



# **OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURES**

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## Purpose

Royal South Street Society (RSSS) is committed to ensuring that all employees, and volunteers are situated in a working environment which is regulated to the Victorian standards of occupational health and safety.

## Policy

Royal South Street Society has a duty of care to provide all employees and volunteers & visitors with a safe and healthy work environment.

RSSS Occupational Health and Safety adheres to the *Occupational Health and Safety Act (2004)* which also discloses information under *section 23* that protects volunteers within the workplace

## What is Occupational Health and Safety?

Occupational health and safety is concerned with protecting the safety, health and welfare of people engaged in employment and volunteering.

## RSSS Responsibilities

Under Section 21 of the *Occupational Health and Safety Act (2004)* an employer must provide and maintain for employees a working environment that is safe and without risks to health. RSSS will commit to legislation to provide a safe working environment.

### RSSS must:

- Provide and maintain systems of work that are healthy and safe
- Monitor health and safety conditions of employees
- Provide up to date information about health and safety procedures
- Report any hazards or incidents in the workplace
- Provide health and safety training to employees
- Ensure employees, volunteers, and visitors follow safety rules and procedures
- Not be under the influence of drugs and alcohol

## Employee Responsibilities

Under Section 25 of the *Occupational Health and Safety Act (2004)* while at work, an employee must

- Take reasonable care for his or her health and safety.
- Take reasonable care for the health and safety of a person who may be affected by RSSS acts or omissions in the workplace.
- Co-operate with his or her employer with respect to any action taken by RSSS to comply with a requirement imposed under the *Occupational Health and Safety Act (2004)*.
- While at work, an employee must not intentionally or recklessly interfere with or misuse anything that is provided in the workplace.

RSSS Employees will commit to legislation to provide a safe working environment

### **Employees must**

- Report any hazards or incidents in the workplace
- Be familiar with the organisations health and safety procedures
- Follow health and safety instructions
- Participate in health and safety training
- Take appropriate action if an incident does occur
- Ensure all visitors and volunteers follow safety rules and procedures
- Not be under the influence of drugs and alcohol

### **RSSS Responsibility of Volunteers**

Under Section 23 of the *Occupational Health and Safety Act (2004)* an employer must ensure that persons other than employees of the employer are not exposed to risks to their health and safety arising from the conduct of the undertaking employer. Employers of RSSS will commit to ensuring volunteers are not exposed to risks to their health and safety.

### **Volunteer responsibilities**

As a volunteer you have the right to feel safe and healthy. Section 24 under the *Occupational Health and Safety Act (2004)* protects volunteers, and visitors in a workplace. Volunteers and Visitors will commit to taking reasonable care for their health and safety when they are within the workplace.

### **Volunteers must**

- Take reasonable care for his or her health and safety.
- Whilst volunteering or visiting, must not purposely or carelessly interfere with anything that is provided within the workplace.
- Be familiar with the organisations OH&S procedures
- Follow health and safety instructions
- Ensure you report any illness that you may have that may affect your volunteering
- Report any health and safety issues or incidents as soon as possible
- Participate in health and safety training
- Not be under the influence of drugs or alcohol

### **Reporting Health and Safety accidents and incidents**

Health and safety accidents and incidents that need to be reported include:

- Notifiable incident which include
  - A death of a person
  - A serious injury or illness
  - A dangerous incident arising out of work carried out by a business, contractor, or member of the public

Notifiable incidents relate to any person including, employers, employees, contractors, volunteers, or visitors

Section 36 of the *Work Health and Safety Act (2011)* refers to serious injury or illness requiring a person to have immediate treatment as an in-patient in the hospital, or immediate treatment for

- The amputation of any part of his or her body
- A serious head injury
- A serious eye injury
- A serious burn

- A separation of his or her skin from an underlying tissue
- A spinal injury
- A loss of bodily function
- Serious lacerations
- Medical treatment within 48 hours of exposure to a substance

Section 37 of the *Work Health and Safety Act (2011)* refers to a dangerous incident as anything that exposes the worker or any other person in the workplace to serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape of a pressurised substance
- Electric shock
- The fall or release from a height of any plant, substance, or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- The collapse or partial collapse of a structure
- The collapse or failure of an excavation or of any shoring supporting an excavation
- Any other event prescribed by the regulations

All incidents need to be reported to the CEO

## **Returning to Work**

### **RSSS**

It is the RSSS obligation to help the injured return to work. The employer will:

