

OCCUPATIONAL HEALTH AND SAFETY

Introduction

The Australian Breastfeeding Association (ABA) is committed to ensuring a safe and healthy environment for its staff, volunteers, clients and visitors.

The purpose of this policy is to ensure employees and volunteers are aware of their legal responsibilities, and are committed to ensuring the health and well-being of themselves and others. ABA encourages all employees and volunteers to regard accident prevention and working safely as a collective and individual responsibility.

Policy

ABA recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers and visitors.

ABA is committed to:

- ❑ Undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices
- ❑ Compliance with all relevant legislation standards, and other requirements to which the organisation subscribes
- ❑ Ensuring that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures
- ❑ Maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response
- ❑ Providing adequate facilities to protect the welfare of all employees
- ❑ Providing appropriate OH&S training to employees and volunteer workers
- ❑ Providing information and supervision for all staff and students enabling them to work and study in a safe and healthy manner
- ❑ Consulting with all employees and contractors to enhance the effectiveness of the OH&S Policy and Procedures
- ❑ Providing adequate resources to facilitate the fulfillment of the Organisation's OH&S responsibilities
- ❑ Regularly reviewing and evaluating Health and Safety Management systems, including audits and workplace inspections

If required by State Legislation, ABA will establish and maintain an Occupational Health and Safety Committee.

Procedures

1. Responsibilities

a. Responsible Officer

The Executive Officer is the Responsible Officer and will be accountable for providing a healthy and safe workplace, ensuring that adequate resources are provided to meet the health and safety objectives and supporting strategies are implemented. In particular, the Responsible Officer will ensure:

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- ❑ Appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety
- ❑ Mechanisms are provided
 - i. that enable the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures
 - ii. to enable employees and their representatives to be consulted on any proposals for or changes to the workplace, work practices, policies or procedures that may affect occupational health, safety and welfare
- ❑ Managers are provided with:
 - i. the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities
 - ii. mechanisms to:
 - a. enable the assessment of managers' health and safety performance
 - b. regularly monitor and report on health and safety performance
- ❑ The Occupational Health and Safety Policy is reviewed annually to ensure it remains accurate and in line with legislative requirements.

b. Managers

Managers will be held accountable for their areas of control to ensure:

- ❑ Relevant health and safety policies and procedures are effectively implemented
- ❑ All risks to health and safety are identified, assessed and effectively controlled
- ❑ The effectiveness of risk control measures are regularly monitored and deviations from standards are reported and rectified
- ❑ Employees under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs
- ❑ Employees are consulted on any proposals for or changes to the workplace, work practices, policies or procedures that may affect their health and safety
- ❑ All incidents within their area of control are reported and investigated, and basic cause and control strategies are identified and implemented.

c. Employees

Employees have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. **Employees and Volunteers** have a responsibility to:

- ❑ Report any incident or hazards at work to their manager or supervisor
- ❑ Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures
- ❑ Obey any reasonable instruction aimed at protecting their health and safety while at work
- ❑ Use any equipment provided to protect their health and safety while at work
- ❑ Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
- ❑ Consider and provide feedback on any matters that may affect their health and safety
- ❑ Ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.

d. Visitors

Visitors to ABA are required to:

- ❑ Comply with the occupational health and safety policies, procedures and programs established by ABA
- ❑ Observe directions on occupational health and safety from designated officers of ABA

2. Review of Policy

The Occupational Health and Safety Policy will be reviewed annually by the Responsible Officer, in consultation with the Occupational Health and Safety Committee (if established) and Managers. The review will involve assessing the effectiveness of the policy and program by such means as:

- ❑ Reviewing overall health and safety performance; and
- ❑ Monitoring the effectiveness of policies and procedures.

3. Dissemination of Policy

The Occupational Health and Safety Policy and related procedures will be displayed in the workplace and all employees and volunteers will be provided with a copy through their manager. New employees will be provided with a copy of the policy as part of their induction.

Related Documents

Policies:

Drugs and alcohol in the workplace
First Aid

Legislation:

VIC: Occupational Health & Safety Act 1985
NSW: Occupational Health & Safety Act 2000
QLD: Workcover Health and Safety Act 1995
SA: Occupational Health, Safety & Welfare Act 1986
WA: Occupational Health & Safety Act 1984
ACT: Occupational Health & Safety Act 1989
TAS: Workplace Health & Safety Act 1995
NT: Work Health Act

STATE	LINK
Vic	http://www.workcover.vic.gov.au
Qld	http://www.workcover.qld.gov.au
Canberra	http://www.workcover.act.gov.au
NSW	http://www.workcover.nsw.gov.au
NT	http://www.worksafe.nt.gov.au/
Tas	http://www.workcover.tas.gov.au/
SA	http://www.workcover.com
WA	http://www.workcover.wa.gov.au

Forms:

OHS Staff and Volunteer Acknowledgement Form (Appendix ...)

**OCCUPATIONAL HEALTH AND SAFETY
STAFF AND VOLUNTEER
ACKNOWLEDGEMENT FORM**

Employee Name: _____

I have received, read and understood the Occupational Health and Safety
Policies and Procedures issued

Signature: _____

Date: _____

Completed form to be filed in employee's personnel file