

POLICY

2.3 WORKPLACE HEALTH AND SAFETY



Supporting Procedure:	2.3.1 Working from Home Procedure 2.3.2 SPOT Connect Procedure 2.3.3 Check in Procedure 2.3.4 Office Security	
Other Related Documents:	2.1 Motor Vehicles Policy 2.2 Induction Policy 4.3 Risk Management Policy 4.6 Insurance Policy JSEA Form Journey Forms WHS Manual Contractor Workplace Health and Safety Form Occupational Safety and Health Act 1984 (WA)	
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Introduction

The objective of this policy is to keep all persons working with and/or for the PHCC safe and meet PHCC's obligations under the Occupational Safety and Health Act 1984 (WA) ('The Act') and their associated Regulations.

The Policy sets out the requirements to provide a safe work environment and applies to PHCC Representatives and visitors. The Policy Statement uses the term 'Representative' for ease of reference, but equally applies to Board, Employees, Volunteers or Contractors where applicable.

Definitions

For the purposes of this Policy:

'Board of Management' or **'Board'** means the Association Members of PHCC

'Check in protocol' means procedure in accordance with SPOT Connect Procedure

'Hazard' is anything that may result in injury or harm to health

'Incident' is a reportable occurrence of an event resulting in injury or a 'Near Miss'

'JSEA' is a Job Safety and Environmental Analysis form used for reporting hazards in the workplace

'Lone Worker' is a situation where a person, working alone, is likely to be exposed to a level of risk that is significantly higher than it would be working with another

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'Manual Handling' is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, or thing.

'Material Safety Data Sheet' means a procedure for handling or working with a material in a safe manner

'Near Miss' is an event or occurrence that may have caused injury and is reportable

'Online WHS System' means the online system PHCC uses to induct Representatives, store data and assess risk regarding Work Health Safety

'Representative' means any Board Member, Employee, Volunteer, Contractor or any other person working for or representing PHCC

'SAR' means Search and Rescue

'Safe Work Method (SWM)' is an instruction or procedure relevant to a specific activity

'Sharps' are syringes, scalpels, razor blades, broken glass or any other sharp implement with the potential to cut severely if not handled in a safe manner

'SPOT Connect' device that uses satellite network to provide text messaging and GPS tracking

'Stakeholder' means any person or entity with which PHCC interacts

'Visitor' means any Stakeholder visiting a PHCC Workplace

'WHS' is Workplace Health and Safety and is the same thing as Occupational Safety and Health or 'OHS'

'Workplace' means any site, office, vehicle or place at or in which Representatives conduct work

Policy Statement

1. Management Responsibilities

PHCC will fulfil its WHS responsibilities by:

- 1.1 Ensuring compliance with The Act as a minimum standard by regularly assessing risks and risk responses and controls relating to WHS, and monitoring and evaluating WHS performance
- 1.2 Respecting and accommodating the health and safety and well being of Representatives and visitors at the Workplace
- 1.3 Being proactive in identifying hazards and preventing incidents and ill health
- 1.4 Considering WHS requirements in the formulation of governance policies and procedures
- 1.5 Ensure all Representatives receive a relevant and effective WHS induction
- 1.6 Enabling Representatives access to relevant WHS training
- 1.7 Providing Representatives with adequate information, instruction, training and supervision
- 1.8 Providing appropriate, effective Personal Protective Equipment
- 1.9 Maintaining appropriate WHS insurances
- 1.10 Supporting rehabilitation and return to work strategies.

2. Representative Responsibilities

Representatives must actively contribute to maintaining a healthy and safe Workplace by:

- 2.1 Abiding by all WHS requirements of the PHCC, including but not limited to policies, procedures and reporting frameworks

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- 2.2 Working safely at all times to protect their own health and safety and that of others who share their Workplace
- 2.3 Wear and/or use relevant PPE
- 2.4 Minimising any potential risks
- 2.5 Reporting any hazards, incidents or near misses they encounter in the Workplace
- 2.6 Cooperating with safety programs implemented by PHCC and follow specified safe work practices
- 2.7 Not engaging in unsafe practices.

