

# WORK HEALTH AND SAFETY POLICY

## COUNTRY OFFICE IRAQ

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<b>WORK HEALTH AND SAFETY POLICY .....</b>	<b>1</b>
<b>SECTION 1: WORK HEALTH AND SAFETY FRAMEWORK.....</b>	<b>4</b>
1.1 Policy statement	4
1.2 Purpose and scope	4
1.3 Definitions	4
1.4 Principles	5
1.5 Outcomes	5
1.6 Delegations	5
1.7 Policy implementation	6
1.8 Risk management	6
<b>SECTION 2: WORK HEALTH AND SAFETY OBLIGATIONS .....</b>	<b>7</b>
2.1 ASB	7
2.2 Workers	7
2.4 Health and Safety Committee (HSC)	8
2.5 Monitoring and consultation	8
2.6 WHS orientation	8
2.7 WHS training	9
<b>SECTION 3: MANAGING RISK.....</b>	<b>10</b>
3.1 Managing Risk to Health and Safety at the Workplace	10
3.2 Hazard identification	10
3.3 Risk assessment	10
Determine the consequence of the hazard	11
Determine the likelihood of harm occurring	12
3.4 Risk control	13
3.5 Hazard and risk assessment records	13
3.6 Review control measures	14
<b>SECTION 4: ENVIRONMENT AND FACILITIES.....</b>	<b>15</b>
4.1 Manual handling	15
4.2 Slips, trips and falls	15
4.3 Visitors	16
4.4 Fire safety	17
<b>SECTION 5: PREMISES AND PROPERTY SECURITY .....</b>	<b>18</b>
5.1 Entry to premises	18
5.2 Exit from premises	18
5.3 Theft or damage to property or premises	18
5.4 Working outside core hours	18
<b>SECTION 6: EMERGENCY MANAGEMENT .....</b>	<b>20</b>
6.1 Responding to an emergency	20
6.2 Fire management	20
6.3 Evacuation	20
6.4 Emergency assembly site	21
6.5 Communication with Emergency Services	21
6.6 Emergency evacuation drills	21

6.7	Emergency response review	21
6.8	Record-keeping	21
<b>SECTION 7: FIRST AID</b>		<b>22</b>
7.1	First Aiders	22
7.2	First Aid kit	22
7.3	Managing an incident requiring First Aid	22
7.4	Consent to treatment	23
7.5	Duty of care	23
7.6	Infection control	23
7.7	Other persons providing First Aid	23
7.8	Reporting First Aid incidents	23
<b>SECTION 8: INCIDENT MANAGEMENT</b>		<b>24</b>
8.1	Immediate incident response	24
8.2	First Aid and medical treatment	24
8.3	Critical incidents	24
8.4	Fatal incidents	24
8.5	Reporting incidents including notifiable incidents	26
8.6	Review of incidents	26
<b>SECTION 9: WORK RELATED TRAVEL AND VEHICLE USE</b>		<b>27</b>
9.1	Working away from the facilities other than at home	27
9.2	Motor vehicle security and maintenance	27
9.3	Use of the organization motor vehicles	27
9.4	Use of personal motor vehicles	28
9.5	Driver fatigue	28
9.6	Safe operation of vehicles while transporting clients	28
9.7	Motor vehicle incidents	29
<b>SECTION 10: WORKPLACE BULLYING</b>		<b>30</b>
10.1	Risk controls	30
10.2	Responding to workplace bullying	31
<b>SECTION 11: WASTE MANAGEMENT</b>		<b>32</b>
11.1	General waste	32
<b>SECTION 12: ENVIRONMENTAL AUDITS</b>		<b>33</b>
12.1	Audit schedule	33
12.2	Audit coverage	33
12.3	Audit process	33
<b>SECTION 13: INTERNAL REFERENCES</b>		<b>35</b>
13.1	Supporting documents	35
13.2	Referenced Policies	35

## SECTION 1: WORK HEALTH AND SAFETY FRAMEWORK

### 1.1 Policy statement

**ASB** is committed to providing and maintaining a safe and healthy work environment through demonstrating commitment, promoting accountability, encouraging co-operation, implementing processes and outlining responsibilities.

### 1.2 Purpose and scope

This policy aims to provide guidance to ASB in developing and implementing work health and safety (WHS) systems that are compliant with health and safety legislation, and effectively prevent and respond to health and safety risks and incidents.

This policy applies to all ASB workers, including contract and casual employees, contractors, volunteers and visitors.

### 1.3 Definitions

<b>WHS</b>	Work Health and Safety.
<b>Workers</b>	The collective term used in this policy to refer to a person who carries out work for ASB including permanent, contract and casual employees, contractors, sub-contractors, employees of a contractor, students and volunteers.
<b>Workplace</b>	This is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while working.
<b>Hazard</b>	A situation or thing that has the potential to harm a person.
<b>Risk</b>	Likelihood that a harmful consequence (death, injury or illness) might result when exposed to a hazard.
<b>Incident</b>	Any accident or event that occurs in the course of ASB work.
<b>Infection</b>	Requires three main elements — a source of the infectious agent, a mode of transmission and a susceptible host.
<b>Infection control</b>	Is preventing the transmission of infectious organisms and managing infections if they occur.
<b>Infectious agents</b>	Are biological agents that cause disease or illness to their hosts.
<b>Contact transmission</b>	Usually involves transmission of an infectious agent, by hand or via contact with blood or body substances. Contact may be either direct or indirect.

<b>Direct contact transmission</b>	Occurs when infectious agents are transferred from one person to another; for example, a client's blood entering a healthcare worker's body through an unprotected cut in the skin.
<b>Indirect contact transmission</b>	Involves the transfer of an infectious agent through a contaminated intermediate object or person; for example, an employee touches an infected body site on one client and does not perform hand hygiene before touching another client.
<b>Standard precautions</b>	Are work practices which require everyone to assume that all blood and body substances are potential sources of infection, independent of perceived risk.

#### 1.4 Principles

- » Safe working premises, equipment and culture are a priority for ASB.
- » Workers' orientation, training and consultation relevant to their position and responsibilities is key to WHS.

#### 1.5 Outcomes

- » Workers are provided with a safe working environment that they have contributed to.
- » Workplace incidents and injuries are prevented or minimized.
- » ASB workers understand and comply with their WHS obligations.

#### 1.6 Delegations

<b>ASB HQ Foreign Aid Department (represented HFDA/DME)</b>	<ul style="list-style-type: none"> <li>» Endorse, comply with and ensure compliance with the WHS Policy.</li> </ul> <p><b><u>Desk Officer Middle East (DME)</u></b></p> <ul style="list-style-type: none"> <li>» Monitor work health and safety risk management strategies, incidents and injuries.</li> </ul>
<b>Services/management</b>	<ul style="list-style-type: none"> <li>» Comply with the WHS Policy.</li> <li>» Ensure compliance with the WHS Policy.</li> <li>» Ensure staff are provided with relevant training in WHS.</li> </ul> <p><b><u>County Representative (or as delegated)</u></b></p> <ul style="list-style-type: none"> <li>» Operational decision-making relating to WHS management, including expenditure.</li> <li>» Refer serious WHS issues to the ASB HQ FAD (HFAD/ DME) and/or to relevant authorities.</li> </ul>
<b>Program Services</b>	<ul style="list-style-type: none"> <li>» Comply with the WHS Policy.</li> </ul> <p><b><u>Health and Safety Representative- Health Officer</u></b></p> <ul style="list-style-type: none"> <li>» Representation of ASB workers in the workplace.</li> <li>» Maintain WHS Register records.</li> <li>» Investigate WHS incidents and make recommendations to ASB HQ FAD in relation to WHS incidents and systems.</li> </ul>

	<p><b><u>Fire Safety Officer- Logistic Officer</u></b></p> <ul style="list-style-type: none"> <li>» Lead emergency evacuations and evacuation drills.</li> <li>» Make recommendations to improve emergency evacuation and fire safety policy and practice.</li> </ul> <p><b><u>First Aid Officer/ Health officer</u></b></p> <ul style="list-style-type: none"> <li>» Lead First Aid responses.</li> <li>» Make recommendations to improve First Aid policy and practice.</li> </ul>
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### **1.7 Policy implementation**

This policy is developed in consultation with ASB employees and approved by the ASB Head of Foreign Aid Department (HFAD) .

