

Guides4Sight Policy	G4SP5
Work, Health & Safety	
<i>Date: 11 July 2017</i>	<i>Review: 10 August 2018</i>

1. Purpose

The purpose of this policy is to identify responsibilities of management and team members employed in activities on behalf of Sighted Guides Pty Ltd trading as Guides 4 Sight. Whether working in the office, the community, assisting clients or representing the business at informal or formal events.

2. Scope

Work, health and Safety Policy applies to all Guides 4 Sight contract, casual and permanent team members, management and associates involved in business activities. Team members have the same responsibility as management for duty of care to identify, remove/reduce and report hazards appropriately.

3. Definitions

4. Related References

*The **Occupational Safety and Health Act 1984 (OSH Act)*** assists in two ways to meet obligation under workplace health and safety obligations regulations and Code of practice.

*The **Occupational Safety and Health Regulations 1996*** document the minimum specific requirements of the legislation and how they generally apply including specific requirements for particular hazards or work.

Workers' Compensation and Injury Management Act 1981 relate to team members employed by Guides 4 Sight and required Injury Management Policy and return to work programs.

G4SP5a Risk Assessment and Safety Action Plan

5. Duty of Care

It is individual responsibility of each person to ensure their own safety and health at work, including looking out for others in the workplace.

Steps to follow

- Stop and think about potential dangers related to the job
- Look identify any hazards
- Assess the risk: Consider possible threats of damage or injury

- Manage controls: Implement suitable measures to reduce risk
- Safely complete the task.

6. Employees

As far as practicable to;

- be proactive in your duty of care for yourself, your workmates and your clients
- identify hazards, remove or reduce the risk of hazards by maintaining your workplace
- communicate to clients clearly in their preferred method, the exact nature/extent of the hazard and what actions need to be done to ensure theirs and your safety
- attend information, instruction, and training sessions as is necessary to perform your duties safely
- cooperate with safety and health representatives and other employees in the workplace, regarding occupational safety and health
- report unsafe work situations, community areas and any injury to your coordinator
- seek feedback as to the action that was or will be taken and when
- participate in injury management processes and/or return to work programs that may assist staying at work or returning to work after a work-related injury or illness.

7. Employer

As far as practicable is to;

- provide and maintain the workplace so employees are not exposed to hazards
- provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards
- consult and co-operate with safety and health representatives, if any, and other employees at the workplace, regarding occupational safety and health at the workplace
- in the event of an employee reporting an unsafe work situation or an injury, employers have an additional duty to report certain prescribed injuries and diseases to WorkSafe and to investigate whether any action needs to be taken. The Director must then inform the team member of the action that will be taken, or that no action is necessary
- Guides 4 Sight will, where identified, establish / implement injury management and return to work program in accordance with the *Workers' Compensation and Injury Management Act 1981*, work with the injured employee and treating medical practitioner to assist the team member stay at work or return to work following a work-related injury or illness.

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Date	Changes	Authorised
11/7/2017	Creation of document	CMT