

**Work, Health & Safety***Created: 11 July 2017**Review: 20 May 2022***1. Purpose**

The purpose of this policy is to identify responsibilities of management and team members employed in activities on behalf of 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, volunteer, permanent team members, management and associates involved in day-to-day business activities.

Team members have the same responsibility as management for duty of care to identify, remove/reduce and report hazards appropriately.

**3. Legislation**

[National Standards for Disability Services](#)

[Australian Consumer Law](#)

[Disability Services Act 1993](#)

[Disability Services Regulations 2004](#)

[Equal Opportunity Act 1984](#)

[Convention on the Rights of Persons with Disabilities](#)

[Occupational Safety and Health Act 1984 \(OSH Act\)](#)

[Occupational Safety and Health Regulations 1996](#)

[Workers' Compensation and Injury Management Act 1981](#)

[National Disability Insurance Scheme Act 2013 and rules](#)

**4. Definitions**

'**Employees**' includes office staff, support workers, coordinators, casual staff, volunteers or contractors who represent Guides 4 Sight in any capacity.

## 5. Related References

***POL4 Code of Conduct***

***POL3 Feedback Compliments and Complaints***

***POL5a Risk Assessment and Safety Action Plan***

***PRO208 Staff and Client Health Safety Precautions - Communicable diseases***

***The National Disability Insurance Scheme Amendment (Worker Screening Database) Bill 2019*** - To establish a database for nationally consistent worker screening, to minimise the risk of harm to people with disability from those who work closely with them.

***Western Australian State Government websites related to health and safety:***

<https://www.healthywa.wa.gov.au/>

<https://www.wa.gov.au/>

<https://www.safeworkaustralia.gov.au/>

<https://www.ndiscommission.gov.au/>

## 6. Duty of Care

It is the responsibility of each person to ensure their own safety and health at work, including looking out for others in the workplace including identifying and minimising hazards and reporting to senior management.

## 7. 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.
- Follow government protocol

## 8. Employer

As far as practicable;

- 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.
- Follow government protocol

<b>Work, Health &amp; Safety</b>		<b>POL5</b>
<b>Date</b>	<b>Changes</b>	<b>Authorised</b>
11/7/2017	Creation of document	CMT
11/7/2018	Review	CMT
24/10/2019	Review: updated current Acts	CMT
19/3/2020	Reviewed	CMT
16/04/2020	Updated	AJB
20/05/2021	Updated and Formatted	VRP