



Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation

**Date of last amendment : 06/06/2022**

## **Workplace Health and Safety policy**

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation aims to maintain a safe, healthy and secure work environment for all employees, temporary staff, contractors, clients and visitors. Achieving this aim is the responsibility of all of us. Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is committed to developing and maintaining the highest practicable standards of occupational health, safety and welfare management, through teamwork, and in partnership with employees, clients and contractors, Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation will work to meet legislative requirements and through continuous improvement achieve best practice standards.

Through continuous improvement our goal is to create an environment and culture where all employees, and non-employees who work with us, can reasonably expect to be free from injury and illness. Through consultation, the sharing of ideas and mutual respect and understanding we will continue to build on our culture of safe working practices. Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation believes that the safety and welfare of employees, contractors, clients and visitors is a prime business concern. It is an integral part of everyday business operations and our decision making process. Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is committed to ensuring we, as a company, have sound health, safety and welfare practices in place. These practices are supported by local health and safety policies and procedures that provide guidance for us to ensure we meet our WH&S commitments on an ongoing basis. Occupational health, safety and welfare are a shared responsibility and require constant awareness and input from all levels of Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation employees. We all have the opportunity on a daily basis to ensure we support WH&S practices. We ask that you support this goal by ensuring you take reasonable care to avoid accidents to yourself and others by following our WH&S procedures. Also management are committed to conducting risk assessments to ensure that any negative findings are acted upon and all these business activities ceased until they can be made safe. Duty holders are required to take active imaginative and flexible approach to potential dangers in the workplace. Duty managers must recognise that human frailty is an ever present reality.

### **Our company works under the guidelines as per the**

QLD - Work Health and Safety Act 2011

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#### **Purpose of the WH&S policy:**

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation's Workplace Health and Safety (WH&S) Policy has been developed to assist Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation managers and employees to improve their understanding and management of WH&S in their workplace. The WH&S Policy provides practical information and guidance in how managers and employees can work together to achieve a safe and healthy work environment. Using the Policy will assist to attain compliance with:

- Relevant statutory legislation and codes of practice
- Company policies and workplace standards
- Common law duty of care
- Recognised WH&S best practice

The processes outlined in the WH&S Policy are designed for use as integral components in operating the business to its maximum potential. An organised approach to WH&S

management is an essential contributor to ensuring the staff, contractors and clients can do business safely. The primary responsibility for ensuring WH&S standards are implemented within Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is with the **Responsible Officer** and **Company Directors**. However, all employees and contractors have responsibilities in creating a safe work environment.

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation places an emphasis on pro-active hazard and risk management to eliminate or minimise workplace incidents and injuries. Effective hazard and risk management leads to measurable improvements in workplace safety with subsequent increases in productivity and profitability. The WH&S Policy should be used as the basis for establishing a workplace hazard and risk management program. It is essential that managers and employees consult together to develop WH&S plans that meet the standards contained in this policy.

### **Policy review:**

This health and safety policy will be reviewed each year, in consultation with employees, using established consultative mechanisms, and revised as necessary to keep up to date with new legislation and company changes.

### **Aim of policy:**

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation aims to:

1. Continuously improve the management and standard of WH&S systems in the workplace for all employees, temporary staff, contractors, visitors and clients to Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation as prescribed by legislation;
2. Provide a safe and healthy workplace for employees, temporary staff, contractors and clients to our workplace;
3. Increase employee, temporary staff, contractor, visitors and client awareness and understanding of their personal responsibility and accountability in regard to WH&S;
4. Reinforce a culture of safe working practices in the workplace;
5. Reduce or eliminate workplace incidents and injuries;
6. Return injured employees to the workforce at the earliest opportunity;
7. Reduce the cost of accidents and injuries to the business;
8. Promote welfare of employees;
9. Consult with employees on WH&S issues;

### **Reasonable action:**

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation will take reasonable action to identify, evaluate and control factors in the workplace which affect the safety, health and welfare of employees, temporary staff, contractors, visitors and clients.

### **Responsible officer responsibilities:**

The responsible officer at Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is Merrissa Jose. They are responsible for safety across the whole business. The Responsible Officer will take reasonable steps to ensure compliance is achieved as per the QLD - Work Health and Safety Act 2011

### **Responsibilities include:**

1. Ensuring that there is adequately trained staff to address and deal with WH&S matters and that funds are available to correct any potential hazards in the business;
2. Responsible for the building, fixtures or fittings, facilities and equipment and to provide a safe working environment;
3. Ensure the building and fixtures or fittings under their control are in a safe condition;
4. Adherence to the building code and relevant WH&S legislation;
5. Provide safe access to the building and property;
6. Compliance to the relevant fire and emergency regulations;
7. Ensuring all equipment are in a safe condition.