- obtain relevant information about the workers capacity for work
- consider reasonable workplace support
- assess and propose options for suitable or pre-injury employment to your worker
- provide the worker with clear, accurate and current details of their return to work arrangements
- monitor the workers progress

### **Employees**

It is the employee's obligations to:

- make reasonable efforts to return to work in suitable or pre-injury employment
- make reasonable efforts to participate and cooperate in planning your return to work
- participate and cooperate in assessments of your capacity to work

## **The use of Drug and Alcohol**

RSSS will not tolerate any of the below people:

- Consuming alcohol during paid work hours
- Possessing, consuming or administering illegal drugs on RSSS premises or workplaces at any time
- Presenting for duty in a state where they are unable to perform their duties to an acceptable standard due to the influence of alcohol and other drugs

Alcohol refers to all food, beverages, medications and any other product containing alcohol.

Drugs refer to every substance or article which is a dangerous drug under and within the meaning of the *Narcotic Drugs Act 1967 (Cth)* or any other substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid, or in any other form which may alter the fitness for work of a person.

Under section 21 of the *Occupational Health and Safety Act (2004)* an employer must provide and maintain for employees a working environment that is safe and without risks to health.

Employees are to take reasonable care for their own health and safety and of others (ensuring they are not under the influence of alcohol, or affected by substances that may put them or others at risk); and to co-operate with employers in their efforts to comply with OH&S requirements. This is found under section 25 of the *Occupational Health and Safety Act (2004)*.

If employees are found with drugs or alcohol, they may seek immediate dismissal, counselling or disciplinary action.

If volunteers are found with drugs or alcohol, this may lead to cessation of the engagement with the organisation.

If contractors are found with drugs and alcohol, this may lead to a cancellation by RSSS of their services.

## **Smoking**

Smoking will not be tolerated in the premises of the RSSS.  
Smoking should be done in your assigned breaks, and in the assigned areas.

## **Occupational Health and Safety Committee**

It is required by law that an employer must establish a health and safety committee. The health and safety committee will consist of volunteers as well as employees.

The health and safety committee will be a sub-set of the RSSS Risk and Finance Committee

## **Emergency**

An emergency is an abnormal or dangerous situation which requires prompt action to control, correct and return it to a safe condition. It includes events such as:

- Fire
- Explosion
- Gas Leak
- Natural Events (flood, bushfire, cyclone, landslide, etc...)
- Civil Disturbance (riots, bomb threats)

In case of an Emergency, employers, employees, volunteers, and visitors need to follow emergency procedures that have been put into place.

## **Breach of Policy**

Any breach of this policy by employees may result in counselling and/ or disciplinary action, may lead to dismissal.

Any breach of this policy made my volunteers, may lead to cessation of their engagement.

Any breach of this policy by contactors may result in cancellation by RSSS of their services.

## **Legislation**

*Occupation Health and Safety Act (2004)*

*Work Health and Safety Act (2011)*

*Narcotic Drugs Act 1967 (Cth)*

## **Procedures**

### **What should you do if someone gets injured or ill at work?**

*(Applies to employees, and volunteers)*

- Assist the worker immediately and seek proper medical treatment
- Report the incident that occurred to the CEO
- Ensure the injury is reported in the register of injuries which is located in the Eureka House office and Her Majesty's Theatre office.

*(Applies to only employees)*

- If the worker needs time off make sure the worker is provided with relevant return to work information

*(Applies to employees, and volunteers)*

- Don't ignore the early signs of injury or illness. If something can be done to prevent injury of illness, talk to the CEO.

You **must not** interfere with the scene of the incident unless you are:

- Helping the injured
- Protecting someone whose health and safety is at risk
- Preventing further injury

### **Employees, and Volunteers procedure to reporting an accident that occurs at work**

If you are injured whilst at work you should take the following steps:

1. Report the incident to the CEO
2. Complete an Incident Report form

3. Take related measures to ensure you are safe to work (eg: Clean and bandaid a cut. Be checked out by a Doctor to ensure no serious damage has occurred.)

If in the case a more serious injury has occurred after the initial injury and you need time off work, use the following steps to report the incident:

1. Report it to the CEO
2. Complete an Incident Report form
3. Take the necessary actions so you are able to return to work safe (eg: Physiotherapy.)

