
P027 – Work Health and Safety Policy

1. Scope

This policy applies to:

- All staff members; and
- Contractors, volunteers and visitors to District 360's premises/workplace, to the extent it is relevant to them.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance to provide supports in the client's home, including retreats and social events.

1. Purpose

District 360. commits to achieving and maintaining the highest practicable standards of Work Health and Safety for its Employees, Participants, Volunteers, Contractors and visitors.

2. Definition

Work Health and Safety: the safety, health and welfare of people engaged in work or employment. As a secondary effect, it may also protect co-workers, family members/advocates, employers, customers, suppliers, nearby communities, and other members of the public who are impacted by the workplace environment.

3. Policy Statement

District 360 accepts responsibility for the health and safety of their Employees, Volunteers and visitors while working in an authorised workplace.

- An Authorised workplace refers to the place where the employee is based to perform work at the direction of the District 360
- District 360 accepts its responsibility to be aware of and enforce the provisions of all relevant Acts, Regulations, Codes of Practice, Policies and Procedures.
- District 360 requires all Employees, Participants, Volunteers, Contractors and visitors to act responsibly and to comply with statutory requirements and all safety Policies, Standards and Guidelines.

4. Procedures

District 360 has a responsibility under its "Duty of Care" to provide as far as it is practicable:

- A safe place of work or safe systems of work or safe tools and equipment.
- Ongoing training in safe methods of work.

- Safe, positive supervision wherever possible.
- Periodic inspection of all tasks and activities undertaken by Employees.
- The investigation of all accidents, the reporting of all hazards and the implementation of all practicable control measures to protect people and property.
- To encourage Employees to implement sound health and safety principles in all their activities.

5. Delegations

The Management Committee

The Management Committee have an obligation under the Occupational Safety and Health Act 1984 (WA) to safeguard the health and safety of each Employee of District 360 and to ensure as far as practicable that the health and safety of others is not affected by the activities of District 360. To meet this obligation, it is the responsibility of the Management Committee to:

- Establish a system for the management of workplace health and safety;
- Ensure as far as practicable that consultative arrangements are in place so that cooperation and commitment to health and safety outcomes are achieved; and
- Ensure as far as practicable that employees can meet their obligations through provision of sufficient resources and guidelines.

The Management Committee delegates responsibilities for the management of workplace health and safety but retains ultimate accountability. In carrying out these obligations, members are expected to:

- Ensure that District 360 Workplace Health and Safety Policy is available to all Employees and is clearly labelled and accessible;
- Ensure as far as practicable that standard work procedures specific to each task are documented and that safety equipment is in place in all work areas where required;
- Integrate health and safety responsibilities into position descriptions for supervisors and individual employees;
- Ensure as far as practicable all work related incidents are followed up and appropriate steps are taken to prevent a recurrence;
- Ensure as far as practicable that health and safety issues are resolved;
- Include workplace health and safety as a standing item in the monthly report of the Service Manager to the Management Committee;
- Budget for health and safety resources, such as training, safety equipment, furniture and modifications.

Service Manager

The Service Manager must ensure that the functional areas of District 360 under their control complies with the Occupational Safety and Health Act 1984 (WA), all applicable standards and policies. As a supervisor, the Service Manager has an obligation to ensure the workplace health and safety of all Employees and others under their control by preventing or minimising their exposure to risk.

In carrying out these obligations, the Service Manager is expected to:

- Ensure that a copy of District 360 Work Health and Safety Policy is available to all employees and is clearly displayed;
- Issue instructions for the health and safety of employees and others in their area of responsibility;
- Ensure as far as practicable that standard work procedures specific to each task are documented and that safety equipment is in place in their work areas where required;
- Establish processes for regular risk assessments and self-audits within work areas; o Monitor all aspects of health and safety processes;
- Ensure as far as practicable that employees are adequately trained in standard work practices;
- Integrate health and safety responsibilities into position descriptions for individual employees; o Establish consultative mechanisms between employees;
- Ensure as far as practicable that all work-related incidents are followed up and appropriate steps are taken to prevent a recurrence;
- Ensure as far as practicable that health and safety issues are resolved;
- Include workplace health and safety as a standing item in the monthly report to Management Committee.

Service Coordinators

The Service Coordinator has an obligation to ensure the work health and safety of all Support workers and others under their control by preventing or minimising their exposure to risk. To meet this obligation, Support Facilitators are expected to:

- Be the first point of contact for support workers with workplace health and safety concerns;
- Be familiar with legal requirements and standards and ensure employees are operating within these requirements;
- Include health and safety information in all support worker's induction training;
- Undertake risk assessments and self-audits within work areas;
- Maintain an inventory of any hazardous materials and ensure material safety data sheets are available;
- Carry out and record relevant equipment safety checks;
- Enforce the requirement for individuals to wear any personal protective equipment identified as necessary;
- Record all work-related injuries, illnesses, hazards and other incidents;
- Investigate the circumstances surrounding all incidents and take corrective action;
- Seek assistance in the resolution of health and safety issues from the Service Manager.

Employees

All employees have an obligation to comply with District 360 Work Health and Safety policies, procedures and instructions to ensure a safe workplace. This means that employees are required to:

- Comply with instructions given by District 360 for work health and safety;
- Participate in any health and safety training organised by District 360;

- Take corrective action to eliminate hazards at work, or report those hazards which cannot be immediately corrected;
- Seek appropriate first aid or treatment for injuries and illnesses and report on the appropriate form;
- Use any personal protective equipment provided by District 360;
- Be familiar with any emergency and evacuation procedures;
- Not wilfully or recklessly interfere with or misuse any health and safety equipment;
- Not wilfully place at risk the health and safety of anyone in their workplace;
- Not wilfully injure themselves. Contractors, Volunteers, Visitors and Others

Contractors, Volunteers, Visitors and Others

Contractors, volunteers, visitors and others have the following obligations at District 360:

- To comply with instructions given by District 360 for workplace health and safety;
- To use any personal protective equipment provided by District 360;
- Not to wilfully or recklessly interfere with or misuse any health and safety equipment;
- Not to wilfully place at risk the health and safety of anyone at District 360;
- Not to wilfully injure themselves.

6. Other relevant policies

Staff, especially managers and supervisors, are encouraged to read this policy in conjunction with other relevant District 360 policies, including

- Risk Management Policy
- Incident Management Policy

Relevant legislation and Standards;

- Occupational Safety and Health Act 1984,
- Occupational Safety and Health Regulations 1996.

7. More information

If you have a query about this policy or need more information, please contact the management team at info@district360.com.au

8. Review details

Approval Authority	Tanya Johnston
Responsible Officer	Coco Johnston
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ast amended	- Reviewed the up to datedness of the information.

