

Caringa Australia Limited 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.

Caringa Australia Limited 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.

Caringa Australia Limited will undertake regular reviews and take steps to enhance workplace health and safety on a continuous improvement basis.

Record of Policy Development

| Version | Date Approved | Date for Review |
|---------|---------------|-----------------|
| 1 | 30/09/2020 | 30/09/2021 |

Responsibilities and Delegations

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|---------------------------|---|
| This policy applies to | All Caringa Workers |
| Specific Responsibilities | Board of Directors, Chief Operating Officer, Chief Executive Officer, Specific Responsibilities, RTW Coordinator, WHS Committee |
| Policy Approval | Board of Directors |

Policy Context- This policy relates to:

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| Standards | Safe Work Australia Model Codes of Practice |
| Legislation | Work Health and Safety Act 2011 Work Health and Safety Regulation 2017 Workers Compensation Act 1987 Workers Compensation Regulation 2016 Workplace Injury Management and Workers Compensation Act 1998 |
| Contractual Obligations | N/A |
| Organisation Policies | RTW Program WHS Consultation Review WHS Program |
| Forms, record keeping, other documents | WHS Site Inspection Staff Injury Report WHS Committee Meeting Minutes Staff Injury Claim Establishment Work Instruction WHS Hazard and Risk Register |

Definitions

Hazard: Anything that could cause harm or an adverse health effect to a person, such as chemicals, electricity, noise, stress, etc.

Risk: The chance that a hazard will cause harm.

Worker: Employee, volunteer, contractor or sub-contractor, labour hire company, trainee, work experience student.

Procedures

Responsibilities of the Board of Directors

The Board of Directors is responsible for promoting and maintaining workplace health and safety (WHS) through the Governance and Risk; and Professional Practices (PPC) Sub-committees.

Executive Responsibilities

It is the responsibility of the executive team to:

- establish systems that provide for the health and safety of all persons in the organisation
- ensure that this WHS policy and work safety procedures are effectively implemented
- conduct an annual review of the WHS policy
- Coordinate the annual review of WHS program with feedback from: WHS committee, PPC and Governance & Risk Sub-committees
- Ensure workers insurance policy is up to date for number of employees and roles performed
- Maintain currency of business insurances (public liability, property, professional indemnity, motor vehicle)

The Chief Operating Officer 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

If the Chief Operating Officer does not have the necessary authority to fix a particular problem, they will report the matter promptly, with any recommendations for remedial action, to the Board of Directors and where necessary to the owner of the premises.

Senior Management

Each manager is required to ensure that this policy and the WHS Program is developed and effectively implemented in their areas of control, and to support supervisors and hold them accountable for their specific responsibilities.

In implementing these responsibilities, Senior Management will ensure:

- the dissemination of information about WHS to all staff
- the notice board carries required WHS notices and the company's RTW Program
- regular discussion about WHS issues at workgroup meetings
- regular consultation with workers about matters impacting on WHS
- the maintenance log of accidents, incidents and injuries, and the use of this information to identify risk throughout the organisation
- the conduct of bi-annual inspections of health and safety risks throughout the organisation with by Health and Safety Representatives and development of control measures.

Supervisors

Each supervisor is responsible, and will be held accountable, for taking all practical measures to ensure that:

- WHS Programs are complied with in their areas of control
- Workers are supervised and trained to meet their requirements under these programs
- WHS risk are identified and control measures implemented

- Workers are consulted on issues which affect their health and safety and any concerns they may have adequately addressed in a timely manner and/or are referred to management.
- Ensure that safe equipment is purchased, maintained, and used correctly

Responsibilities of Workers

All workers are required to follow WHS policy and safety procedures and:

- report observed safety hazards within Caringa's systems
- participate in consultation and training about WHS
- observe and promote safe working practices
- co-operate with the WHS Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace.
- participate in mandatory induction training and task specific training where appropriate
- comply with all policies and procedures and any reasonable instructions from supervisors
- Manage workplace injuries
 - a) Provide first aid and/or transport to medical treatment
 - b) Report all injuries as soon as possible
- All Caringa workers are required to notify their supervisor of any physical or medical condition that may prevent them from carrying out their duties safely.