3. WHS Officer

- 3.1 A WHS Officer must be nominated and their role proactively maintained and known to all Representatives
- 3.2 PHCC will ensure that the WHS Officer is provided with the necessary training to carry out their responsibilities
- 3.3 The WHS Officer must stay up to date about regulations and other relevant information

4. Hazards, Incidents and Near Misses Reporting

- 4.1 All Workplace hazards, incidents or near misses must be reported using the Online WHS system in place for this purpose and to the WHS Officer and the CEO .

5. Personal Protective Equipment (PPE)

- 5.1 PHCC will not rely on PPE as the primary means of risk control at a Workplace. Risk will be assessed for specific sites or types of activities and all means of control considered, with PPE as the lowest in the order of controls chosen
- 5.2 PHCC will provide Representatives with appropriate PPE based on the assessment of the risks and the ability of particular PPE to manage those risks.

6. Lone Worker – Employees and Volunteers only

- 6.1 Representatives should plan their work activities to avoid working alone wherever possible
- 6.2 If unavoidable, with the permission of their supervisor, a Representative may work alone only, when it is determined it is low risk and where a 'check-in' protocol with a colleague (SAR) to communicate their intended destination, route, departure and return time is in place
- 6.3 Lone Representatives in the field will be required to adhere to the SPOT Connect procedure
- 6.4 If a worker needs to work out of office hours, they must first obtain their supervisor's approval and abide by PHCC Office Security Procedure
- 6.5 Contractors/subcontractors must abide by contract arrangements, including that where they do not have their own WHS procedures in place, they must abide by the PHCC processes. In instances, the PHCC may loan Contractors/subcontractors SPOT Connect devices and by arrangement will be treated in the same manner as Employees and Volunteers.

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7. Check in – Employees and Volunteers only

- 7.1 Representatives must follow the 'check-in' protocol to communicate intended destination, route, departure and return time (including complete Journey forms where required)
- 7.2 A SPOT device is required to be used in accordance with the SPOT Procedure by Representatives who are working on-ground or visiting remote locations for meetings.

8. Journey / Vehicle Travel

- 8.1 Representatives must abide by the Journey Forms (Low and High Risk) to communicate intended destination route, departure and return time.
- 8.2 Representatives must abide by the Vehicle Policy, and associate Vehicle Checklist in respect to vehicle safety and handover.

9. Office Workstations and Equipment

- 9.1 Representatives will receive instruction in the safe and correct (ergonomically comfortable) use of their office furniture and equipment as part of their induction process, and must abide by this.

10. Electrical Safety

- 10.1 Representatives must ensure overloading of electrical sockets does not occur at their workstations and surrounds. There will be no piggy-backing of cords or double adaptors.
- 10.2 Representatives must abide by all Electrical Safety requirements of the Working from Home Self-Assessment.

11. Working from Home

- 11.1 Representatives may work from home, as approved by their Supervisor, once they have completed the PHCC Working From Home Self-Assessment and had it approved by their Supervisor.

12. Manual Handling and Access

- 12.1 Heavy and frequently used materials must be placed/stored between knee and shoulder height
- 12.2 Representatives are responsible to manage manual handling risks in the Workplace
- 12.3 An appropriate step ladder must be used when retrieving material above shoulder height
- 12.4 Representatives are not authorised to work above two metres.

13. First Aid in the Workplace

- 13.1 PHCC will provide and maintain first aid equipment at all Workplaces
- 13.2 PHCC will ensure there are adequately trained employees qualified to undertake first aid present in the Workplace
- 13.3 A list of First Aid Officers will be made available in the Workplace
- 13.4 All information recorded about the health of a person, or the treatment they received during a medical incident, must be noted on their Staff file and treated with the strictest confidence
- 13.5 All incidences must be reported to the CEO.

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14. Sharps and Sharps Injury

- 14.1 All sharps will be treated as contaminated and must be disposed of in an approved impermeable sharps container, which will be made available in all relevant PHCC Workplaces.

15. Drugs and Alcohol in the Workplace

- 15.1 Representatives must not conduct any business on behalf of the PHCC if they are adversely affected by alcohol or other substances
- 15.2 Responsible consumption of alcohol is permitted at the discretion of the CEO.

16. Children in the Workplace

- 16.1 Should a representative need to bring a child into a Workplace environment, the Representative is responsible for the health and safety of the child/children for the duration of any visit.