All ASB workers are responsible for understanding and adhering to this WHS Policy.

### **1.8 Risk management**

Employees undertaking specific WHS responsibilities are provided with suitable training and support from ASB to fulfil their responsibilities.

## SECTION 2: WORK HEALTH AND SAFETY OBLIGATIONS

### 2.1 ASB

**ASB** is responsible for ensuring, as far as reasonably practicable, that workers are not exposed to health and safety risks. The concept of “reasonably practicable” requires ASB to implement a system of work health and safety which identifies workplace hazards, assesses those hazards and takes action to eliminate or control them. Strategies include: orientation to the workplace and WHS for workers, WHS training, consultation with workers, and regular workplace audits.

ASB has a duty of care to ensure that:

- » the work environment, systems of work, machinery and equipment are safe and properly maintained
- » chemicals are used, handled and stored safely
- » adequate workplace facilities are available
- » information, training, instruction and supervision are provided
- » workers’ health and workplace conditions are monitored
- » any accommodation you provide to your workers is safe.

Similarly, ASB has a duty to consult. For example:

- » Share information with anyone likely to be directly affected by a work health and safety matter – and give them the opportunity to express their views and contribute to any decisions relating to the matter.
- » Take their views into account and let them know the outcome of consultation in a timely manner.
- » Consult, cooperate and coordinate activities with other individuals and.
- » Establish consultation arrangements that best suit the needs of your workers, be it regular toolbox talks or scheduled meetings.

ASB must consult when:

- » identifying hazards and assessing risks
- » making decisions about ways to eliminate or control risks, and workplace facilities
- » proposing changes that may affect the health and safety of workers
- » making decisions about consulting procedures, resolving safety issues, monitoring workers’ health and conditions, and providing information and training.

### 2.2 Workers

ASB workers have the responsibility to:

- » take reasonable health and safety care of themselves and others in the workplace;
- » avoid behavior that may place others at risk of death, serious injury or illness;
- » use premises, equipment and resources responsibly to support the health and safety, both of themselves as well as other workers;

- » comply with ASB and legislative WHS requirements;
- » be aware of ASB WHS representatives and support their roles;
- » co-operate with other workers, the CR and the ASB HQ FAD on work health and safety matters; and
- » contribute to the development and review of WHS systems and practices.

ASB also ensures WHS posters are displayed strategically throughout the organization's premises so that they can be identified easily.

All WHS representatives work closely with the ASB HQ quality manager to identify and co-ordinate improvements to workplace health and safety.

## **2.4 Health and Safety Committee (HSC)**

A Health and Safety Committee provides a formal mechanism for workers and management to review workplace health and safety matters.

A Health and Safety Committee is established by CR and SMT.

The HSC includes all ASB WHS representatives and others nominated by the organization.

The Committee is required to prepare a constitution/terms of reference agreed upon by the CR, the workers at the workplace.

Functions of the HSC are to:

- » facilitate co-operation between ASB and workers in instigating, developing and carrying out measures designed to ensure workers' health and safety;
- » assist in developing systems and procedures relating to health and safety; and
- » undertake other functions prescribed by regulation or agreed between ASB and workers.

HSC members are allowed to:

- » spend reasonable time to attend meetings, carry out functions as committee members, and be paid at their normal rate of pay while doing so;
- » access ASB information about workplace hazards and risks relating to health and safety of workers (excluding the worker's personal medical information without that worker's consent); and
- » access opportunities to develop skills relevant to their role on the HSC.

The HSC must meet at least every three months and at any reasonable time when requested by at least half of the HSC members. Regular reports of WHS matters are then provided at staff meetings.

## **2.5 Monitoring and consultation**

ASB monitors WHS systems and consults with workers who are (or are likely to be) directly affected by a work and health safety matter. Monitoring and consultation provides opportunity for information-sharing and discussion about strategies to manage health and safety.

Specific consultation, monitoring and support activities undertaken include:

- » WHS as an agenda item in staff meetings and CR/ ASB HQ FAD (HFAD/DME) meetings.
- » Quarterly workplace environment audits, including a review of First Aid kits.
- » Working from home environment audits and agreements.
- » Emergency evacuation drills.
- » External checks of fire safety equipment by authorized professionals.

## **2.6 WHS orientation**

All ASB workers are provided with WHS information and instruction on commencement of their time with the organisation to help them remain healthy and safe in the workplace. Such information is easy to understand training / instruction about the work, the risks and the measures in place to control those risks.



Workers are directed to, or provided with a copy of, ASB's WHS Policy and supporting documents, and are informed of their responsibility to understand and comply with them.

The new worker's supervisor provide instruction on:

- » emergency procedures
- » First Aid
- » amenity facilities
- » reporting and responding to hazards and other safety issues
- » reporting WHS incidents
- » WHS as it is managed in the workplace
- » specific health and safety procedures related to their tasks, such as workstation set-up and use of the ASB motor vehicle(s)

## **2.7 WHS training**

Employees at ASB are required to undertake training as part of the WHS role and are supported in this pursuit. ASB provides financial resources to cover costs of training and releases employees from their usual duties to undertake initial WHS and maintenance training.

## SECTION 3: MANAGING RISK

### 3.1 Managing Risk to Health and Safety at the Workplace

Managing work health and safety risks involves four steps:

1. **identifying hazards** – finding out what could cause harm
2. **assessing risks** (if necessary) – understanding the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
3. **controlling risks** – implementing the most effective control measure that is reasonably practicable in the circumstances
4. **reviewing control measures** – ensuring control measures are working as planned.

Control measures must be selected to eliminate the risk, so far as is reasonably practicable. If elimination is not reasonably practicable, the risks must be minimized so far as is reasonably practicable.

### 3.2 Hazard identification

The first step in managing workplace health and safety risks is hazard identification. Hazards are those items and situations that have potential to cause harm, and generally arise from the following aspects of work:

- » physical work environment
- » work tasks and how they are performed
- » equipment, materials and substances used
- » work culture, design and management.

Examples of hazards that may be relevant to the ASB workplace are:

Hazard	Potential harm
Physical work environment	Trips and falls from power cords across walkways
Work tasks and how they are performed	Over-exertion or repetitive movement causing muscular strain
Equipment, materials and substances	Being hit by, or hitting, moving vehicles whilst operating the organization's motor vehicle
Work culture, design and management	Effects of work-related stress, bullying, and work-related fatigue

**ASB** works closely with workers to look at every task in the workplace to assist in finding potential hazards. Strategies for identifying hazards include:

- » inspecting the workplace (environment audits);
- » consulting with workers; and
- » reviewing information and advice from external parties, such as industry associations and regulators.

