

POLICY 11.1

SAFE WORK ENVIRONMENT

Purpose

The purpose of this policy is to

- ensure the safe delivery of support services while providing a safe workplace and environment for employees, management committee members and others who may be associated with, or act on behalf of the organisation from time to time.
- ensure all service users of Better Together have access to supports in a safe environment that is appropriate to their needs whether it is in their home, community at a Better Together venue.
- overview the ongoing maintenance of workplace health and safety is a collective responsibility of employees, management committee members, families and people who use Better Together services, and others who may be associated with, or act on behalf of the organisation from time to time, who are all asked to support Better Together management efforts by adhering to the agreed safe work practices and procedures.

Applicability

This policy applies to all the organisation's programs and activities.

This policy is guided by Occupational Health and Safety (OHS) legislation, the *Work Health & Safety Act (WH&S) (2011)*, *Workplace Health and Safety Regulation (2008)*, *associated Codes of Practice and the Disability Services Act (2006)* and the *National Disability Insurance Scheme Quality Practice Standards*.

Policy Statement: Our Commitment

Better Together is committed to

- ensure the health, safety and well-being of service users, employees, management committee members and others who may be associated with, or act on behalf of the organisation from time to time.
- train all Better Together staff in relation to their responsibilities under work, health and safety legislation, their duty of care and their duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.
- ensure each participant can easily identify workers engaged to provide the agreed supports
- providing training to staff in PPE and infection control.
- work with other service providers to ensure risks are managed together

- provide safe environments for staff and service users in their office, community and a service users home
- undertaking risk and hazard assessments for participants to minimise harm to them.

Definitions

Dignity of risk means that all persons with a disability have the right to be treated with dignity and respect in relation to their individual needs and circumstances and all aspects of their lives. It refers to the ability of a person to decide to take a safe risk, and to the balance between taking risks and encouraging independence.

It is based on the premise that each individual has a right to experience and learn from situations that may be a long-term or short-term threat or risk to their well being.

Duty of care is a legal concept meaning the responsibility to take reasonable care to avoid causing harm to another person. A duty of care exists when it could reasonably be expected that a person's actions, or failure to act, might cause injury to another person.

Workplace, Health and Safety Officer (WHSO) is an employee who has completed an accredited course in Workplace Health and Safety. He or she supports the employer and employees in health and safety concerns, especially through the Better Together safety committee.

Workplace is the place where the employee is working, during the time when they are directed to be at work. This may include the office, the respite retreat property, the home of a supported person, in a vehicle or in a community facility.

A *Hazard* is something with the potential to cause harm. This can include substances, plant, work processes and/or other aspects of the work environment.

Risk is the likelihood that death, injury or illness might result because of the hazard. There are a number of general types of workplace hazards, including:

- work environment
- energy (electricity)
- manual handling
- noise
- substances (such as chemicals)
- plant

Safety Management System is a term Better Together has adopted to envelope all service management processes which have been specifically developed to promote a safe and suitable work environment and a quality service to Better Together service users, in accordance with the *Work Health and Safety Act (2011)*. It is a working mechanism in a state of constant review.