



Occupational Health and Safety Policy

Policy Number	001	Version	3
Date of Issue	March 2010	Approved by CoM	March 2016
Responsible Person	Centre Manager	Scheduled Review Date	May 2019

INTRODUCTION

Mordialloc Community Centre Inc recognises that the health and safety of its employees, volunteers and patrons is a priority and that if accidents and incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

PURPOSE

This policy has been developed to ensure that all employees and volunteers understand the processes to be taken in the event of a dangerous occurrence or accident.

DEFINITION

Incident refers to any event which causes or could have caused injury, illness, damage to equipment, plant, vehicles, property, material, or the environment or public alarm.

It also refers to losses of containment, fire, explosion, non-compliance with environmental regulatory requirements, vehicle incidents and off site incidents.

POLICY

Mordialloc Community Centre Inc commits to preventing workplace accidents and minimising dangerous situations and occurrences and will endeavour to achieve a zero accident rate.

Responsibilities

Centre Management:

Will provide and maintain as far as possible;

- A safe working environment
- Safe systems of work
- Equipment and dangerous substances in safe and if applicable locked conditions and comply with all tag and testing requirements
- Information, instruction, training and supervision that is reasonably necessary to ensure that all staff and volunteers are safe from injury and risks to health

- A commitment to consult and cooperate with all employees in all matters relating to health and safety in the workplace
- A commitment to continually improve our performance through effective safety management.
- In the event of a dangerous occurrence or incident Mordialloc Community Centre Inc must ensure that the relevant state authority is notified and that a full investigation is undertaken into the root cause. The most appropriate corrective action will be taken to ensure that the incident does not recur

Employees, volunteers, contractors, hirers, members and other users of the centre:

Have a responsibility to:

- Comply with Worksafe practices, with the intent of avoiding injury to themselves and others or damage to plant and equipment
- Take reasonable care of their own health and the health and safety of others
- Wear personal protective equipment and clothing where necessary
- Ensure an electrical equipment brought into the centre is in a safe condition and provide proof to the centre manager that such equipment has been certified as such
- Comply with any direction given by centre management in relation to health and safety
- Not misuse or interfere with anything provided in the interests of health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial and prepare the necessary paperwork
- Report all known or observed hazards to their supervisor or centre manager

PROCEDURE

All accidents or incidents that result in an injury or illness must be reported to the Centre Manager within 24 hours of the incident or accident occurring.

Any workplace accident or incident (dangerous occurrence) which has the potential to result in injury or damage to property must be reported in the same manner as an accident that results in injury or damage

Immediate actions:

All injuries and illnesses must be assessed by a qualified first aid officer to determine whether medical treatment is required. If medical treatment is required, the injured or ill person's supervisor or in case of a participant, the teacher or instructor must ensure that suitable arrangements are made for transport to a doctor or hospital. It must be noted that

- A parent or emergency contact must be notified immediately where injury occurs to participant/staff member or volunteer under the age of 21 years
- All eye injuries (including foreign objects between the eye and eyelid which is not dirt or dust particles) must be referred to a doctor or hospital
- Where injury or illness involves chemicals, information regarding the chemical must accompany the injured or ill person to the doctor or hospital.

The Centre Manager MUST be notified immediately in the event of any incident that occurs requiring urgent medical attention.

The following document must be completed for all accidents and injuries involving employees, volunteers, contractors, visitors or the general public

- The Mordialloc Community Centre Accident/Incident Report Form (Appendix A)

A copy of the completed form must be filed into the relevant folder located in the office and a copy to be left in the Centre Managers in-tray.

If the incident/ injury results in a Worker's Compensation Claim, the following forms need to be completed:

- Workers Compensation Form – “Employee”
 - Workers Compensation Form – “Employer”
- All claims for compensation must be accompanied with an appropriate medical certificate for time lost

Ensure copies of all documents are kept on the employees personnel file.

The centre manager will ensure that an appropriate incident investigation for all lost time injuries (staff) and major incidents is conducted and reported to the Mordialloc Community Centre Committee of Governance.

IN THE EVENT OF DEATH

Advise Emergency Services by calling 000. If an incident results in death, the site of the incident must not be disturbed until:

- An inspector arrives at the site of the incident; or
- An inspector directs otherwise at the time of notification

The above does not apply if the disturbance to the site is for the purpose of:

- Protecting the health and safety of any person; or
- Aiding an injured person involved in an incident; or
- Taking essential action to make the scene safe or to prevent a further occurrence of an incident

Advise the Centre Manager Immediately, Centre Manager to advise the President of the Committee of Governance.

Authorisation: Centre Manager
Rebecca Harvison

Approval: CoM President
Richard Newton