### 3.3 Risk assessment

Risk assessment considers what could happen if a person is exposed to a hazard, and the likelihood of it happening. Risk assessment can determine how severe the risk is, whether existing control measures are effective, what controls should be implemented, and how urgently a response needs to be taken.

ASB undertakes risk assessments in the following circumstances:

- » when hazards are identified as part of the standard environment audits
- » when someone notices a hazard and there is uncertainty about how a hazard may result in injury or illness
- » when new practice, equipment or facilities are introduced to the workplace and the hazards, risks and controls are not clear
- » following a significant WHS incident
- » when developing a new program or coordinating an organizational activity

A risk assessment is mandatory for high-risk activities such as live electrical work.

A detailed risk assessment may not be required where a code of practice or other guidance sets out a way of controlling a hazard or risk that is applicable to your situation. In this circumstance, you simply implement these control measures.

### 3.3.1 How to do a risk assessment

#### Step 1: Identify WHS Risk Rating

Consequence		+	Likelihood		=	Risk Rating					
<i>Level</i>	<i>Descriptor</i>		<i>Level</i>	<i>Descriptor</i>		<i>Consequence (1-5)</i>					
1	Insignificant		A	Almost certain		<i>Likelihood (A – E)</i>	1	2	3	4	5
2	Minor		B	Likely		A	Med	High	High	Very high	Very high
3	Moderate		C	Possible		B	Med	Med	High	High	Very high
4	Major		D	Unlikely		C	Low	Med	High	High	Very high
5	Severe		E	Rare		D	Low	Low	Med	Med	High
						E	Low	Low	Med	Med	Med

#### Determine the consequence of the hazard

Hazards have the potential to cause different types and severities of harm (consequences), ranging from minor discomfort to a serious injury or death.

In the table above are the five escalating levels of consequence of the hazard used by ASB in assessing risk:

1. insignificant
2. minor
3. moderate
4. major
5. severe

The consequence of the hazard is rated according to one of these levels of risk.

In estimating the severity of harm that could result from each hazard, the following matters are considered:

- » What type of harm could occur (for example muscular strain, injuries due to fatigue, psychological injury, burns, laceration)? How severe is the harm? Could the hazard cause death, serious injuries, illness or only minor injuries requiring first aid?
- » What factors could influence the severity of harm that occurs? For example, the distance someone might fall will determine the level of harm that is possible. The harm may occur immediately if something goes wrong (for example injury from a fall) or it may take time for it to become apparent (for example illness from long-term exposure to a substance or to excessive work demands).
- » Do you need to use specific tools or processes to assess how severe the harm could be? This could include arranging noise exposure level testing.
- » How many people are exposed to the hazard and how many could be harmed in and outside your workplace?
- » Could one failure lead to other failures?
- » Could a small event escalate to a much larger event with more serious consequences? For example, a minor fire can get out of control quickly in the presence of large amounts of combustible materials.

### Determine the likelihood of harm occurring

In the table above are the five escalating levels of the likelihood of the hazard occurring used by ASB:

- A. **Almost certain to occur**—expected to occur in most circumstances
- B. **Very likely**—will probably occur in most circumstances
- C. **Possible**—might occur occasionally
- D. **Unlikely**—could happen at some time
- E. **Rare**—may happen only in exceptional circumstances.

The likelihood of the hazard occurring is rated according to one of these levels of risk.

The likelihood that someone will be harmed can be estimated by considering the following:

- » How often is the task done? Does this make the harm more or less likely?
- » How often are people near the hazard? How close do people get to it?
- » Has it ever happened before, either in your workplace or somewhere else? How often?

### Determine the risk rating

The **Consequence** and **Likelihood** of any given risk are plotted on the **Risk Rating** matrix shown above to determine the level of resulting risk or its overall risk rating:

- Low
- Medium
- High
- Very High

### Step 2: Identify Response Rating

Risk rating	Response rating
Very high (VH)	Act immediately
High (H)	Act today

Medium (M)	Act within 1 week
Low (L)	Act within 1 month

The Risk Rating, in turn determines the Response Rating, as seen in the table above.

Refer to the Risk Management Policy for further details.

### 3.4 Risk control

Managing risks involves eliminating them so far as is reasonably practicable, or if that is not possible, minimizing the risks so far as reasonably practicable.

The following 'hierarchy of hazard control' guides how ASB is to control risks, with the most effective controls listed first, and less effective options listed lower. A combination of higher and lower level controls is desirable.

Hierarchy of hazard control	
1	Eliminate the hazard or task if the risks outweigh the potential benefits.
2	Substitute the hazard with something that is potentially safer; e.g. substitute a toxic substance with another that is non-toxic.
3	Isolate the hazard by using barriers or distance; e.g. place insulation around noisy equipment.
4	Use engineering controls, such as air conditioning to prevent overheating and fire.
5	Minimize the size or volume of the hazard and the duration of exposure to the hazard.
6	Rearrange the work area and work flow; e.g. intersperse repetitive activity with a variety of different tasks to avoid overuse injuries.
7	Establish safe work practices, such as restricting access to the area, keeping the area free of clutter, being prepared for emergencies; e.g. spill kits.
8	Provide training and supervision appropriate to the level of expertise of the personnel involved. As a minimum, this would include familiarization with local hazards and their control, safe work methods and emergency procedures.

Risk control measures are implemented as soon as possible, with responsibility assigned to an appropriate worker and a completion date set. The person responsible for implementing the risk control measure provides updates to workers through staff meetings and reports to the CR.

### 3.5 Hazard and risk assessment records

Identified hazards, risks and their control mechanisms are documented and filed in ASB's WHS Register.

The Logistic Officer is responsible for maintaining the WHS Register, which includes:

- » Incident Reports – containing completed Incident Reports for the past five years, and copies of blank Incident Report Forms ready for completion if/when needed
- » identification and risk assessments of individual hazards conducted over the past five years
- » environmental audits and action plans
- » ASB's WHS Policy
- » current WHS Officer, Fire Safety Officer and First Aid officer details
- » other relevant WHS documentation

### **3.6 Review control measures**

ASB regularly reviews WHS risk control measures to ensure the controls are adequate. A review may be required:

- » when it is apparent that a control measure is not effective in controlling the risk;
- » if a new hazard or risk is identified;
- » before changes to work practices are implemented and where health and safety risks have yet to be assessed and are therefore unknown;
- » if the results of a consultation indicate that a review is necessary; or

At a minimum, ASB reviews control measures as part of quarterly environmental audits.

Where reviews identify further WHS issues, risk assessment and new control measures should be implemented.

## SECTION 4: ENVIRONMENT AND FACILITIES

### 4.1 Manual handling

Manual handling is any activity that involves lifting, lowering, pushing, pulling, carrying, moving, holding or restraining. It may also include stretching and bending, sustained and awkward postures, and repetitive movements. Manual handling can result in musculoskeletal injuries to workers, including sprains and strains, and damage to muscles, tendons and soft tissues.

