Health and Safety Policy & Procedures

Purpose

This policy and procedures outline the approach taken by Complete Business Solutions Australia (CBSA) to ensure a safe and healthy environment for staff, clients, and visitors during their participation in work activities in the workplace.

Policy

1. Compliance

1.1. Through this policy and related procedure, CBSA meets the requirements of the state or territory:

- Work Health and Safety Act
- Work Health and Safety Regulation.

1.2. CBSA is committed to protecting staff and clients from harm to health, safety and welfare through the elimination and/or minimisation of risks arising from work activities.

1.3. CBSA has appointed a Health and Safety Representative to liaise with individuals about health and safety matters and ensure the organisation's compliance with health and safety requirements at all times.

2. Working Safely

2.1. All staff have a responsibility to work safely, take all reasonable care for their own health and safety and always consider the health and safety of others who may be affected by their actions.

2.2. CBSA encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.

2.3. All staff will receive an induction for their role which will include information about workplace health and safety. Training and updates to information will be provided to staff on a regular basis.

2.4. CBSA encourages active participation, cooperation and consultation with all staff in the promotion and development of a healthy and safe workplace.

    2.4.1. This includes office fittings which are designed to comply with Australian work safe ergonomic best practices.

    2.4.2. All office fittings must comply with fair work requirements to be adjustable to suit the full spectrum of mobility disability.

    2.4.3. This includes all equipment which is procured as it is approved as work safe by relevant regulatory bodies.

3. Access to Premises

3.1. All staff and visitors are required to adhere to CBSA's access to premises procedures.

4. Workplace Inspections

4.1. All work environments will be routinely inspected to identify safety risks, hazards and identify areas for improvement.

4.2. Staff who visit client's premises should ensure that they follow all WHS instructions provided by the client.

5. Hazard Identification and Risk Control

5.1 All staff are required to report any hazards and safety incidents as soon as they become aware of them. CBSA will take immediate actions to respond to incidents, assess risks and control hazards where applicable.

6. Incidents

6.1 Staff are expected to immediately report any incidents that occur at work that may impact on an individual's health or safety.

6.2 CBSA will respond to, investigate and record all incidents that impact the health and safety of any individual and will take steps to prevent recurrence.

7. Safety Records

7.1 Records of the organisation's workplace hazards; risks and workplace injuries will be accurately maintained at all times.

Procedures

1. Workplace Inspections

Inspections

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  - Each worksite will be inspected using the **WHS Inspection Checklist** at least annually by the Health and Safety Representative.
  - Delivery sites where training is to occur will be inspected by the Trainer prior to commencing delivery to ensure it is a suitable site.
  - Outcomes of the inspections will be logged on the **WHS Inspection Register**.
  - Any hazards identified will be treated according to the procedures on hazard control and risk identification.

2. Access to Premises Procedures

Access Rules

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  - Each staff member must follow access to premises procedure which includes:
    - Signing in on a register when entering the workplace and signing out when leaving for the day
    - Wearing ID.

- Visitors must be signed in using the register and be provided with a visitor pass.
- New workers are to be informed of these requirements at their orientation so they understand that their safety will be protected at all times.

3. Incident Reporting

Workplace Incidents

- If an incident occurs in the workplace where there is an injury, an Injury Incident Report must be filled in.
- In case of injury or risk of injury, the first person in attendance to a workplace injury should immediately call for help, seeking assistance from the Health and Safety Representative and an ambulance where needed.
- Injury Incident Reports will be used as the basis of an investigation into the incident, if required.
- All incidents should also be logged on the Injury Incidents Register.
- All incidents are to be assessed for hazards that may lead to the incident recurring.

4. Risk Assessment and Hazard Control

Identify and Report Hazards

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- All staff have a responsibility to report hazards in the workplace as they are identified.
- All hazards must be reported using the Hazard Identification Report.
- All reported hazards are to be recorded on the Hazard Register.

5. Risk Assessment

- For all hazards identified, a risk assessment will be conducted to determine the likelihood of someone being exposed to the hazard and the impact of this exposure. The risk assessment is conducted to determine:
  - How severe a risk is?
  - Whether existing control measures are effective
  - What action should be taken to control the risk?
  - How urgently the action needs to be taken?

- Review the information available about the hazard including any available information (including hazard reports, WHS legislation, Australian Standards, code of practice and personal experience).
- In considering the risk, use the Risk Rating Matrix to determine:
  - Likelihood
  - Consequences
  - Risk Level Rating – Critical, Major, Moderate, Minor, Insignificant

6. Risk Rating Matrix

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost certain
Consequences	Catastrophic	Moderate	Moderate	High	Critical	Critical
	Major	Low	Moderate	Moderate	High	Critical
	Moderate	Low	Moderate	Moderate	Moderate	High
	Minor	Very Low	Low	Moderate	Moderate	Moderate
	Insignificant	Very Low	Very Low	Low	Low	Moderate

7. Control Risks and Hazards

- Hazards should be dealt with in order of priority. Use the Hierarchy of Controls chart to determine hazard control options. This determines the most effective controls. Risk control measures should always aim as high in the hierarchy as practicable.
- Urgent action is required for risks assessed as Critical or High Risk. This may include:
  - Cessation of work, process or activity
  - Isolation of the hazard until a permanent solution is determined.
- All hazards must be controlled to ensure staff and clients are not injured, do not become ill and there is no damage to property and equipment.
- Risks identified through this process must be recorded on the **Risk Management Register.**

- Hazards and their controls must be recorded on the **Hazard Register.**

8. Hierarchy of Controls

1	Eliminate the hazards – remove it completely from the workplace	If this isn't practical, then…
2	Substitute the hazard – with a safer alternative	If this isn't practical, then…
3	Isolate the hazard – as much as possible away from staff/students	If this isn't practical, then…
4	Use engineering controls – adapt tools or equipment to reduce the risk	If this isn't practical, then…
5	Use administrative controls – change work practices and organisation	If this isn't practical, then…
6	Use Personal Protective Equipment (PPE) – this should be the last option after you have considered all the other options for your workplace	If this isn't practical, then…

Related Documents

The following are related to this policy and procedures:

- FM007 – WHS Inspection Checklist
- FM008 – WHS Inspection Register
- FM009 – Injury Incident Report
- FM010 – Injury Incidents Register
- FM011 – Hazard Identification Report
- FM012 – Hazard Register
- FM013 – Risk Management Register

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