

Health and Safety Guidelines

2015 hUMAN RESOURCES TOOL KIT

DEVELOPED BY APEX HUMAN RESOURCES FOR THE DEPARTMENT OF SPORT AND RECREATION

**Health and Safety Policy**

<Organisation> fully accepts the obligations placed upon it by state and federal law covering health and safety. The organisation requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

Management Responsibilities

**Chief Executive**

The Chief Executive has overall responsibility for the implementation of the Organisation's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

**Senior Managers**

These managers are wholly accountable to the Chief Executive for the implementation and monitoring of the policy within the area of their specified responsibility.

**Safety Officer**

The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

The Safety Officer is responsible for:

* the production and maintenance of the Organisation's policy and ensuring that Department Guidelines are consistent with policy;
* its application;
* monitoring and reporting on the effectiveness of the policy;
* the provision of general advice about the implication of the law;
* the identification of health and safety training needs;
* the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the organisation.

Health and Safety Management Process

The Organisation believes that consideration of the health, safety and welfare of staff is an integral part of the management process and that associated and regulated Codes of Practice will be adopted as required standards within the organisation.

Responsibility for health and safety matters shall be explicitly stated in management job descriptions.

The organisation requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.

For major additional expenditure, cases of need will be submitted to the Chief Executive.

If unpredictable health and safety issues arise during the year, the Chief Executive must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

Health, Safety and Welfare Guidelines

It shall be the responsibility of the manager to bring to the attention of all members of his or her staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. The model contents of a guideline are:

* a clear statement of the role of the department;
* regulations governing the work of the department;
* clear reference to safe methods of working;
* information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
* training standards;
* the role and identity of the Health and Safety Representative (Safety Officer);
* names of specialist advisers who can be approached about the work of the department;
* the manager responsible for organisation and control of work;
* accident reporting procedures;
* departmental safety rules;
* fire procedures;
* policies agreed by the Organisation.

Identification of Health and Safety Hazards

**ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS**

It is the policy of the organisation to require a thorough examination of health and safety performance against established standards in each department, at least annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of standards laid down in the policy;

* departmental guidelines;
* relevant regulations;
* environmental factors;
* staff attitudes;
* staff instructions;
* methods of work;
* contingency plans;
* recording and provision of information about accidents and hazards and the assessment of risk.

The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by July of each year.

The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Chief Executive and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.

It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

In addition to carrying out Safety Audits, it is the responsibility of the department manager to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular risk assessments in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

Safety Representatives

The Organisation will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

Training

Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

Four areas of need shall be given special priority:

1. training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
2. training for safety representatives to enable them to discharge their function;
3. training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
4. induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

Records, Statistics and Monitoring

The organisation will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Chief Executive.

First Aid

It is the policy of the organisation to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations. The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

Fire

The Chief Executive is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Organisation premises. The Chief Executive delegates these responsibilities to the relevant managers.

In addition the Organisation will nominate a Fire Officer (this may be the Safety Officer or someone external to the Organisation)

* report and advise on the standard of fire safety in the Organisation's premises and the standard of fire training of its staff;
* undertake overall responsibility for fire training;
* assist in the investigation of all fires in the Organisation's premises and to submit reports of such incidents.

Lifting and Handling

Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs and will ensure training in lifting and handling is provided to staff who require it.

Non-Smoking On Organisation Premises

The organisation has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

Health and Safety and the Individual Employee

Every employee has a responsibility to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts and omissions and to co-operate with management to enable management to carry out their responsibilities under the organisation’s health and safety policy. In short, employees have equal responsibility with the organisation for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

People Working On Organisation Premises Not Employed By The Organisation

Persons working in the organisation premises who are employed by other organisations are expected to follow Organisation Health and Safety Policies with regard to the safety of Organisation employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Organisation employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

**Additional information, resources and current legislation related to Health and Safety in the Workplace can be found at the Department of Commerce Worksafe website**

**http://www.commerce.wa.gov.au/worksafe/tool-box**