ASB workers have a responsibility to:

- » take reasonable care of their own health and safety and the health and safety of others in relation to manual handling;
- » be aware of manual handling hazards which may affect their back, shoulder, knees and wrists;
- » read, understand and adhere to ASB's control measures implemented to manage manual handling risks, e.g. use a trolley to move boxes, seek help from another person so as not to lift their total weight on their own; and

ASB has a responsibility to:

- » identify hazardous tasks in relation to manual handling, e.g. repetitive movement, sustained or awkward postures;
- » carry out a risk assessment for manual tasks that have the potential of being hazardous or you have identified as being hazardous;
- » eliminate or control the risks posed by hazardous manual handling tasks;
- » provide resources to control manual handling risks;
- » ensure employees are aware of and practicing safe manual handling practices; and

### 4.2 Slips, trips and falls

Slips occur when a person's foot loses traction with the ground surface, sometimes due to wearing inappropriate footwear, or when walking on slippery floor surfaces, such as those that are highly polished, wet or greasy.

Trips occur when a person unexpectedly catches their foot on an object or surface. In most cases people trip on low obstacles that are located close to the floor and are either partially or totally concealed and therefore not easily noticed. These obstacles include uneven edges in flooring, loose mats, opened drawers, or cables from electrical equipment.

Falls can result from a slip or trip but may also occur as falls from low heights such as steps, stairs and curbs, falling into a hole or a ditch or into a body of water.

The most common injuries from slips, trips and falls are musculoskeletal injuries, cuts, bruises, fractures and dislocations. However, more serious injuries may also occur.

Common slip hazards	Common trips hazards
» Spills of liquid or solid material	» Ridges in floors or carpets
» Wet cleaning methods	» Worn floor coverings or broken tiles
» Wind-driven rain through doorways	» Potholes and cracks in floors
» Change in floor surface, e.g. joins between carpet and polished timber	» Changes in floor level
» Change from wet to dry surface	» Thresholds and doorstops
» Dusty and sandy surfaces	» Floor sockets and phone jacks
» Incline of a ramp	» Cables from power extension units
» Loose or bumpy flooring	» Loads that obstruct vision
» Low light levels	» Obstacles in traffic areas.

Common slip hazards	Common trips hazards
» Use of unsuitable footwear.	

ASB workers have a responsibility to:

- » take reasonable care of their own health and safety and the health and safety of others in relation to hazards that may cause slips, trips and falls;
- » read, understand and adhere to ASB's control measures implemented to manage trips, slips and falls, e.g. use signage to indicate a wet area as a result of spilt water;
- » cordon off and use signage to prevent traffic over an uneven or broken floor area;

ASB management will:

- » identify hazardous tasks in the workplace in relation to trips and falls;
- » carry out a risk assessment for slips, trips and falls that have the potential of being hazardous or you have identified as being hazardous;
- » eliminate or control the risk of slip, trip and fall hazards in the workplace;
- » provide resources to control slip, trip and fall hazards;
- » ensure that employees are aware of and managing slip, trip and fall hazards;

The table below provides examples of control measures to manage the risk of trips, slips and falls according to the hierarchy of risk control:

Control measure	Example actions
<b>Eliminate the hazard</b>	Remove slip and trip hazards at the design stage, such as eliminating changes in floor levels and installing more power outlets to avoid trailing cords.
<b>Substitution</b>	Replace uneven or broken flooring with a more slip-resistant surface.
<b>Isolation</b>	Prevent access to high risk areas; for example, cordon off wet floor areas while cleaning is in progress.
<b>Engineering controls (redesign)</b>	<ul style="list-style-type: none"> <li>» Apply floor treatments to increase slip resistance</li> <li>» Improve lighting</li> <li>» Stop leaks from equipment or pipes</li> <li>» Provide adequate drainage</li> <li>» Clearly mark edges of steps and any changes in floor height.</li> </ul>
<b>Administrative controls</b>	<ul style="list-style-type: none"> <li>» Implement good housekeeping practices, including keeping access ways clear and cleaning up spills immediately</li> <li>» Use signage to warn of the presence of wet or slippery areas</li> <li>» Provide training and supervision</li> <li>» Supply and use personal protective equipment</li> <li>» Wear slip-resistant footwear.</li> </ul>

### 4.3 Visitors

Visitors are defined as anyone who attends the ASB premises and is not a paid staff member; visitors also include ASB HQ staff, contractors and stakeholders. A number of practices are implemented to ensure the safety and wellbeing of visitors and staff members whilst on ASB premises, including:



- » visitors are directed to ASB's reception area and are welcomed by a staff member;
- » visitors are supervised during their visit;
- » visitors sign in using the ASB Visitor Register, noting the date, their name, who they are visiting, mobile number and time of arrival / departure;
- » in the event of an emergency, the Visitor Register is collected by the Logistic Officer and visitors are included in emergency roll calls;
- » visitors sign out using the ASB Visitor Register.

#### **4.4 Fire safety**

ASB maintains fire safety through:

- » appointing and training a Fire Safety Officer.
- » providing WHS orientation to new staff.
- » providing and checking fire safety equipment – water hoses, extinguishers, blankets, and smoke detectors and alarms – by qualified and registered contractors;
- » ensuring the building/facilities obtain annual building fire safety statements;
- » regular WHS environment audits.
- » implementing emergency management plans.
- » conducting emergency evacuation drills.
- » reviewing fire-related WHS incidents and implementing necessary policy and practice changes.

ASB staff are responsible for knowing the location and instruction of fire safety equipment throughout the ASB facilities.

#### **4.5 Ergonomics in the office**

Although working in an office environment is deemed relatively safe, office workers face occupational hazards including the development of musculoskeletal injuries or discomfort associated with work.

The design of effective, safe work systems and processes (including ergonomic workspace, regular rest breaks and exercise) contributes to preventing office work related injuries.

## **SECTION 5: PREMISES AND PROPERTY SECURITY**

ASB ensures the safety and security of ASB workers and visitors by implementing a range of security measures, including the installation of a monitored alarm system, and procedures for accessing **ASB** premises.

### **5.1 Entry to premises**

Staff are provided with, and instructed in the use of, keys as part of orientation and induction.

Visitors to ASB gain entry via intercom system at the entrance. Visitors to ASB gain access to the offices through the reception area. Visitors to the ASB facilities sign in using the Visitors Register.

ASB staff and visitors are advised to lock motor vehicle doors and windows when entering or exiting the facility's car park.

### **5.2 Exit from premises**

Staff are required during the day to lock the office entry door each time they arrive and leave the office.

### **5.3 Theft or damage to property or premises**

Visitors are advised to maintain security of their personal valuables whilst on ASB premises.

In the event of damage to or suspected theft of personal property, staff are to inform the most senior ASB staff member on site.

### **5.4 Working outside core hours**

ASB's core hours of operations are between 8.00am - 5.00pm Sunday to Thursday, with the majority of work undertaken during core hours. Work conducted in the office outside core hours, including weekends and public holidays, is considered working outside core hours.

Staff may enter the premises outside of core work hours under extenuating circumstances or when work practices are negotiated with both their direct supervisor and the CR.

Specific risks associated with working in the ASB office outside core hours include a lack of immediate assistance in the event of an incident, accident, illness or injury; and staff who are trained and/or available to provide assistance in the event of a medical emergency or building evacuation are less likely to be present outside core hours.

