



OCCUPATIONAL HEALTH AND SAFETY

PURPOSE:

To improve and maintain the standard of occupational health and safety within Breakaway Toowoomba Inc and to ensure the development of occupational health and safety policy is considered a joint venture between both management and the employees.

To improve safety performance within the organisation and gain compliance with all relevant occupational health and safety legislation.

SCOPE:

The role of management and staff in achieving a safe working environment.

POLICY:

The management of Breakaway Toowoomba Inc is committed to providing a workplace that is safe and healthy for all who come within the workplace.

Breakaway Toowoomba Inc recognises that our staff and our clients are our most valuable assets and is committed to providing them with a safe and productive work environment.

In the unfortunate circumstances that one of our employees is injured, we will facilitate their return to work at the earliest possible time.

PROCEDURE:

As priorities this organisation will ensure that:

- an effective OHS program is introduced and maintained to ensure that all workplace hazards are identified, the associated risks assessed and appropriate measures introduced to control these risks
- once established, the OHS program is monitored and reviewed to take account of changing conditions and circumstances at the workplace
- appropriate records are kept in relation to the risk management program
- employees and their representatives are consulted on OHS issues relevant to them
- all relevant documentation relating to OHS issues is made available to employees and their representatives
- it observes industry best practice standards with regard to the safety of its operations

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- all work systems, plant and substances are subjected to testing and comprehensive risk management processes prior to their introduction
- all necessary registration, certification and licensing requirements are complied with-
- all necessary inspections, maintenance, repairs, cleaning, modifications and housekeeping are undertaken in a timely manner
- tasks requiring specific qualifications, skills or experience are only undertaken by those competent to do them
- all employees and contractors are appropriately trained, supervised and provided with adequate information to undertake their duties safely and without risk to health
- all visitors to the workplace are briefed on safety procedures, provided with identification badges and any necessary protective equipment, and adequately supervised to ensure workplace health and safety
- appropriate means are provided to prevent visitors and other unauthorised people from entering restricted areas or parts of the workplace where they may be at risk, or endanger others' safety and health
- any personal protective equipment needed to secure health and safety is provided free of charge and employees and other relevant people (such as contractors) are adequately instructed in its proper use, maintenance and storage
- all accidents, incidents and near misses are reported to the OHS manager; the circumstances of the accident, incident or near miss are investigated and recorded; and appropriate measures are taken to prevent a recurrence, and
- this policy is regularly monitored and revised in the light of legislative, best practice or organisational changes.

Organisational responsibilities

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

Senior management

The Executive Officer accept overall responsibility for the effective management of workplace health, safety and welfare.

Duties of Executive Officer and Supervisors

Executive Officer and supervisors at all levels are responsible, within the scope of their authority, for ensuring that:

- the objectives of this policy are integrated into work practices
- the tasks required for the successful implementation of this organisation's risk management program are undertaken
- employees are consulted on workplace health and safety matters which may affect them
- communication on OHS issues is promoted as a normal component of work
- all plant, substances and work systems used are suitable for their intended purpose in the workplace and meet safety requirements

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- adequate training, information, instruction and supervision are provided so that work is conducted safely
- contractors and visitors are made aware of safety procedures
- immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from work activity
- the attention of Executive Officer is promptly brought to any relevant health and safety issues
- all accidents and near misses are properly recorded and reported, and an investigation is carried out to determine causal factors, and
- safe access to, and exit from, the workplace is maintained at all times.

Duties of employees

Employees are responsible for:

- carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- cooperating with measures introduced in the interests of workplace health and safety
- undertaking any training provided in relation to OHS
- immediately reporting all matters which may affect workplace health and safety to their supervisor
- correctly using any information, training, personal protective equipment and safety devices provided
- refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons, and
- undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

Duties of the workplace health and safety committee

The workplace health and safety committee has a duty to:

- promote fulfilment of this policy's objectives
- support the successful implementation of the risk management program
- facilitate consultation on OHS matters
- encourage cooperation with agreed OHS measures and objectives
- Immediately report to Executive Officer any issue which may affect workplace health and safety and participate and cooperate in workplace investigations into accidents, incidents or near misses.

Health and safety assistance

Competent people have been appointed to assist this organisation in meeting its health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the OHS policy is being adhered to.

The job titles, names, locations and contact details of these people are listed below:

Health and Safety Officer

Name: David Boden

Location: 27 Mort Street , Toowoomba

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Approved: 

Contact details: Tel - 4639 5100 Fax - 4639 5079

First Aid Coordinator

Name: Ms. Marta Flores

Location: 27 Mort Street, Toowoomba

Contact details: Tel - 4639 5100 Fax - 4639 5079

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Special arrangements

First aid

This organisation will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. The identities of first aid personnel will be displayed throughout the workplace. (See also separate first aid policy.)

Emergency procedures

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The Executive Officer are responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

Periodic evacuation drills will be conducted in accordance with legislative requirements. All emergency personnel will be given adequate instruction and training to ensure their effectiveness. (See also separate emergency procedures and fire safety policies.)

Health surveillance and workplace monitoring

This organisation will ensure that health surveillance of individuals, and workplace monitoring, are undertaken in accordance with legislative requirements and specific professional advice in order to ensure that work-related hazards are identified and appropriately managed. The confidentiality of medical records will be protected.

Information and communication

This organisation will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and relevant non-employees (such as contractors). Statutory notices will be displayed throughout the workplace.

Safety committee meetings will be held regularly. Prior notice will be given of the agenda and committee resolutions will be publicised in the workplace.

Approved (Executive Officer) David Bea Date 18.02.10

Approved (Chairperson) Paul Dennis Date 18.02.10

Approved: DB