

LIFE INDEPENDENCE DISABILITY SERVICES

www.lifeindependence.com.au

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OCUPATIONAL HEALTH & SAFETY POLICY

Policy number	10	Version	1
Drafted by	Merryn Farnsworth	Approved by	20/11/2020 manager
Responsible person	Merryn Farnsworth	Scheduled review date	20/11/2020

INTRODUCTION

Life Independence will provide as safe work environment for the health, wellbeing and safety of our clients, staff, contractors, visitors and members of the public who may be affected by our work as far as is reasonably practical.

To do this, Life Independence will:

- Maintain a safe working environment incorporating safe work systems
- Inform clients, supporters and other stakeholders about safety
- Provide information and training for clients, supporters and other stakeholders where required to undertake a service activity
- Assess all risks before service delivery begins, for example, using an approved Work Safe Victoria risk assessment tool
- Remove or control unacceptable risks to safety including workplace, travel, individual's home environment and extreme or unsafe weather conditions

Ultimately, each individual involved in service delivery is responsible for ensuring health and safety at that workplace.

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PURPOSE OF POLICY

All staff of Life Independence are responsible for providing service delivery in a safe manner with appropriate activities to clients, supporters or relevant stakeholders. Any recipient of service provided by Life Independence is expected to comply with any reasonable request made by staff relating to workplace safety. Participants are similarly obliged to behave in a safe manner within the limits of the ability and understanding of safe work practices while participating in a service with Life Independence. The purpose of this policy is to facilitate understanding relating to practices and policies in place to ensure workplace safety including the following:

- Identifying practices and conditions that could injure employees, clients, members of the public or the environment
- Controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
- Making sure workers and clients use personal protective equipment (PPE), training workers and clients to use PPE correctly where needed
- Making sure PPE is maintained and working properly

This policy should be read in the context the delivery of support services by an NDIS registered provider working with people with disabilities primarily in a community setting. Anyone reading this policy should be able to understand that Life Independence has appropriate processes in place for maintaining the safety of staff, clients and others in the workplace. This policy should also provide an overview of the values and beliefs used to form said processes and the practical management of risk measures that the service takes to maintain safety.

GUIDING LEGISLATION, RULES, REGULATIONS & GUIDELINES

- Occupational Health and Safety Act, 2004 (Victoria)
- Occupational health and safety regulations 2017 (Victoria)

SCOPE OF POLICY

This policy applies to all Life Independence staff or any person believed to be representing Life Independence and its interests.

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POLICY COMPLIANCE

It is a condition of employment that all staff read and provide written receipt of this policy acknowledging their understanding and commitment to comply with the principles of this policy.

CONSEQUENCES OF NON COMPLIANCE

Should any member of staff be found to be noncompliant with this policy they will be liable to disciplinary action. This may include but is not limited to immediate termination, counselling or other action compatible with the services mandate and the law.

PROCEDURES

This policy is not designed to be a manual on procedural duties relating to Life Independence. Should procedural information be required by staff, companion documents are available through the service website or on request. Staff are expected to check with those sources for full information on policies, legislation and other standards impacting service delivery.

POLICY PRINCIPLES

Guiding principles are used to develop framework of service delivery. Each policy, guideline and practice of Life Independence applies to how we meet the elements of these principles. Life Independence is committed in the context of a disability service providing disability support services to have a policy, guideline and practice contributing to the requirements and provision of a safe workplace. Any person reading this policy should understand that Life Independence has a documented and worked to method of meeting each principle and element for safe work.

DEFINITIONS

- An employee is defined as someone who has a contract of employment or contract of training. Volunteers are not employees although independent contractors may be employees
- Reasonable care taken by employers, employees and others in the workplace includes, cooperating with reasonable directions to follow safe work practices and not intentionally or recklessly interfering with or misusing anything at the workplace that may support health, safety and welfare

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- A workplace for the purposes of receiving disability support services can include any place frequented by workers and others including office space, public places and premises of other services visited during service

RECORD KEEPING

The service keeps records of safe work practices in various ways. Records relating to incidents including near misses will be kept in secure files for at least 7 years. The service keeps records of the following:

- Risk identified and appropriate action taken to control the risk
- A register of injuries and near misses for incidents occurring in the workplace
- Records of training given to staff in safe working procedures

ROLES & RESPONSIBILITIES

Any person connected to the delivery or receipt of services is responsible for maintaining a safe work environment within the limits of their knowledge and ability. The manager of the service is responsible for keeping and maintaining a record of safe work practices and incidents. The manager is similarly responsible for making readily available details relating to processes used for keeping people safe within the workplace allowing easy access to information. The responsibility of the employer in the context of disability support services include:

- Providing and maintaining safe equipment
- Providing and maintaining safe systems of work
- Keeping workplaces in a safe condition and free of risks to health
- Providing suitable facilities for welfare of staff and others
- Provide employees the necessary information, instruction, training or supervision to enable them to do their work in a way that is safe and without risks to health

RISK MANAGEMENT

The service commits to the following:

- Consider the likelihood of a hazard or risk occurring
- Consider the harm that would result from the hazard or risk
- Consider suitable ways to eliminate or reduce hazard and risk
- Consider the cost of eliminating or reducing hazard or risk

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SERVICE PROCESSES

In addition to the services commitment to safe work practices as well as the identification and management of risk and recording health and safety information, the service has a specific response to various practices within the workplace. Anyone receiving services from Life Independence should consider in that context the practices and steps relating to the following circumstances:

Manual Handling –

It is the policy of Life Independence to ensure all staff, clients, supporters and other relevant stakeholders are provided with a safe and healthy workplace. This is achieved through the identification, assessment and control of risks relating to manual handling. Management is responsible for the health, safety and wellbeing of staff, clients, supporters and stakeholders however those persons must report any known potential and actual manual handling hazards should they arise. Never lift or manually handle any item that can not be easily supported. Help can be sought if there is any doubt or uncertainty in these situations.

Injury Procedure –

In the event of an injury the following procedures are to be followed:

- If an injury occurs the first priority is to seek medical assistance. Life Independence staff are trained in first aid and can assist if required. The injured client, worker or other person should call an ambulance if the injury is of a serious nature.
- Any injury, incident relating to safety or near misses that occur during service delivery must be reported directly to a Life Independence staff member.
- Life Independence staff members are required to record the incident in the Register of Injuries, Incidents and Near Misses. This standard report must include:
 - Persons name and details
 - time and date of injury
 - exact location the injury/incident occurred
 - how the injury/incident happened
 - details of the injury/illness and the part/s of the body injured
 - names of any witnesses
 - name of the person entering details in the Register

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Life Independence must report serious injuries to WorkSafe immediately.

Smoking Policy –

Life Independence has a non-smoking policy. Smoking is not permitted on Life Independence property at any time. This includes public places where staff are present delivering services and are unable to remove themselves from the vicinity of any person who chooses to smoke.

Alcohol & Other Drugs Policy –

Life Independence has a zero tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business related premises. Should any person be found to be noncompliant with that policy it may lead to termination of the service delivery on the day and a review of the viability of continuing the service delivery.