To address this risk, staff are required to notify their supervisor and/or CR via SMS on every occasion prior to or when commencing and ceasing work in the office outside core hours. Staff accessing the office outside of core hours for non-work related purposes are to also notify their supervisor and/or CR via SMS on every occasion prior to accessing the office. The supervisor and/or CR are required to acknowledge the notification in writing.

Injuries or illnesses incurred by staff in the office outside core hours are to be reported to their supervisor and/or CR as soon as possible, regardless of it being outside core hours.

In the event of an emergency situation in the office outside core hours, staff are to respond to the situation as outlined in Section 6: Emergency Management. If there is an attempted or actual break-in whilst on ASB premises outside core hours, staff are to contact Emergency Services immediately by phoning and then exit the building. Staff are advised not to attempt to prevent intruders from entering

the building or from taking property. Staff are also to notify their direct supervisor or CR as soon as possible.

#### **5.5 Master key and key registers**

All keys issued by ASB are recorded in the Key Register.

Keys are issued generally at orientation or when the employee has been promoted and returned on cessation of employment.

A master key is available on site in the event of emergencies. It is retained by CR/delegate at all times.

## SECTION 6: EMERGENCY MANAGEMENT

Emergency situations which may impact on ASB include: fire, explosion, medical emergency, rescues, incidents with hazardous chemicals, bomb threats, violent behavior, armed confrontations and natural disasters.

### 6.1 Responding to an emergency

The R A C E acronym has been adopted as the standard emergency message and response for all ASB persons, including workers, clients and visitors, as it is applicable in many emergency situations. This is signposted throughout the organization premises on WHS posters.

<b>R →</b>	<b>RESCUE →</b>	Any persons in immediate danger if safe to do so
<b>A →</b>	<b>ALARM →</b>	Raise the alarm/alert others; contact Emergency Services by phoning 000; in case of fire activate alarm
<b>C →</b>	<b>CONTAIN →</b>	In the event of fire, close doors to contain fire and secure the area
<b>E →</b>	<b>EXTINGUISH/ EVACUATE →</b>	Attempt to extinguish fire only if trained and if safe to do so. Evacuate premises.

### 6.2 Fire management

In the event of a fire, fire safety equipment is to be used by trained personnel to extinguish the fire if safe to do so. If it is unsafe to use fire safety equipment, emergency evacuation procedures are implemented.

Anyone who identifies a fire should immediately contact Emergency Services.

All fires should be attended by Emergency Services, regardless of the size, extent or damage of the fire, as there may be further risks which Emergency Services can identify and assess.

### 6.3 Evacuation

Where an emergency alert or alarm is given that requires evacuation of the facilities (i.e. fire, explosion, bomb threat, natural disaster), all persons are to leave the ASB premises via the emergency exits in a prompt and calm manner. In an emergency evacuation, do not use lifts.

Logistic Officer is responsible for providing direction and facilitating safe evacuation of all persons. The LO collects the attendance sheet and visitors register and ensures all persons evacuate the building and meet at the designated emergency assembly site. Where the LO is not available, a senior staff member acts as the person responsible for leading the emergency response.

All persons are to follow instructions of the identified emergency response leader and Emergency Services personnel. Staff should support the LO in carrying out these instructions.

Mobility-impaired persons are supported by other persons to evacuate the premises safely. Mobility-impaired persons who are in immediate danger and cannot safely evacuate the premises are moved to a safe place. A safe place may be inside a fire-isolated fire stair, or into another section of the facilities, closing doors between the person and the fire, but still on an exit route.

If a person is trapped in the facilities, no person is to re-enter the premises unless it is completely safe to do so. If it is unsafe to re-enter the premises, inform Emergency Services on their arrival for them

to assess and respond to the situation. No person is to re-enter the premises while the fire alarm is sounding or until the clearance is given by Emergency Services.

#### **6.4 Emergency assembly site**

Following evacuation from the ASB premises, all persons are to assemble at the designated emergency assembly site(s).

The ASB designated emergency assembly site is: the garden. At the assembly site the LO will count and call all the names in the Visitor Register, staff sign-in sheet to ensure that all persons in the facilities have been evacuated. If a person is discovered not to have been evacuated, the LO will immediately inform Emergency Services on site.

All persons are to remain at the designated emergency assembly site until given clearance to return to ASB premises or other direction, by the ASB LO and Emergency Services personnel.

In the event that the evacuation is a false alarm, no persons are permitted to return to the premises until given the all clear by the LO and/or Emergency Services personnel.

#### **6.5 Communication with Emergency Services**

The person responsible for leading the emergency response is the primary contact for Emergency Services personnel. Upon their arrival, Emergency Services are to be informed of the emergency circumstances, including the name(s) and identities of persons (if any) remaining in the facilities.

#### **6.6 Emergency evacuation drills**

The ASB CR and Logistic officer co-ordinate and facilitate emergency evacuation drills at a minimum of 2 per year. All persons in the ASB facilities at the time of the drills are to respond as in a true emergency evacuation.

#### **6.7 Emergency response review**

Following an emergency situation, the SMT are to review the emergency event with the view of identifying and implementing improvements in overall work health and safety and emergency management.

#### **6.8 Record-keeping**

An Emergency Evacuation Report (form) is completed by the LO following each evacuation, whether a practice drill or a live event. This Report is a key tool in risk management and continuous improvement.

All emergency incidents, including evacuation drills, are recorded in the WHS Register, along with relevant supporting information; e.g. an Emergency Evacuation Report.

## SECTION 7: FIRST AID

ASB is committed to providing timely and appropriate First Aid assistance to workers and visitors whilst on the organization premises and whilst conducting ASB business.

### 7.1 First Aiders

ASB ensures that at least one employee holds a current First Aid qualification from a registered training organization. The qualification covers competencies to recognize and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance. This First Aider is recognized as the organization's First Aid Officer (FAO); however, other certified First Aiders may be workers or visitors to the organization.

Posters including a photograph and location or contact details for the FAO are posted around the organization premises.

### 7.2 First Aid kit

ASB maintains a fully stocked First Aid kit, located at in Kitchen of all offices, and all vehicles

The First aider monitor the contents of First Aid kits to ensure they are fully stocked at all times and are appropriate for the health and safety needs of the workplace.

First Aid kits are identifiable by a white cross on green background on the external container and are made of material that protects the contents from dust, moisture and contamination. They contain necessary items for administering First Aid, as detailed on an enclosed contents list.

Any time a staff member uses an item from the First Aid kit, the First Aider is to be informed so that the stock can be replaced and a determination made if a WHS Incident Report is required.

The contents of the First Aid kit are to be audited quarterly as part of the environment audits, with any missing or out-of-date products replaced.

The emergency equipment floor plan displayed around the facilities including clear directions to First Aid Kit locations.

### 7.3 Managing an incident requiring First Aid

In an emergency situation, the first staff member at the incident is to:

- » Provide reassurance and maintain a calm environment
- » Assess the situation to ascertain the severity of the incident and identify further risk or hazards for the injured person, the staff member themselves and others who may be directly affected
- » As determined by the assessment of the circumstances enlist the aid of bystanders to contact the FAO, another First Aider or Emergency Services if required
- » Ensure the injured person and people providing First Aid are protected from further injury
- » Obtain the injured person's consent to provide First Aid if they are conscious
- » Provide all the information to the First Aider and Emergency Services if they require it.

