the public or environment and reporting these appropriately.

The **OH&S Administrator** shall be responsible for;

- Assisting the EO with any OH&S administration
- Conducting a site inspection in January and July of each year with the EO.
- Providing the initial contact point for other staff, volunteers or visitors to CCH for issues regarding OH&S at CCH.
- Maintaining a list of persons who have completed OH&S induction at CCH.

b. Process

- I. The EO will appoint a staff member to assist with the administration of OH&S issues within the CCH workplace and to provide a first point of contact for staff, volunteers and visitors. Appropriate training, supervision and support will be provided for this staff member. This person shall be referred to as the OH&S Administrator
- II. A site inspection will take place in January and July each year. This will be conducted by the EO and the OH&S Administrator.
- III. The EO will follow up any issues that are identified in the site inspection to ensure that CCH provides a working environment that is safe and without risk to health, so far as is reasonably practicable
- IV. CCH requires that all employees, volunteers and visitors take reasonable care of their own health and safety, and that of others in the workplace. That they cooperate with CCH's efforts to comply with health and safety requirements (for example, by following procedures and that they use equipment properly).
- V. All employees and volunteers will participate in hazard identification and report any safety incidents and/or issues to their supervisor, the OH&S administrator or the EO. This process will be covered in their induction.
- VI. The induction process will also identify any specific OH&S risks which may be present in the performance of a particular role and how these risks will be managed.
- VII. Injuries and Incidents at CCH will be dealt with according to [7.7: Injury and Incident Reporting Policy and Procedure](#)

- VIII. Visitors should be signed in and out and accompanied by someone who is familiar with CCH's health and safety requirements. In the case of regular visitors such as room hirers, a formal induction will be required. A list of those who have completed OH&S induction will be kept by the OH&S Administrator.
- IX. All employees, volunteers and contractors are required to follow the procedures associated with specific OH&S policies. For example, the procedure for dealing with Personal Safety is to be found in [7.5: Personal Safety Policy and Procedure](#) Links to specific OH&S Policies and Procedures can be found in "[Supporting Documentation / Forms / Links](#)" above.

Modification History

All Documents at CCH are version controlled as per policy [8.2: Document Control](#)

<i>Current Version Date</i>	<i>Policy Name</i>	<i>Comments</i>
28/05/2014	7.1: Occupational Health and Safety	
<i>Previous Version Dates</i>	<i>Policy Name</i>	<i>Comments</i>
12/09/2010	Cobram 5.1: OH & S	
13/04/2006	CCHPP 2 Compliance with Commonwealth, state/territory legislation and regulatory requirements	

End of Policy 7.1: Occupational Health and Safety