### **Director responsibilities:**

Directors will work with employees in pursuing the following action:

1. Observing statutory and Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation standards;
2. Providing and maintaining a safe and healthy working environment;
3. Providing suitable means of access to workplaces;
4. Developing, implementing and improving safe work systems;
5. Monitoring factors that may affect employees' occupational health, safety and welfare;
6. Providing safe facilities and equipment and ensuring it is maintained in a safe condition;
7. Recording and investigating accidents and incidents and implement appropriate corrective actions;

### **Employee responsibilities:**

Employees have a responsibility to take care of their own health and safety and for that of other persons who may be affected by their acts or omissions.

Employees are required to:

1. Perform their work in a safe manner;
2. Ensure by their actions they do not put at risk the health and safety of other employees, temporary staff, contractors, visitors and clients;
3. Cooperate with management in the implementation of WH&S initiatives;
4. Participate in rehabilitation programs;

5. Report workplace hazards immediately to their manager;
6. Report any incidents or injury which occurs at, or in connection with, their work;
7. Complete an incident or accident report form within 24 hours of any incident or injury occurring;

### **WH&S framework:**

Promptly and effectively dealing with occupational injury and ill health by managing occupational rehabilitation programs.

Provide adequate welfare facilities for employees.

Work as per the

QLD - Work Health and Safety Act 2011

### **Health and safety representative:**

The health and safety representative at Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is: Merrissa Jose

Their role is to:

1. Promote health and safety issues and awareness;
2. Assist with return to work for injured employees;
3. Where appropriate ensure that the organisation receives a visit once per year from Work Safe and ensures there is a corrective action plan to address any concerns in a timely manner;
4. Run quarterly, or as required, WH&S safety meetings on WH&S matters and report to the Director or relevant senior manager about WH&S issues;
5. Have an understanding of relevant current workers compensation legislation in the state of business;
6. Develop, facilitate and monitor all aspects of return to work and maintain systems for managing the rehabilitation and return to work schedules of injured workers within their own workplace;
7. Conduct situational workplace assessments;
8. Effectively communicate with injured workers, managers and treating medical practitioners, workers compensation case managers, rehabilitation providers and other key stakeholders involved in the return to work process;
9. Monitor the effectiveness of the coordination of return to work plans and the rehabilitation process;

### **WH&S issue resolution process:**

These are the actions required of persons who have the task of resolving workplace WH&S hazards or issues. It is important to remember that a genuine attempt to resolve the WH&S

hazard or issue must be made at each stage of the process before going to the next stage. At any stage, external WH&S professional resources should be made available, upon request to provide advice and mediate in the examination of agreed to and legitimate potential solutions.

The process for resolving WH&S hazards or issues within Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is:

1. Employee informs manager/team leader of potential WH&S issue. Work ceases.
2. Manager and employee discuss a solution.
3. If there is a resolution, the process ends. If the issue is NOT resolved work is still ceased and the process continues to stage 4.
4. Manager and health and safety representative consult for a solution.
5. If there is a resolution, the process ends. If the issue is NOT resolved work is still ceased and the process continues to stage 6.
6. Health and safety representative contacts the Director or relevant senior manager and may require WorkSafe or an external WH&S professional to assist in addressing the issue. During this process work is still ceased until a resolution can be identified.
7. Process ends.

### **Workplace hazard management:**

Hazard management is a fundamental element of an effective workplace occupational health and safety management system designed to comply with WH&S legislation. Identifying, assessing and controlling workplace hazards and risks promptly will eliminate or reduce the likelihood of their causing harm to employees who could become exposed to them. This document provides guidance to managers and employees in regard to:

1. Methods to hazard identification;
2. Risk assessment;
3. Risk control measures (using hierarchy of controls);
4. Controlling Workplace hazards;

Workplace hazards arise as a result of the activities performed, equipment used and the physical and environmental conditions of the workplace. The factors that create hazards can best be controlled by managers and employees at the workplace. Therefore managers and employees must be equipped with adequate knowledge, skills and an understanding of the application of simple hazard management techniques in relation to their own work environment.

**Hazard** - A condition or situation that has the potential to cause harm to people at work.

**Risk** - The likelihood that exposure to the hazard will cause harm to people at work and the seriousness of that harm.