If you are a witness to a workplace injury you should take the following steps **immediately**:

1. Inform the CEO of the incident and specify you are a witness
2. Complete and sign the witness section of the Incident Report form
3. You may be required to write a written statement detailing:
  - What you saw or heard
  - The identity of any other persons who were present
  - Where you, and any other persons who were present were standing/sitting when the incident occurred
  - A description of the way in which the accident occurred
4. Return to your normal duties

It is the duty of the CEO to report all necessary incidents to WorkSafe Victoria.

(Employees are covered by WorkSafe Victoria. Volunteers are covered by Group Personal Accident Voluntary Workers Policy).

All Incident reports will be kept for 5 years

## **Returning to Work**

If an employee has had time off due to a work related injury the following procedures will be followed by RSSS to return the injured back to work as quickly and as safely as possible.

1. Make return to work arrangements from the day the employer receives the employee's certificate of capacity, or claim form.
2. Schedule a meeting either face to face or over the phone, about
  - a. the capacity of work and any limitation they may have
  - b. proposed options for duties and tasks that the employee could do now or when they are in the recovery progress
  - c. other changes the employee may request to support the return of their work
  - d. what they should expect when they return to work
  - e. how the employer can support the employee during the recovery
3. make suitable changes that the employee has requested
4. monitor the employee's progress

The employee needs to implement the following procedure when returning to work

1. inform the employer of the date of your return
2. specify any requirements you may have so you are able to work
3. report to the employer on your progress and whether you need to reduce your work load, or increase it

If a volunteer has had time off due to an injury which occurred at RSSS offices, RSSS will require a clearance certificate from the doctor which states you are able to return to your volunteer duties.

## **First Aid**

### **First Aid Kits**

First aid kits are located at the Eureka House office and Her Majesty's Theatre. On the first day as an employer of volunteer, you will be shown where they are located.

The CEO will keep a record of all accidents / injuries that happen within the workplace in the register of injuries.

### **Office Safety**

To avoid incidents in the office, the following needs to be completed on a regular basis.

- Practice good housekeeping (keeping floors, desks, and kitchen area tidy)
- Report all hazards that are visible
- Do not overload electrical outlets
- Use proper lifting techniques
- Office doors will be free of obstruction at all times to permit exits in case of an emergency
- Avoid overloading the top drawer of filing cabinets to prevent them from tipping

### **Drugs and Alcohol**

If an employee is found under the influence of drugs or alcohol the following procedures will be put in place:

1. The CEO needs to address them and request they leave the premises and issue a warning.
2. If the offending behaviour persists, the employee will be advised to seek counselling to address the matter
3. If the matter still continues to persist, the employee may be dismissed for breach of policy.

If a volunteer is found under the influence of drugs and alcohol the following procedures will be put in place:

1. The CEO needs to address them and request they leave the premises and not enter the workplace under the influence of drugs or alcohol
2. If the behaviour persists, the volunteer may be advised to seek counselling.
3. If the matter still continues, it may lead to cessation of their engagement with the organisation

If you have a drug and alcohol problem and wish to share your problem, you are encouraged to approach management or a board member to request assistance to seek appropriate treatment.

## **Occupational Health and Safety Committee**

The Occupational Health and Safety Committee, is overseen by the Risk and Finance committee, will review the Occupational Health and Safety Policy every 12 months to ensure the policy is kept up to date with relevant information.

The Occupational Health and Safety Committee will meet up to 11 times a year. An agenda will be established prior to the meeting and issued to all persons attending the meeting.

The CEO will inform all employees and volunteers of any changes that have been made in relation to health and safety.

## **Emergency Procedure**

In the event of an emergency, employees and volunteers need to take appropriate action

1. Exit the building in a safe manner through the fire exits
2. Meet in allocated spot.

Eureka House allocated spot

- Lydiard Street South in front of the Commonwealth Bank

Her Majesty's Theatre allocated spots

- Lydiard Street South in front of the Commonwealth Bank
- Unicorn Lane car park
- Albert Street in Kevin Paisley car park

3. Contact emergency services
4. When and only when it is safe to do so, return to your workplace

It is the responsibility of the CEO to conduct a roll call, to make sure all employees and volunteers are out safely.

## **Emergency Training**

- Indicate where all fire extinguishers are
- Fire drills to be conducted
- Make sure employees are aware of their individual roles

## **Emergency Contact Numbers**

**AMBULANCE:** 000

**POLICE:** 000

**FIRE:** 000

**Authorisation  
Name**

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**Signature**

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**Date**

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