The First Aider is to:

- » Calm and reassure the injured person
- » Assess and prioritize First Aid treatment for the injured person
- » Ensure contact with Emergency Services has been made if required
- » If the casualty is conscious, request information from the injured person regarding any medical conditions and allergies they may have, or details about the incident

- » Obtain consent to administer treatment
- » Provide First Aid.

#### **7.4 Consent to treatment**

First Aiders require consent from the casualty prior to commencing any First Aid treatment, unless the casualty is unresponsive and therefore unable to give consent. In this circumstance, it is presumed the person would give consent if they were conscious.

If the casualty is a child, the parent/guardian should be asked for permission, but if the parent/guardian is not present and the illness is life-threatening, immediate First Aid should be given.

#### **7.5 Duty of care**

When a First Aider commences administering First Aid treatment to the casualty, they are committed to provide a duty of care to that casualty. This duty of care requires that the First Aider remains and provides First Aid treatment to the best of their ability, training and experience until:

- » another person with more experience or knowledge in the provision of First Aid arrives and agrees to take control; or
- » a qualified medical practitioner arrives; or
- » they are physically unable to; or
- » the situation becomes unsafe for them to continue to do so.

#### **7.6 Infection control**

ASB First Aiders take steps to prevent direct contact with bodily fluids while providing First Aid. Ideally, First Aiders wash their hands before and after providing First Aid, to assist in protecting the casualty, themselves and others from the risk of infection. Instant hand sanitizer is located at the WHS post where the First Aid kit is kept. Disposable gloves are provided and should be worn while providing First Aid.

ASB prevent and control infections in the facilities by:

- » Implementing cleaning protocols with emphasis on food preparation surfaces and bathrooms
- » Providing safe Sharps Disposal Units
- » Providing disposable liquid handwash dispensers, paper towels and sanitizer
- » Providing and supporting training for workers in infection control practices, including:
  - good hygiene practices, e.g. hand washing, protective barriers (e.g. gloves)
  - handling and disposal of infectious waste, laundry and sharps
  - precautions to be used when working with all clients
  - handling all blood and other bodily fluids (regardless of the client's perceived infectious status).

#### **7.7 Other persons providing First Aid**

In the case of a serious or life-threatening incident, the first person to arrive at the incident takes control and remains in control until charge is handed over.

Any other person who arrives is to offer First Aid assistance. If another person in attendance is more qualified to manage the situation, that person may be asked to take control.

#### **7.8 Reporting First Aid incidents**

As soon as practicable following an incident, the staff member and/or First Aider are to report the incident to the ASB Logistic officer, direct supervisor and/or the CR.

A WHS Incident Report is to be completed, reported and filed.

## **SECTION 8: INCIDENT MANAGEMENT**

A WHS incident is an unplanned event resulting in or having a potential for, injury, ill health, death, damage or other loss.

Incidents to workers may occur on ASB premises, while travelling for work-related purposes, or while performing ASB business off-site. Incidents occurring while travelling from and to home from work are not considered WHS incidents.

### **8.1 Immediate incident response**

The health and safety of ASB workers and visitors is the priority immediately following a WHS related incident. If necessary and appropriate, involved persons are to physically distance themselves from harm. This may mean leaving a room/office, leaving ASB premises, or re-locating to alternative overnight accommodation (if travelling for ASB related business).

Action must be taken to prevent further persons from being injured. This may involve activation of emergency management procedures as per Section 6 or other actions to control immediate risk, such as barricading the area, placing warning signs at the site, contacting Emergency Services, and notifying other workers and visitors of the incident/hazard.

### **8.2 First Aid and medical treatment**

If an injury has been sustained, First Aid is to be provided from a suitably qualified First Aider, or where such a person is not available, from a person capable and willing to do so.

In some circumstances the need for initiating medical treatment by contacting Emergency Services by phone, may not be obvious; however, medical treatment must be sought. Examples include:

- » after an electric shock: any person who has received an electric shock, no matter how minor it may seem, as there may be delayed effects, such as an irregular or lowered heart rate
- » after regaining consciousness: any person who has lost consciousness, even for a small amount of time.

In some cases, the person may require non-emergency medical treatment and may be transported to a medical Centre by staff. For example, a swollen ankle may be treated more promptly at a medical Centre as opposed to calling an ambulance or attending the Accident and Emergency Department. This is decided on a case-by-case basis in consultation with the injured person and the person providing transport.

Note that ASB workers are not obliged to transport other workers to hospital or other medical services. However, workers should facilitate access to hospital or other medical services where necessary.

### **8.3 Critical incidents**

Critical incidents are those which directly or indirectly cause significant distress to a person, either at the time it occurs or later. A critical incident may require the activation of emergency procedures.

### **8.4 Fatal incidents**

This section guides the organization in responding to the death of a person linked to, supported, or employed by the organization.



In the event of a death there is recognition of the need to balance sensitivity with practical needs. It is accepted that the death of a person has an impact on those with whom the person had a working relationship.

By implementing the following procedures, the organization ensures a prompt, appropriate and sensitive response to the death of a person. A sensitive response recognizes and respects:

- » Cultural and religious beliefs and practices of the person and their family;
- » Responses are prompt to minimize the distress arising from the event.

ASB and its staff offer appropriate support to those affected by the event. This includes:

- » Providing practical and organizational assistance within normal expected arrangements where required;
- » Where possible, having the same staff member deliver information about the person's death and burial arrangements to those impacted by the person's death.

#### **8.4.1 Immediate response**

When a person dies at ASB, the staff member on duty is to immediately contact Emergency Services by phoning and inform the nominated supervisor and/or the CR about the person's death.

The nominated supervisor, CR ensures that:

- » The next of kin contact details are provided to the police
- » A debriefing activity is facilitated and appropriate support for staff and clients is arranged
- » The DME in ASB HQ is informed of the person's death; the DME will ensure that HFAD is notified
- » The CR will send a letter of condolence to the next of kin.

#### **8.4.2 Family and funeral arrangements**

ASB may offer the family support and assistance with funeral arrangements (when appropriate). The CR in consultation with the ASB HQ FAD (HFAD, DME) will make a decision on appropriate support assistance.

#### **8.4.3 Bereavement**

At ASB it is acknowledged that a client's death is likely to impact on other clients, staff, the client's family and friends and the wider community. Support is provided to anyone who might require a referral to a local mental health service. Staff are encouraged to seek support as and when needed.

#### **8.4.4 Media interest**

Where there is likely to be media interest in a death of a person, the ASB HQ FAD (HFAD) determine a strategy to communicate relevant information. A nominated ASB HQ staff will liaise with media, if needed. No information will be given to any external enquirers.

#### **8.4.5 Returning personal and organizational items**

In order to complete the organization's obligations, the CR is to make contact with the next of kin of the deceased within one week of the event, to determine:

- » Practical arrangements (e.g. if the person was an employee, regarding payment of salary) with a request, if needed, for details of the executors of the estate.
- » A specific date and time to deal sensitively with the return of the deceased's personal belongings.

The CR is responsible for ensuring the return of ASB items, e.g. keys. The next of kin will not be pressured immediately after the death to return such items.