### **Stage 1: Hazard Identification**

There are a number of quite simple methods used to identify workplace hazards. For example:

1. Workplace inspections, using a formal checklist or spot checks;
2. Referring to information recorded in incident/injury report of previous occurrences;
3. Communication with employees and through WH&S consultation;
4. Observing work areas, work tasks, work processes or work methods;
5. Sharing information with other internal workgroups;

6. Information supplied by the Director or relevant senior manager, health and safety representative, WorkCover or other safety organisations.

An analysis of the WH&S performance of the workplace can be undertaken to identify injury trends and causes of injury. The information gained can be used to develop workplace hazard management programs aimed at eliminating those causes. The Director or relevant senior manager and the health and safety representative can conduct and provide a WH&S performance analysis.

## **Stage 2: Risk Assessment**

When a workplace hazard is identified there is a need to assess its risk of causing injury or damage. Risk assessment is simply a further analysis of the hazard by breaking it down into more specific component parts to evaluate the nature of the hazard. Assessing the risk associated with the hazard by specifically defining its nature will assist in determining its:

1. Probability or likelihood of causing injury or damage
2. Exposure levels of employee/s i.e. number of employees exposed, time exposed, and frequency of exposure
3. Consequence/s or severity of outcome. Once assessed, the risk may be rated as per the following hazard management tool.

### **Severity of the hazard:**

#### **Resulting a disability, ill health or a fatal accident**

##### **Ratings:**

1. Very likely to happen
2. Likely – could happen
3. Part of job, likely
4. Very unlikely, low risk

#### **Resulting in time off work due to injury**

##### **Ratings:**

1. Very likely to happen
2. Likely – could happen
3. Part of job, likely
4. Very unlikely, low risk

#### **Result in the employee requiring first aid**

##### **Ratings:**

1. Very likely to happen
2. Likely – could happen
3. Part of job, likely
4. Very unlikely, low risk

#### **Ratings: Corrective actions if the risk is assessed (1,2,3,4)**

1. Means that work should stop and the hazard should be dealt with immediately
2. Stop using equipment and or cease work and fix urgently. Work is not to commence until repaired or risk reduced and employees receive adequate training
3. Risk is a part of the job: **Example a chef having to use a knife**, and employees receive adequate training
4. Employees know about the risk and is seen as a very low risk, and employees receive adequate training

### **Stage 3: Risk Control**

The rated value of the risk **(1,2,3,4)** will determine the most suitable and practicable method of risk control. The most suitable method of risk control must be selected in relation to the work environment following the hierarchy of control process described below. The order of preference of selecting risk control is as follows:

1. **Elimination/Substitution**

Is there a need to use the equipment, process, substance that created the risk? Is there an equally good and safer item of equipment, process or substance available that will remove the risk if there is then use it.

2. **Engineering controls/isolation**

Can the risk be removed or reduced by isolating, enclosing or redesigning the equipment, process or substance? E.g. safety devices, mechanical lifting aids, automatic doors, trolleys, workstations.

3. **Administrative Controls**

Examples are: task variation, limit number of people exposed to risk, job training and storage arrangements for heavy and frequently used items.

4. **Personal Protective Equipment (PPE)**

The least desirable method which should only be used in combination with other controls or if other controls are not suitable. Employees issued with PPE should have it fitted correctly and be trained in its use and maintenance.

### **Stage 4: Monitor and Review**

The method of risk control selected and implemented will need to be subject to periodical monitoring and review to ensure that its effectiveness for control is maintained. The health and safety representative will ensure controls are suitable and make recommendations to the Director or relevant senior manager for improvements to the control method, if necessary.

### **Workplace Inspections:**

Workplace inspections are an integral part of the Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation Hazard management plan, as are planned systematic appraisals of work areas in order to identify hazards and assess the appropriateness of current control measures. This will assist in the prevention of incidents/accidents and ensure compliance with relevant state health and safety legislation.

Primary responsibility for the scheduling and implementation of workplace inspections and the identification and implementation of corrective/control measures lies with the health and safety representative and the Director or relevant senior manager.

