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| No:  | Name: EMPLOYMENT - OCCUPATIONAL HEALTH & SAFETY- volunteers  |
|  |  | Ratified  |  |
|  |  | Reviewed and Updated |  |
|  |  | Next Review |  |

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**PHILOSOPHY**

XXXX Neighbourhood House recognises its moral and legal responsibility to provide a safe and healthy work environment for all staff including volunteers. Everyone associated with XXXX Neighbourhood House has a responsibility for maintaining health and safety, and for minimising the risk of harm.

The Occupational Health and Safety Act provides a framework for improving standards of workplace health and safety and reducing work related accidents and diseases. The law states that an employer has the main responsibility to make sure that a workplace is safe and healthy. Employees also have responsibilities under the health and safety laws to follow safety instructions and to work and behave in ways which are safe and do not endanger the health and safety of anyone, including visitors, in the workplace.

The objects of the Act are:

* To secure the health, safety and welfare of persons at work.
* To protect persons at work against risks to health and safety.
* To assist in securing safe and healthy work environments.
* To eliminate at the source, risks to health, safety, and welfare of persons at work.
* To provide for the involvement of employees and employers in the formulation and implementation of health and safety standards.

# POLICY

The XXXX Neighbourhood House Co-ordinator and Committee of Management will:

* provide a safe equipment and a safe place of work
* provide written procedures and instructions to ensure safe systems of work
* ensure staff, students and volunteers have access to training, information and supervision in health and safety practices and procedures (including stress management)
* ensure compliance with legislative requirements and current industry standards
* ensure that all staff are made aware of their OH&S responsibilities
* recognise the right of all workers to say "no" when feeling unsafe, and their right to receive support and debriefing from other professionals as required.
* XXXX Neighbourhood House is a smoke and drug free workplace

This policy is applicable to XXXX Neighbourhood House in all its operations and functions including those situations where employees, students and volunteers are required to work off site.

**PROCEDURES**

* The Committee of Management are ultimately responsible for ensuring the office layout is safe, and that all workers are provided with adequate seating, lighting, heating, ventilation, toilet and kitchen areas, and space free from chemical and noise pollution.
* The Committee of Management will ensure that there is a well-maintained, accessible first aid kit in the Neighbourhood House.
* All staff, students and volunteers will be provided with information on OH&S and the Office Procedures Manual as part of their initial orientation. All staff and volunteers will be required to read the manual.
* An Occupational Health & Safety Report Form will be completed for any workplace accident or incident or first aid treatment. The incident will also be noted in the Incident Book located at XXXX Neighbourhood House and will be reported to the Committee of Management.
* Any staff person, student, volunteer or Committee of Management member shall be responsible to report any health and safety concerns to the OH&S staff person or Committee of Management member.
* Upon receiving an OH&S concern, the staff person shall inform the Coordinator. It is the responsibility of the Coordinator to ensure that the report is documented, is acted on within fourteen days and the action taken reported to the individual who raised the concern. A report of the concern and the action shall also be made to the next meeting of the Committee of Managment.
* The Committee of Management will consult with staff and volunteers about any workplace change that will affect the health and safety of any of its employees, students or volunteers.

INJURIES (Taken from Policy 6.4. Finances – Insurance (WorkCover section)

* WorkCover accidents will be reported immediately to the Coordinator.
* Staff and the Committee of Management are responsible for ensuring WorkCover accidents are reported and forms completed within 24 hours of the accident occurring
* The Committee of Management must advise the worker in writing that they have received notification of the worker’s injury or illness.
* An Injury Report file must be maintained to keep a record of all workplace injuries. All injuries shall be reported using the XXXX Neighbourhood House Injury Report Form. This form should contain details of any incidents including:
✓ worker's name and job details
✓ time and date of injury
✓ exact location where injury or illness occurred
✓ how it happened
✓ the nature of the injury or illness and the body parts affected
✓ names of any witnesses
✓ name of person entering details in the register
✓ date the employer was notified