



Policy 4.1	WORKPLACE HEALTH AND SAFETY POLICY
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Applies to: Board Members, All Staff and Volunteers
Specific responsibility: CEO

Version: 1
Date approved: March 2016
Next review date: March 2017

Policy context: This policy relates to	
Standards or other external requirements	Home Care Standards, Tasmanian Quality and Safety Standards, National Standards for Volunteer Involvement.
Legislation or other requirements	Work Health and Safety Act 2012
Contractual obligations	Employee Contracts

POLICY STATEMENT

Meals on Wheels aims to promote and maintain the highest degree of physical, mental and social well-being of all individuals in the workplace. The organisation will comply with all relevant federal and state legislation to ensure a safe workplace and all personnel have a responsibility to ensure a safe workplace by implementing safe systems of work.

Meals on Wheels will make resources available to comply with relevant Acts and Regulations associated with workplace health and safety and to ensure that the organisation's workplaces are safe and without risk to health.

Meals on Wheels will undertake regular reviews and take steps to enhance workplace health and safety on a continuous improvement basis.

PROCEDURES

The CEO is responsible for promoting and maintaining workplace health and safety (WHS).

It is the responsibility of the CEO to:

- establish systems that provide for the health and safety of all persons in the organisation
- ensure that these WHS policy and work safety procedures are effectively implemented

MoWTAS Policy 4.1 Workplace Health and Safety Policy
(Board Approved March 2016)

- conduct an annual review of the WHS policy

Responsibilities of Coordinators

The Branch coordinator will have primary responsibility for implementation of WHS policy and take all practical measures to ensure that:

- the workplace is safe and without risks to health
- the behaviour of all persons in the organisation is safe and without risk to health

In implementing these responsibilities the coordinator will ensure:

- the dissemination of information about WHS to all staff
- that the office notice board carries required WHS notices.
- regular discussion about WHS issues at staff meetings
- regular consultation with staff including volunteers about matters impacting on WHS
- the maintenance a log of accidents, incidents and injuries, and the use of this information to identify risk throughout the organisation
- the conduct of annual inspections of health and safety risks throughout the organisation.

If the coordinator does not have the necessary authority to fix a particular problem, s/he will report the matter promptly, with any recommendations for remedial action, to the Branch Committee or CEO and where necessary to the owner of the premises.

Responsibilities of staff and Volunteers

All staff and volunteers are required to follow WHS policy and safety procedures and:

- report observed safety hazards to the Coordinator or CEO
- participate in consultation and training about WHS
- observe and promote safe working practices.

Managing workplace injuries

Meals on Wheels will keep a register of accidents, incidents and injuries. The register will be maintained by the Administration Officer and will be used to record:

- all accidents and incidents that occur to staff and visitors while on the premises
- any journey accidents and incidents involving staff and Volunteers
- all critical incidents irrespective of any actual injury occurring.

In the event of a workplace injury:

- It is the staff member's responsibility to notify the coordinator , or immediate supervisor, of any injury within 24 hours, and to complete the organisation's register of accidents, incidents and injuries as soon as is practicable.

- Once an injury is notified the coordinator will ensure that the injured person has received appropriate first aid and/or medical treatment and will conduct an investigation of the accident in order to prevent a recurrence.
- When the Coordinator is notified of an injury they will notify State Office of the Association who will then notify the workers compensation insurance company. For a 'significant injury' the insurance company will be notified within 48 hours. For other types of injury the insurance company will be notified within 7 days.
- For a 'significant injury', as defined in the Work Health and Safety Act 2012, the State Office will also fill in a Incident Notice Form and return to Worksafe Tasmania within 48 hours of the Incident occurring.

Workers compensation

Meals on Wheels complies with all statutory requirements in relation to the provision of insurance against work related injury. A workers compensation insurance policy will be kept current for the number of staff and the roles performed.

If a staff member requires time off as a result of their injury, a medical certificate must be obtained from their doctor, so that a worker's compensation claim may be lodged.

The certificate must be forwarded to the Administration Officer so that the appropriate paperwork may be completed for the insurer. The workers compensation claim must be lodged within seven (7) days of the injury occurring. The decision about whether the claim is accepted or not rests wholly with the insurance provider.

DOCUMENTATION

Documents related to this policy	
Related policies	Movement and Assistance Policy Smoke Free Policy Vehicle Safety Policy Manual Handling Policy
Forms, record keeping or other organisational documents	Incident and Accident Form

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	CEO	Board

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			

2			
3			