**These will be carried out every six (6) months or as required.**

## **Manual handling & occupational overuse syndrome (OOS):**

Physical injuries can result from manual handling tasks undertaken in the workplace. It is therefore essential employees understand the principles of manual handling to minimise the risks involved and reduce the number and severity of injuries due to manual handling. WH&S legislation in each state of Australia requires an employer to identify, assess and control manual handling risks associated with work. To meet this duty of care Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation has adopted the risk assessment tools contained within this policy. It is the overall responsibility of the health and safety representative to identify manual handling risks associated with the tasks undertaken within their area and to assess the risk and control the hazards in consultation with employees. Occupational overuse syndrome (OOS), formerly known as repetitive strain injury (RSI), is associated with:

1. Repetitive body movements.
2. Sustained or constrained postures.
3. Forceful movements arising from poor manual handling procedures.
4. Poor workstation and task design.

To assess issues in relation to manual handling & occupational overuse syndrome (OOS) use the hazard management plan.

## **Tips for manual handling (Do's and Don'ts):**

As many roles at Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation involve lifting in some way we encourage all employees to follow the processes below:

### **GOOD Base movement**

At the moment when the employee exerts a force on the load the following posture and body movement should be implemented to reduce the risk of injury.

### **Foot placement**

The feet should be spread hip width apart to provide the largest base possible. Start with load between your feet. Leading foot should be in line with the side of the load, pointing in the direction of movement, toes level with the front edge of the load.

### **Knees bent/back straight**

The knees should be bent or “unlocked” and the handler in a crouch position in relation to the load with both feet (and at least one foot) flat on the floor where possible. Tuck chin in, keep back straight and lean forward to get over the load, but do not include the trunk more than is absolutely necessary. Avoid putting one knee on the floor (creates an unstable lifting action).

### **Grip**

Get a firm grip. The load should be gripped by the roots of the fingers and the palm of the hand. This keeps the load under control and permits the load to be distributed more evenly up the arms. Grip the box at the upper outer corner on the side of the leading foot, tilt it slightly and grip the opposite corner with the other hand.

### **Lift**

Extend the neck upwards by tucking in the chin. This will automatically straighten the back when the load is taken up. Move the load by leaning forward over it a little, keeping the rear arm straight. Pull the box firmly into contact with the body, moving the rear hand forward



along the lower edge of the box. Stand up in one coordinated movement (do not jerk), keeping the load in contact with the body throughout. Keep the arms close to the body. This reduces muscle fatigue in the arms and shoulders and the effort required by the arms. Always use the leg muscles.

### **Lowering**

To lower the load, reverse the procedure, bending the hips and knees whilst tilting the load to avoid trapping fingers. Take care when LIFTING, BENDING, STRETCHING, PUSHING and PULLING and

AVOID STRAINING OR TWISTING YOUR BODY. Perform all movements smoothly, avoiding jerks/jolts to the body and spine.

\*Remember poor lifting and manual handling is the single biggest cause of accidents in the workplace.

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation asks before employees lift they conduct the following risk assessment to avoid injury/back injury - while lifting:

### **DO's**

1. Plan the lift;
2. Always check the characteristics of the load before moving it;
3. Don't try and lift loads that are too heavy or awkward;
4. Determine the best lifting technique;
5. Get a secure grip;
6. Avoid above shoulder reach;
7. Use the correct equipment;
8. Pull the load in close to your body;
9. Keep the center of gravity of the load close to your body - don't stretch;
10. Avoid forward bending;
11. Avoid twisting of the back;
12. Avoid sideways bending of the back;
13. Lift with the legs, not back.

### **DON'T**

#### **TOP 10 LIFTING HAZARDS**

1. Holding the load away from you;
2. Twisting;
3. Stooping;
4. Reaching upwards;
5. Excessive up and down movements;
6. Carrying long distance;
7. Strenuous pushing or pulling;
8. Unpredictable or unbalanced loads;
9. Repetitive handling and lifting;
10. Over strenuous work-rate.

## **Hazardous substances:**

Employees could be exposed to a hazardous substance which may be an ingredient of a chemical product in use at their workplace. Chemical products such as toners, liquid paper, solvents, and detergents may contain a hazardous substance that could be harmful to the health of employees if used improperly. It is therefore important that employees are aware of the make-up of the products they are using, their harmful effects and safe precautions for use. A hazardous substance is a chemical that can cause harm to human health and/or identified by Worksafe.

### **Physical hazards include:**

1. Flammability
2. Reactivity
3. Oxidation
4. Corrosiveness
5. Explosiveness

### **Toxic hazards include:**

1. Irritants
2. Asphyxiants
3. Sensitisers
4. Poisons

### **Hazardous substances can enter the body via:**

1. Inhalation - breathed in through the lungs
2. Ingestion - swallowed through the mouth/or
3. Absorption - contact through the skin and eye.