## **8.5 Reporting incidents including notifiable incidents**

All incidents are to be reported and reviewed, including:

- » Client-related incidents
- » Any injury to ASB workers or visitors of any nature or severity sustained whilst on the organization's premises or for staff members whilst undertaking an organizational activity externally, e.g. meeting attendance
- » Any incidents which may have had the potential to cause an injury, e.g. exposure to chemical agents
- » Dangerous occurrences or system failure which caused or had the potential to cause serious property damage, e.g. fires, floods and explosions
- » Motor vehicle accidents occurring on organization's premises or whilst conducting ASB business.

An overview of the incident is to be logged in the WHS Register and a WHS Incident Report is to be completed, reported and filed with the information recorded.

All WHS incidents involving ASB workers are to be documented using the Incident Report Form. If the incident involved a client the incident must be recorded in the Client File.

The involved worker is to complete an Incident Report Form at the time of the incident, or within a 24-hour period. The Incident Report Form is provided to the Logistic Officer for later filing in the Incident Report folder located at the WHS post. Copies of Incident Reports are filed in the employee's personnel file.

In the event of an incident where the staff member is unable to complete the Incident Report Form within 24 hours – for example, they are off-site or travelling – they are to notify their supervisor via phone of the incident and the supervisor is to complete the Incident Report Form.

You must also:

- » provide first aid and make sure the worker gets the right care
- » take care not to disturb the incident site
- » record it in the ASB WHS Register (Injuries)

## **8.6 Review of incidents**

Following an incident report, the Logistic Officer, and where relevant, the CR, reviews the circumstances surrounding the incident with the aim of identifying and implementing preventative and risk-management strategies.

The logistic officer collates the Incident Report Forms and regularly reviews them to identify trends and preventative risk management strategies.

## **SECTION 9: WORK RELATED TRAVEL AND VEHICLE USE**

ASB's commitment to safe and healthy work practices extends to workers when conducting business away from the ASB facilities, including travel to and from the destination.

### **9.1 Working away from the facilities other than at home**

Business conducted away from the ASB facilities, other than at home, may be undertaken as part of the ASB worker's roles and responsibilities. All work-related activity undertaken away from the organization facilities is to be scheduled in the organization scheduling tool.

ASB workers have a responsibility for identifying and acting on potential or actual WHS hazards when they are conducting business away from the organization facilities.

Incident reporting procedures apply if a WHS incident occurs while conducting ASB business away from the organization facilities. If the incident took place on premises controlled by another organization, the worker also notifies that organization and follows their incident management procedures.

### **9.2 Motor vehicle security and maintenance**

ASB provides motor vehicles for workers to undertake work-related activity. All documents related to motor vehicles are located in the Equipment register.

All motor vehicles are provided with toll tag, roadside assistance, registration, insurance.

Responsibility for all motor vehicle administration, including co-ordination of servicing, toll tags, roadside assistance, registration and insurance are overseen by the drivers.

Unless being used for business, vehicles are secured in the ASB car park and Zada Hotel park. However, there may be occasions where a worker requires the vehicle early morning, late evening or for a number of days, and therefore may take the vehicle the night before or return the day after use, and keep the vehicle secured at their place of residence or accommodation.

It is the responsibility of all motor vehicle users to maintain the vehicle's cleanliness and fill with petrol.

### **9.3 Use of the organization motor vehicles**

ASB workers using the organization vehicles must:

- » hold a current driver's license
- » adhere to this policy
- » book ASB vehicles through the booking system; hard copy booking register].
- » sign out and in, in the Motor Vehicle Log when taking and returning the vehicle key.

If a staff member has entered into a special agreement with ASB for the use of a motor vehicle, the worker must record his/her work use in the Motor Vehicle Log.

ASB drivers are responsible for adopting low-risk attitudes and behaviors that reduce the possibility of being involved in a driving incident.

Low-risk attitudes include:

- » placing a high value on safe driving
- » choosing low-risk alternatives in spite of pressures to do otherwise
- » maintaining motivation to apply low-risk behaviors.

Low-risk behaviors include:

- » preparation – planning driving (being fit to drive, rest breaks/overnight stops, route selection, non-driving duties)
- » vehicle safety checks
- » driving – being alert, scanning for potential hazards, managing speed and position of the vehicle to reduce the likelihood of a crash
- » evaluation – reviewing driving to identify means of reducing risk on future journeys.

ASB drivers are required to:

- » comply with road rules, including wearing seatbelts and adhering to laws regarding the use of mobile phones and other devices
- » ensure the ASB vehicle contains a current First Aid kit, roadside assistance contacts and other items provided by the organization, as mentioned above.

#### **9.4 Use of personal motor vehicles**

Use of personal motor vehicles should only be considered and approved if:

- » The organization motor vehicle(s) is/are not available;
- » The work trip cannot be postponed;
- » The car to be used is covered by comprehensive and compulsory third party insurance policies;
- » No other alternative is available.

Approval to use a personal vehicle for work purposes must be approved by the direct supervisor or manager.

Reimbursement for personal vehicle use will be at 0.25 USD per kilometer. Receipts and/or documentation of travel details must be provided and managed in line with the Financial Management Policy.

#### **9.5 Driver fatigue**

Workers using motor vehicles for ASB business are responsible for eliminating or minimizing their own driver fatigue by:

- » ensuring sufficient sleep before commencing a long drive;
- » recognizing the early warning signs of fatigue, including yawning, poor concentration, tired eyes, restlessness, drowsiness, slow reactions, boredom or oversteering;
- » not driving during those hours when you would normally be asleep;
- » taking regular breaks from driving (at least every two hours);
- » sharing driving where possible;
- » pulling over and stopping when drowsiness, discomfort or loss of concentration occurs;
- » understanding the effects of medications, which may affect driving ability.

#### **9.6 Safe operation of vehicles while transporting clients**

Staff adhere to the Work Related Travel and Vehicle Use Section of the WHS Policy when transporting clients. In addition:

- » Only the client, children in the care of the client and/or a carer attending to the client, are permitted to travel in the vehicle.
- » Children are to be seated by the parent or guardian utilising child restraints where applicable.

- » All children are to be seated in the rear of the vehicle and under supervision.
- » Transportation will not commence until all seatbelts are in use. Drivers are required to immediately cease transportation if seatbelts are not in use for all passengers.
- » Clients acting irresponsibly or breaching traffic regulations will not be tolerated and staff reserve the right to cease transportation and request that the offending passengers exit the vehicle.
- » Vehicles must never exceed maximum seating or carrying capacity.
- » Strictly no smoking, eating or drinking in vehicles.
- » Staff reserve the right to refuse to offer transport services to clients whose behaviour breaches this policy.
- » Transportation may be refused in the circumstances that either the client or other passengers are deemed to be intoxicated and/or under the influence of alcohol or other drugs.

### **9.7 Motor vehicle incidents**

Damage or theft to a ASB motor vehicle is to be reported to Logistic Officer immediately after the incident occurs using the Incident Report Form.

Copies of the Incident Report Form are kept in all the organization's vehicles.