Return to Work Coordination

It is the responsibility of the People and Culture Officer to:

- Implement return to work activities in line Caringa's return to work program.
- Arrange for suitable work, that is consistent with medical advice and that is meaningful, productive, and appropriate for the worker's injury (where possible).
- Promote Caringa's recover at Work Culture

Health and Safety Representatives and WHS Committee

The System Development and Quality Coordinator will establish an ongoing consultative mechanism with workers, through Health and Safety Representatives (HSR) and regular WHS Committee meetings which will be composed of workgroup HSR members and management representatives. The consultative group will take responsibility for coordination and oversight of the following:

Ensuring safety responsibilities are clearly defined and understood

- Review the requirements of relevant state legislation
- Include safety information and responsibilities in induction
- Develop clear instructions on how to deal with safety issues
- Ensure supervisors are aware of their role in ensuring safety in the workplace

Undertaking hazard and risk assessment

- Identify the hazards
- Identify all affected by the hazard and how
- Evaluate the risk
- Identify and prioritise appropriate control measures
- Review resources to support safety initiatives

Review safe work procedures

- Review safety procedures for all key functions
- Communication of safe work procedures to workgroups

Monitoring and reviewing safety performance

- Promote safety as a core business value
- Review procedures when there are changes in the workplace or after an incident

Health and Safety Representatives (HSR)

Health and Safety Representatives (HSR) play an important role in gathering information from and resolving health and safety issues for their work group. HSR's are elected by workgroup members and hold their position for 3 years. Caringa Australia has identified the following 6 workgroups:

- Supported independent Living (SIL)- group homes Clarence Valley
- Community Supports- (Drop in support, and Community based support)
- Centre Based Supports- (Community Hubs)
- Caringa Coffs Harbour- (Vault, SIL, Drop in, community)
- Caringa Employment- (Top Cuts, Manufacture)
- Caringa Corporate- (Administration, Support Coordination, Plan Management)

Each Health and Safety Representative (HSR) will undertake a 5 day initial Health and Safety Representative training course as well as an annual HSR Refresher course. Training will be provided by a State Insurance Regulatory Authority (SIRA) approved trainer and will cover:

- The importance of WHS consultation and systematically managing health and safety
- The requirements for consultation under the Work Health and Safety Act (2011) and Work Health and Safety Regulation (2017).
- The general duties under the Work Health and Safety Act (2011) and Work Health and Safety Regulation (2017).
- The benefits of effective consultation
- Effective communication techniques
- How to systematically manage health and safety
- A practical exercise in how to conduct a risk assessment

Caringa Australia Limited will:

- pay for Health and Safety Representative training, and any associated costs
- ensure that HSR's participating in training and time spent that is reasonable and necessary to carry out functions of the HSR Role are paid as if they were engaged in the duties of their employment.

WHS Consultative Framework

Caringa has adopted a consultative framework for addressing WHS to ensure it:

- meets the requirements for consultation under the Work Health and Safety Act (2011)
- draws on the knowledge, experience and ideas of workers and encourages their participation and input to improve the management of WHS.

The Work Health and Safety Act (2011) and the Work Health and Safety Regulation (2017) require that consultation be undertaken in the following circumstances:

- identifying hazards and assessing risks

- making decisions about ways to eliminate or control risks
- changing or updating 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.

Managing workplace injuries

Caringa Australia Limited will keep a register of accidents, incidents and injuries. The register will be maintained by the Return to Work Coordinator (RTW) and will be used to record:

- all accidents and incidents that occur to staff and visitors while on the premises
- all critical incidents (near miss) irrespective of any actual injury occurring

In the event of a workplace injury:

- It is the worker's responsibility to report any injury within 24 hours, the RTW Coordinator will complete the register of accidents, incidents and injuries as soon as is practicable.
- Once an injury is reported, the RTW Coordinator will ensure that the injured person has received appropriate first aid and/or medical treatment and may conduct an investigation of the accident in order to prevent a recurrence.
- When the RTW Coordinator is notified of an injury they will notify Caringa Australia's workers compensation insurance company within 48 Hours.
- The Return to Work Coordinator will notify Safework NSW and The Chief Operating Officer immediately if the workplace injury is a 'notifiable incident' under the Work Health and Safety legislation relating to:
 - the death of a person
 - a serious injury or illness of a person
 - a potentially dangerous incident

Workers Insurance

Caringa Australia Limited 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 Certificate of Capacity must be obtained from their doctor, so that a worker's insurance claim may be lodged.

The certificate must be forwarded to the RTW Coordinator so that the appropriate information may be completed for the insurer. The Workers insurance claim must be lodged within 48 hours of receiving notification the injury has occurred. The decision about whether the claim is accepted or not rests wholly with the insurance provider.

WHS Program

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The programs will relate to all aspects of work health and safety including:

- WHS training, education and personal development
- Provision of information, training and supervision to workers

- Consultation with all workgroups through Health and Safety Representatives, WHS Committee and regular workgroup meetings
- Undertaking of Hazard Identification, Risk Assessment and site inspections
- Development of Safe Procedures and Work Instructions for processes and equipment including maintenance programs
- Emergency procedures, plans and drills
- Provision of WHS equipment and services
- Regular inspections, evaluations and reviews
- Reporting and recording of incidents, injuries, and illnesses
- Review of WHS processes and use of resources
- Provision of our complaint issue resolution process

The WHS program will be periodically reviewed for suitability, and an annual report of activities will be prepared for review by the CEO and Board of Caringa Australia Limited.

This policy and associated forms and documents will be reviewed every two years.

End of Document