## **Hazardous substance management:**

Managing hazards, associated with chemicals, is achieved by using the four stage process of:

1. Hazard Identification
2. Risk Assessment
3. Risk Control
4. Monitor and Review

This process is described in the hazardous substances management process **(stage 3):**

### **Stage 1: Hazard Identification**

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation will:

1. List the chemical products used at the workplace.
2. Front Line Leaders/Supervisors in consultation with employees will:
  - a. Check the label or Material Safety Data Sheet (MSDS).
  - b. Determine if it contains a hazardous substance.

### **Stage 2: Risk Assessment**

If a hazardous substance is present evaluate the risk by asking:

1. What is the potential for harm, i.e. sensitiser, skin irritant?
2. How and where is the chemical used and who uses it?
3. What is the likelihood of exposure?
4. Who is likely to be exposed to the chemical? How often? How long?
5. Are existing controls adequate?

### **Stage 3: Risk Controls**

Control should be achieved by the application of the hierarchy of control process. The preferred order is:

1. **Elimination/Isolation**  
Ask if the chemical is needed or is there a safer product available
2. **Engineering Controls**  
Ventilation (local, general).
3. **Administrative Controls**  
Limiting the number of people exposed and the time exposed, safe work methods, training, rostering.
4. **Personal Protective Equipment (PPE)**  
Respirators, gloves and goggles etc.

### **Stage 4: Monitor and Review**

Risk controls implemented are periodically monitored by all employees. Methods of improving controls should be introduced if practical to do so.

### **First aid:**

If employees suffer adverse effects from exposure to a hazardous substance they should be removed from the exposed area to fresh air and referred to the nearest doctor or ambulance. The employee should advise the doctor of what they were doing and what they were using when they suffered the ill effects.

### **Facilities safety:**

All Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation employees are responsible for identifying faulty equipment that may become a safety risk. It is important that faulty equipment is identified, labelled and removed accordingly. This should ensure that Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation employee's exposure to potential hazards are minimised or eliminated.

### **Warning labels for faulty equipment:**

Warning labels should be placed on items of faulty equipment to prevent their use. These warning labels should include the following details:

1. A prominent warning not to use the item;
2. Type of equipment and fault description;
3. The date that the item was reported to the health and safety representative and the Director or relevant senior manager.

### **Fire warden and evacuation drills:**

The fire warden at Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is Daniel Rosendale.

Fire evacuation drills of Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation's building should take place as per

QLD - Work Health and Safety Act 2011

Drills should be held at times when the most benefit can be gained. Records of drills should be kept on file, at each workplace, for audit.

### **Evacuation debriefings:**

Following evacuation drills, those responsible are to undertake a full debrief of the drill in order to:

1. Assess the effectiveness of the evacuation drill;
2. Determine further training needs of fire wardens, and employees.

### **Assembly areas:**

Areas designated as assembly areas are stated in the emergency evacuation policy.

### **Mobility impaired persons:**

If applicable, specific arrangements in evacuating employees and visitors with mobility impairment will need to be made.

### **First aid officer:**

At Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation the first aid officer is Merrissa Jose. Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is committed to the provision of the appropriate level of first aid within the workplace. A workplace is defined as being a location customarily attended by Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation employees during their normal working hours.

As a general guide, Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation should have a minimum of one employee trained and holding current certification in first aid.

At all times the provision for company compliance to first aid must comply with the relevant state legislation. A certificate of competency by an accredited first aid training authority must be issued to legally provide first aid treatment.

**The first aid officers will be determined by taking into account:**

1. The nature of the work being carried out;
2. The size and layout of the workplace;
3. The location of the workplace;
4. The number and distribution of employees in the workplace.

**First aid cabinet location:**

An approved first aid kit stocked with first aid supplies is located at Front Reception, Kitchen and Activity Space.

**Emergency first aid process:**

**1. Injured employee or contractor**

Seek out First Aid Officer and/or first aid cabinet.