Immediately following an accident involving a ASB motor vehicle:

- » turn off the engine and immobilize the vehicle to reduce the risk of fire;
- » switch on the hazard warning lights;
- » if anyone has been injured or killed, contact Emergency Services by phoning;
- » provide assistance to others involved in the accident if it is safe to do so
- » protect the area to prevent subsequent accidents. Remove any object(s) that falls or escapes from crashed vehicles which is likely to endanger the safety of others;
- » contact police where:
  - a person is killed or injured
  - a vehicle needs to be towed away
  - there is damage to property or animals
  - a person fails to stop or exchange information
  - a driver is believed to be under the influence of alcohol or drugs.
- » provide police with details of the accident, including vehicles involved, your name, address, and driver's license number, and information about witnesses or drivers of other vehicles involved;
- » regardless of the damage, obtain and provide the driver(s) of other vehicles involved in the accident with the following:
  - your name and license number
  - vehicle registration number
  - ASB's insurance details
  - ASB's name, postal address and phone number.

## SECTION 10: WORKPLACE BULLYING

This section should be read in conjunction with 2.3 Bullying and Harassment of the Human Resources Policy.

ASB recognizes that workplace bullying is a serious work health and safety issue and is committed to providing a workplace that is free from bullying.

Workplace bullying is described as repeated, unreasonable behavior directed towards a worker or a group of workers, that creates a risk to health and safety. Workplace bullying can be verbal, physical, social or psychological abuse by your employer (or manager), another person or group of people at work. Workplace bullying can happen in any type of workplace, from community groups to government organisations.

Workplace bullying can happen to volunteers, casual and permanent employees. Some types of workplace bullying are criminal offences. Repeated behavior refers to the persistent nature of the behavior and can refer to a range of behaviors over time. Unreasonable behavior means behavior that a reasonable person, having regard for the circumstances, would see as victimizing, humiliating, undermining or threatening.

### 10.1 Risk controls

ASB implements a range of risk controls to manage workplace bullying risks, including:

#### Controls to address changes to organizational culture

- » Plan for organizational change where the need is identified and when possible
- » Consult with staff as early as possible
- » Implement communication throughout the change
- » Seek feedback from staff
- » Review and evaluate change processes

#### Controls to address negative leadership styles

- » Management supervision, support and training
- » Additional support for new and poor performing managers
- » Performance and development reviews and plans

#### Controls to address support work systems

- » Cycle of review and improvement to policies and procedures
- » Monitor staff workloads, staffing levels and resource availability
- » Redesign and define job roles

#### Controls to address poor workplace relationships

- » Facilitate relevant training, e.g. conflict management, diversity, interpersonal communication
- » Act on and discipline inappropriate behavior

#### Controls to address workforce characteristics

- » Provide induction and orientation for new staff
- » Support and protect vulnerable staff
- » Facilitate training
- » Facilitate workplace buddies or mentors

## **10.2 Responding to workplace bullying**

ASB encourages all ASB workers to report bullying if they feel they have experienced or witnessed bullying in the workplace. All reports made by staff are seen as serious, confidential and will be addressed.

Reports are to be made to the reporter's supervisor and/or the CR verbally or in writing. A record of the report is made by the receiver with details of the matter known only by those directly involved.

If your supervisor is the person whose behavior is concerning you, you can report their behavior through other channels to CR.

The reporter's supervisor, CR and others involved are to respond and manage the bullying report in line with ASB's grievance management procedures.

Please refer to ASB's Human Resources Policy for more detail.

## **SECTION 11: WASTE MANAGEMENT**

ASB is committed to managing waste in a way that enables the recycling and reuse of waste products, and that poses minimal risk to ASB workers, clients and visitors. ASB is committed to protecting the environment, using local- and environmentally and socially friendly produced resources and reducing waste. Wherever possible, ASB promotes the efficient use of energy and natural resources, social standards and innovative solutions to reduce emissions or pollutants, and environmentally safe disposal methods.

ASB follows the principles of Reduce, Reuse, and Recycle as the primary initiative to support our environmental responsibilities.

### **11.1 General waste**

ASB provides general waste bins throughout the facilities, office and at workstations. General waste bins are emptied biweekly by the municipality

The organization provides kitchen facilities equipped with a bin for food waste and emptied as required. Bags of general waste are placed in the waste bin.

Documents containing confidential or sensitive information are to be shredded using the ASB shredder located in kitchen. Bulk amounts of documents containing confidential or sensitive information are shredded by Admin-Assistant. Bulk documents for shredding are placed in the secure document bin located in the store room



## SECTION 12: ENVIRONMENTAL AUDITS

ASB's commitment to a healthy and safe workplace is supported by regular environmental audits undertaken by all staff. The environmental audit process assesses the physical environment of the ASB facilities to identify and document hazards, the degree of associated risks, and identify control measures.

### 12.1 Audit schedule

Environmental audits are conducted every six months scheduled in advance, and allocated to trained staff (Logistic officer) on a rotational basis.

### 12.2 Audit coverage

The audit is guided by Environment Audit Checklist, which includes an assessment of the condition and possible hazards in the following areas:

- » external environment
- » security
- » floors, aisles, exits and stairs
- » lighting and indoor climate
- » bathroom facilities
- » kitchen and dining facilities
- » managing facilities / housekeeping
- » hazardous substances
- » storage
- » First Aid
- » workstations and office furniture
- » electricity/electrical equipment
- » fire exits and procedures

### 12.3 Audit process

1. Conduct physical inspection of ASB environment
2. Identify hazards
3. Assess risk of occurrence and the consequence, should the risk occur
4. Assign a risk rating (see table below)
5. Identify a response rating (see table below)
6. Identify risk management action, responsibility and timeframe
7. Document environment audit findings and action plan
8. Implement action
9. Report audit and actions to Logistic Officer and staff, and where necessary, CR and ASB HQ FAD
10. File audit reports in the WHS Register at the WHS post.

### Identify WHS Risk Rating

<b>Consequence</b>		+	<b>Likelihood</b>		=	<b>Risk Rating</b>					
<i>Level</i>	<i>Descriptor</i>		<i>Level</i>	<i>Descriptor</i>		<i>Consequence (1-5)</i>					
1	Insignificant		A	Almost certain		<i>Likelihood (A – E)</i>	1	2	3	4	5
2	Minor		B	Likely		A	Med	High	High	Very high	Very high
3	Moderate		C	Possible		B	Med	Med	High	High	Very high
4	Major		D	Unlikely		C	Low	Med	High	High	Very high
5	Severe		E	Rare		D	Low	Low	Med	Med	High
						E	Low	Low	Med	Med	Med

### Step 2: Identify Response Rating

<b>Risk rating</b>	<b>Response rating</b>
Very high (VH)	Act immediately
High (H)	Act today
Medium (M)	Act within 1 week
Low (L)	Act within 1 month

## SECTION 13: INTERNAL REFERENCES

### 13.1 Supporting documents

- » WHS Register
- » Incident Report Form
- » Outreach home visit log
- » Emergency evacuation report
- » Home WHS Report & Agreement
- » WHS Environmental Audit
- » Visitor register
- » WHS environmental audit schedule
- » Motor vehicle log
- » First Aid content register
- » Key Register
- » WHS Equipment Register

#### **Posters and information**

- » Emergency response plan
- » Evacuation diagram
- » Car park map of emergency equipment
- » WHS officer's poster
- » Visitor notice
- » Basic life support poster
- » How to Hand Wash Poster (WHO)
- » Cover your Cough Poster
- » Office entry and exit procedure poster
- » Phone threat checklist.

#### **Human Resources Policy Supporting Documents**

- » Code of Conduct

### 13.2 Referenced Policies

- » Human Resources Policy
- » Risk Management Policy
- » Financial Management Policy