

# HEALTH AND SAFETY POLICY

## RATIONALE

North Melbourne Language and Learning (NMLL) has a legal and moral obligation to ensure that the working and learning environment is healthy and safe for all people who attend NMLL. This duty of care encompasses paid staff, unpaid volunteers and Committee of Management members, students, all service users and members of the general public.

## LEGISLATIVE CONTEXT

All Victorian organisations, including NMLL, must comply with the Victorian *Occupational Health and Safety Act 2004* and its regulations which set out legal responsibilities for employers, employees and volunteers.

## PRINCIPLES

This policy is based on the principles that:

- NMLL ensure all employees and volunteers (staff) have appropriate skills, training and supervision to perform the work safely
- all individuals are expected to take reasonable care of their own health and that of others
- NMLL continuously improves the work environment
- information on health and safety is communicated widely within NMLL to all employees and NMLL users via signs, notices and written documentation.

## PROCEDURES

### 1. NMLL obligations

As the employer and occupier, NMLL's obligations in the area of health and safety include the provision of:

- a working environment that is safe and without risks to health
- adequate resources, information, training and supervision

- effective arrangements for consultation with staff in the development of health and safety procedures
- an effective system for identifying hazards, and for assessing and controlling risks to health and safety
- a practice of continuous improvement to minimise or eliminate any hazards in the workplace.
- Emergency and first aid arrangements to deal with emergencies
- To have appropriate WorkSafe Insurance as required by regulations

## **2. Obligations of staff, volunteers and users of NMLL services**

The *Occupational Health and Safety Act 2004* requires staff, volunteers, students and other users of the premises to take reasonable care of their own health and safety, and the health and safety of anyone else who might be affected by their actions. All workers have a duty of care to ensure that they work in a manner that is not harmful to their own health and safety and the health and safety of others. All individuals have a responsibility to report hazards and incidents and to comply with any protocols for use of equipment and maintenance of a safe environment.

## **3. Implementation of Policy**

### ***Maintaining a safe and healthy environment at NMLL***

- Risk identification at staff meetings, which are twice per term, assessment and control: NMLL works to eliminate risks at the source through a process of hazard identification in the short term, and planned rectification. Particular attention is paid to office and classroom safety, including lighting, noise, indoor air quality, layout, workstations, storage, visual display units, radiation, copying equipment and hazardous substances.
- Non-smoking: NMLL is a no-smoking environment.
- Drugs and alcohol: No person shall present for work or participate in NMLL activities when they are under the influence of alcohol or illegal drugs.
- Blood: in providing aid to injured people or cleaning up, care is taken to prevent possible blood-borne infections.
- Personal security: wherever possible, staff shall not be working alone at NMLL. Staff are to lock the exit doors if they are the sole worker present at NMLL outside opening hours.

### ***Staff training***

NMLL recognises the importance of training in preventing workplace injuries and illnesses. One staff member is trained to hold a current First Aid certificate and other staff are encouraged to undertake CPR training. All staff are given appropriate information and drills in what to do in case of emergencies and of risks to personal security.

## ***Emergency Procedures***

- up to date emergency procedures in the event of fire, explosion, bomb threats, chemical spills, flood or other emergencies are communicated to staff and displayed as appropriate on notice boards
- all staff are informed of the exit and assembly points, and evacuation plans which are placed on display in prominent areas
- emergency procedures and evacuation drills are carried out with staff, students and NMLL users at least twice a year.
- checks of emergency equipment (smoke and heat detectors, fire extinguishers, duress and other alarms) are to be carried out by the Office of Housing at regular intervals. A record of the dates these checks occur will be displayed in the kitchen.

## ***Continuous Improvements***

The Manager is responsible for ensuring that WorkSafe procedures are up to date and implemented. These include:

- maintenance of a workplace file for all reports of work related incidents i.e. injuries and illnesses
- filling out an NMLL Health and Safety Incident Report Form for all reports of work related incidents
- confidentiality of all reports
- provision of information to staff about reporting health and safety incidents
- analysis of incident reports to determine injury trends as a the basis for developing strategies for prevention
- notification to WorkSafe immediately of any workplace death or serious injury or any incident that could have caused serious injury or death
- enabling a WorkSafe Claim Form to be completed within 30 days of an incident. (It is up to the employee to decide to make a WorkSafe claim.)
- development of a return to work plan for employees in receipt of WorkSafe (i.e. off work for more than 20 days)

## **ASSOCIATED DOCUMENTS**

NMLL Health and Safety Incident Report Form

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<b>CHANGE HISTORY of POLICY</b>	
<b>Previously known as</b> <b><i>Occupational Health and Safety Policy and Procedures</i></b>	<b>Initial approval date 20 August 2007</b>
<b>Date last reviewed</b> <b>25 November 2010</b>	<b>This version approved at Committee of Management Meeting date:</b> <b>23 October 2013</b>
<b>Policy review due: February 2016</b>	

# NMLL Health and Safety Incident Report Form

Name:(Injured Person or aggrieved) \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What were the injuries/affects?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

Contributing Factors:

\_\_\_\_\_  
\_\_\_\_\_

Recommendations to correct the cause of incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person making report \_\_\_\_\_

Address \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Person Receiving Report: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_