**2. First aid officer**

- 2.1 Provides treatment if required.
- 2.2 Uses disposable latex gloves and disposable resuscitation face mask when required to prevent contact with body fluids.
- 2.3 If the injury has been attended to, stop work, fill out the details in the incident register then conduct hazard analysis process and before commencing work

**3. If further medical assistance is required**

- 3.1 Call local doctor, hospital casualty or ambulance (000). If applicable, contact security guard and or reception to inform when ambulance is called
- 3.2 Ensure another employee guides ambulance to emergency site
- 3.3 Contact the injured employee's line manager

**4. Inform their senior manager that an employee has been taken to hospital by ambulance**

**5. Cleans up, used latex disposable gloves**

- 5.1 Dispose of soiled matter appropriately by contacting local council, doctor's surgery or hospital for disposal advice

**6. Immediate action by health and safety representative**

- 6.1 Now that the injury has been attended to, stop work, fill out the details in the incident register then conduct the hazard analysis process before commencing work.
- 6.2 The health and safety representative MUST provide a hazard rating and make the required physical workplace and work process changes and educate employees to

prevent the issue happening again in future before commencing work again.

6.3 If it is an event that requires medical attention the incident must be reported to Work Safe by the treating medical professional

### **Infection control guideline:**

Follow these control guidelines after an injury has resulted in blood/body fluid making contact with skin or eyes.

1. Wash all areas that have been in contact with blood or body fluids, with soap and water.

**2. If the eyes have been exposed to blood or body fluids** flush while open with lots of tap water or saline for a minimum of 5 to 10 minutes.

**3. If blood gets into the mouth**, spit and then repeatedly rinse with water.

4. A needle or sharp object pierces the skin.

4.1 Encourage the wound to bleed by gently squeezing it and wash the wound as soon as possible.

4.2 Cover the wound with a sterile, waterproof bandage.

4.3 Encourage injured employee to seek medical attention without delay.

4.4 Note: Medical attention may include a blood testing and an injection against tetanus within 24 hours and Hepatitis B within 72 hours.

### **5. Immediate action by health and safety representative**

5.1 Now that the potential infection incident has occurred stop work, fill out the details in the incident register then conduct hazard analysis process and before commencing first aid work.

5.2 The health and safety representative **MUST** provide a hazard rating to prevent potential first aid issues occurring in the workplace.

5.3 Change or alter first aid process and procedure if applicable.

5.4 Educate employees to prevent first aid issue or infection happening in future before commencing first aid work.

5.5 If is an event that requires medical attention the incident must be reported to Work Safe by the treating medical professional.

### **Incident/injury reporting & recording:**

To assist in the prevention of injuries, it is important to learn from the casual events of previous incidents/injuries. This will allow proper corrective actions to be taken. It is therefore imperative that all workplace incidents/injuries are reported and properly recoded as per the employee incident/injury WH&S reporting process. All workplaces must have these forms readily available. There is also a legal requirement to report certain incidents/injuries that are of a more serious nature. These are known as notifiable Incidents.

#### **Incident:**

An unplanned event which interrupts the normal activities of the workplace and results in either a personal injury and/or damage to property or equipment. Some incidents may not result in injury or damage but may have under different circumstances. These should also be reported and recorded on the incident report form.

### **Notifiable Incident:**

These are incidents that result in more serious injury or damage and need to be reported to the relevant state authority.

State regulations differ in their definition of notifiable incidents but as an indication they are incidents at work that result in a:

1. Fatality;
2. Five or more days lost from work;
3. Hospitalisation, i.e. treatment as an in-patient immediately after an incident;
4. Electric shock.

### **Dangerous occurrence:**

A dangerous occurrence at a workplace is an incident which results in a risk to health and safety through:

- Collapse or partial of any part of building or structure;
- Implosion, explosion or fire;
- Spillage of any dangerous goods;
- The fall or release from a height, substance or object.

### **Reporting process:**

Employees are required to record details of all incidents/injuries on the Incident report form. Details should include:

1. Personal details of the injured employee;
2. Details of incidents/injuries i.e. What, Where, When, How, Why?;
3. Employment details.

Health and safety representative **MUST** conduct a hazard analysis process before commencing work.

The health and safety representative **MUST** provide a hazard rating and make the required corrective actions to prevent the issue happening in future.

### **Legal requirements:**

There are legal requirements for employers to report serious incidents and injuries to the appropriate statutory authority. The workplace health and safety representative must advise the Director or relevant senior manager of the nature of the serious incident/injury as soon as they become aware of it.

### **Workers compensation:**

Employees who sustain a work related injury may be entitled to claim workers compensation weekly payments and/or medical expenses reimbursement. Process:

## **1. Employee**

- 1.1 Consults a doctor.
- 1.2 If the doctor advised that the injury may be work related, the employee obtains:
  - 1.2.1 An initial workers compensation medical certificate from the doctor.
  - 1.2.2 Workers compensation claim form from the health and safety representative.
- 1.3 Ensures completion of employee incident report form.
- 1.4 Completes relevant section of workers compensation claim form as soon as possible.
- 1.5 Notifies their line manager of, the nature of the injury, the time required off work (if any), planned date of return to work, treatment requirement, work restrictions, if any.
- 1.6 Participates in the rehabilitation program if initiated.
- 1.7 Maintains contact with the health and safety representative to maintain working relationship.

## **2. Workplace Health and safety representative**

- 2.1 Once the Workplace Health and Safety representative receives the workers compensation medical certificate, they will notify the Director or relevant senior manager and they will obtain the employer claim report form.
- 2.2 Complete and return form to the Director or relevant senior manager.
- 2.3 Records leave details.
- 2.4 Note: Until the status of the claim is determined, any time off will be recorded as sick leave or leave without pay or other leave by arrangement with the Director or relevant senior manager.
- 2.5 Maintains regular contact with injured employee, especially if absent from work to maintain working relationship.
- 2.6 Provide appropriate selected duties where practicable to do so.
- 2.7 Assesses worker's claim for compensation and if required arranges for further medical assessment and/or other investigation
- 2.8 Initiates provision of rehabilitation services, if required.
- 2.9 Determines if claim is accepted or disputed in line with state worker's compensation time frames.

## **3. If the claim is accepted by insurer**

- 3.1 Financial controller processes payments and reimbursements, adjust sick leave recorded to workers compensation leave and monitors the progress of the claim.
- 3.2 Employee submits continuing medical certificates and receipts to the Director or relevant senior manager and the Health and Safety representative and participates in rehabilitation program.

## **4. If the claim is disputed/rejected by insurer**

- 4.1 Director or relevant senior manager notifies the employee of the dispute/conciliation process.
- 4.2 The employee may make an application as per the Workers Compensation dispute/conciliation process.

## **Occupational rehabilitation:**



Rehabilitation is the managed process of returning injured or ill employees to their fullest physical, psychological, social and occupational ability.

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation supports occupational rehabilitation and recognises the workplace is an appropriate and effective place in which to rehabilitate the majority of injured/ill employees. A successful return to work can only be achieved with the cooperation and participation of management and employees.

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation will make all reasonable efforts to return injured or incapacitated employees to the workplace at the earliest possible time in a manner consistent with medical advice. The process undertaken applies to work related injuries/illness and non-work related injury/illness. Where possible, suitable alternative duties will be provided if the employee is unfit for their normal duties.

Rehabilitation begins as soon as an injury or illness is reported and is followed through until the employee reaches as full a recovery as possible. The objective of rehabilitation is to promote faster and fuller recovery and to minimise the time an employee is absent from work by ensuring they receive proper medical advice and treatment.

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation's rehabilitation program aims to meet the compliance requirements of state workers compensation legislation. It is therefore essential that management and employees understand their responsibilities to participate in rehabilitation programs.

### **Process:**

#### **1. If the injury is a workers compensation claim**

1.1 Ensure that the employee has completed the workers claim for compensation form which provides the employee's informed consent.

#### **2. If the injury is a not workers compensation claim**

2.1 Obtain the employee's consent via a medical release form to enable contact with treating practitioners.

#### **3. Health and safety representative**

3.1 Establishes and maintains contact with the treating medical practitioner, the employee and employer in order to establish or clarify what physical restrictions apply, if any whether the employee will be restricted in the hours/duties they can work.

3.2 Develop a rehabilitation program, taking into account current duties employee skills, other available duties, type of restrictions, possible length of restrictions, workplace or equipment needs, treatment required, professional referral (e.g. physiotherapist)

Note: Other treating practitioners may be involved in this meeting if required, e.g. Doctor.

3.3 Becomes responsible for the day to day management of the rehabilitation plan.

3.4 Advises the medical professionals if difficulties are being experienced.

3.5 Once employee is rehabilitated, files a closure report and circulates it to all parties and close the file.

The occupational rehabilitation program is flexible and needs to be adapted and changed in line with the medical condition of the employee. Management are to ensure communication between all parties is maintained to enable the program to be changed as required.

Effective communication between all parties involved in occupational rehabilitation will determine the successful outcome of the program.

### **Air travel:**

In the interests of ensuring the health and wellbeing of employees, employees should practice

in flight exercises as provided in airline manuals to prevent conditions like deep vein thrombosis.

### **Mobile phones:**

The use of mobile phones in certain parts of the workplace and in company vehicles can create unsafe situations or potentially unsafe situations. Supervisors and managers are authorised to issue general notices or specific notices to staff regarding the use of mobile phones if they perceive a real or potential workplace health and safety risk. Staff are required to comply with such orders/directions/notices issued by supervisors or managers. Employees should use common sense and not use the mobile phone in the hand or on hands free while driving, be stationary when talking on the mobile phone, not use a bicycle or motorbike or any other machine or conduct any other potentially dangerous activity whilst using the mobile phone.

### **Computer tablets:**

The use of computer tablet in certain parts of the workplace and in can create unsafe situations or potentially unsafe situations. Supervisors and managers are authorised to issue general notices or specific notices to staff regarding the use of computer tablet if they perceive a real or potential workplace health and safety risk. Staff are required to comply with such orders/directions/notices issued by supervisors or managers. Employees should use common sense and not walk or drive, use a bicycle or motorbike or any other machine or conduct any other potentially dangerous activity whilst using the computer tablet.

### **Laptop computers:**

The use of laptop computers in certain parts of the workplace and in can create unsafe situations or potentially unsafe situations. Supervisors and managers are authorised to issue general notices or specific notices to staff regarding the use of laptop computer if they perceive a real or potential workplace health and safety risk. Staff are required to comply with such orders/directions/notices issued by supervisors or managers. Employees should use common sense and not walk or drive, use a bicycle or motorbike or any other machine or conduct any other potentially dangerous activity whilst using the laptop computer.

### **Car travel:**

The employee's obligations with respect to the usage of Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation's company car and external hire car are:

1. To ensure that the provisions of any insurance policy relating to the car and hire car are observed;
2. Not to allow the car to be driven by anyone other than the authorised employees and ensure all drivers are at least 18 years of age;
3. Not to fit any accessories to the car without prior written approval from the Director or relevant senior manager and not fit any to the hire car;
4. Not to drive the car if you are intoxicated through alcohol consumption or drug taking;

5. Drive the car with care and not conduct actions that would be seen by law as negligent;
6. The employee understands that Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is entitled to inspect the motor vehicle at any time without notice in order to ensure safety and employee compliance with this policy;
7. Employees will not use mobile phones either hands on or hands free, computer tablets, laptop computers, navigation appliances or other appliances or objects that may distract them while driving.

### **Car issues and maintenance:**

Each employee is responsible for reporting any problems that the vehicle may have mechanical or otherwise, that could create unsafe conditions for themselves or another person. Accidents and damage to vehicles must be reported to the Health and Safety representative immediately. The Health and Safety representative will complete all necessary reports and claims.

### **Company property and equipment safety:**

Each employee is responsible for reporting any company property and equipment problems or otherwise, that could create unsafe conditions for themselves or another person. Accidents and damage to company property and equipment must be reported to the Director or relevant senior manager and the workplace health and safety representative immediately. The Director or relevant senior manager and the workplace health and safety representative will conduct a hazard assessment and implement corrective actions to prevent any potential incidents from occurring. The health and safety representative will complete all necessary reports and claims.

### **Appropriate clothing for job:**

Employees are required to use the correct clothing for the job at hand. The health and safety representative will inform each employee of the clothing required to conduct their role safely. Employees must comply with the request of management and the health and safety representative.

### **Accessories and jewellery:**

All jewellery and accessories should only be worn in line with health and safety regulations. Any items that may be potentially dangerous should be avoided.

### **Shoes and footwear:**

Employees must comply with the request of management and the health and safety representative in relation to shoes and footwear.

**Hats:**

Employees must comply with the request of management and the health and safety representative in relation to hats and head wear.

**Religious head covering:**

Employees must comply with the request of management and the health and safety representative in relation to the safe wearing of head covers that are required for religious purposes or to honour cultural tradition/s.

**In the event of an emergency:**

In the event of an emergency, if required evacuate premises as per the emergency evacuation policy.

**Working from home**

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is committed to upholding health and safety standards for employees working from home. Hazards and risks can also be present at home and the working from home safety and wellbeing checklist should be completed prior to approving a working from home arrangement. The Working from Home Safety and Wellbeing checklist can be located within Happy HR via the Reference tab under the topic Reference - Working from home safety and wellbeing checklist.

**Discipline under this policy:**

Management of Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation has the responsibility of overseeing this policy. Supervisors and managers will ensure employees are compliant with all areas of this policy, including any disciplinary action resulting from non-compliance.