



MS12	MASS Staff	Workplace Health and Safety Policy and Procedures
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What this policy aims to do	Ensure the safety of workers engaged in the delivery of MASS services
Who this policy applies to	Every employee, contractor and volunteer working for MASS
Who is responsible for carrying out this policy	All MASS workers have a duty of care to ensure that they work in a manner that is not harmful to their own health and safety and the health and safety of others
What words used in this policy mean	<p>'Workplace' means anywhere that work is performed; this can be an office or service setting, a residential home or out in the community</p> <p>'Worker' encompasses employees, people working under contract or labour hire arrangements, volunteers, students on work placement or work experience and anyone doing work on behalf of MASS</p>
Legislation this policy is based on	Victorian Occupational Health & Safety Act 2014
Other relevant policies	<p>HS13 Duty of Care</p> <p>MS15 Lone worker – Providing community and in-home services</p> <p>MS16 Transporting clients</p> <p>MFE1 Emergency Management</p> <p>MFE2 Premises Management and Security</p> <p>HS12 Client Incident Reporting</p>

Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/2016	Peter Lane		
1.1	30/5/2018	D Stephenson		Update format
1.2	15/6/2020	D Stephenson	S Reeves	Annual review, updated relevant policies

Workplace Health and Safety Policy

Mansfield Autism Statewide Services, is committed to protecting the health, safety and welfare of our staff, our volunteers, our clients, our contractor and our visitors and the environment, in all the locations in which we work.

MASS recognises its moral and legal responsibilities to provide a safe and healthy work environment and further endeavours to ensure that their operations do not place the wider community at risk of injury or illness.

Mansfield Autism Statewide Services is committed to:

- Undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices
- Compliance with all relevant legislation standards, and other requirements to which the Organisation subscribes
- Ensuring that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures
- Maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response
- Providing adequate facilities to protect the welfare of all employees
- Providing appropriate OH&S training to all employees and volunteer workers
- Providing information and supervision for all staff and students enabling them to work and study in a safe and healthy manner
- Consulting with all employees and contractors to enhance the effectiveness of the OH&S Management System
- Providing adequate resources to facilitate the fulfilment of the Organisation's OH&S responsibilities
- Regularly reviewing and evaluating Health and Safety Management systems, including audits and workplace inspections
- Establishing measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness

All premises under MASS' control are to meet workplace standards and are "smoke free" workplaces.

Employees and Volunteers have a responsibility to:

- Have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.
- Report any incident or hazards at work to their manager or supervisor
- Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures

- Obey any reasonable instruction aimed at protecting their health and safety while at work
- Use any equipment provided to protect their health and safety while at work
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
- Consider and provide feedback on any matters which may affect their health and safety
- Ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety
- Follow MASS OHS Policy, procedures and rules and follow safe work practices

Workplace Health and Safety Procedures

Workplace standards

- ☑ A periodic review of safety in the work environment will be undertaken, including an inspection of all work areas, common rooms and storage areas (this includes initial risk assessment of family home working environments and sighting sleeping arrangements, where services are delivered in private homes)
- ☑ MASS obtains expert advice to ensure that office premises and workplaces are compliant with Fire and Safety Regulations
- ☑ Workers are not permitted to smoke inside service settings or within 10 metres of any person we support. Smoking is also prohibited in organisational vehicles and in private vehicles when transporting service users
- ☑ Smoking breaks are not provided as an official entitlement and must not interfere with the performance of paid work or compromise the safety of service users or other staff
- ☑ There is a current First Aid kit located on all premises
- ☑ Evacuation procedures in the event of an emergency are clearly displayed
- ☑ Evacuation drills are scheduled for all MASS offices and service settings monthly and a record of these having occurred will be maintained
- ☑ MASS undertakes due diligence on equipment we purchase to ensure that it is fit for purpose and meets appropriate safety standards. Staff will be provided with training on how to use any equipment that they may be required to use in a safe manner
- ☑ Staff required to perform manual handling must receive appropriate training in how to do this safely and must use safety equipment where provided
- ☑ All electronic items must be tested and tagged at least every two years.

Responsibilities of employees

- ☑ All employees are expected to:
 - Use safe work practices and procedures
 - Use appropriate safety devices, safeguards and equipment provided
 - Cooperate in activities aimed at prevention of workplace accidents, injuries and illnesses
 - Report unsafe or defective equipment and work arrangements to the OH&S representative and relevant manager
 - Report any changes to risk assessments (ie where personal safety or environmental risk increases, including where services are provided in private homes)
 - Report and record all accidents, injuries and illnesses occurring in the workplace or whilst travelling to/from the workplace to the OH&S representative and relevant manager
 - Attend Workplace Health and Safety training courses as available.

- ☑ Employees should assist to identify strategies for improving health, safety and wellbeing. In particular, MASS will consider any reasonable request for an investment in:
 - Ergonomic work stations and equipment
 - Workplace or individual safety assessments and expert advice
 - Training and awareness raising
 - Strategies to reduce stress and encourage employees to take regular breaks
 - Other strategies that promote physical and mental health within the workplace (e.g. nutrition, physical activity, team building, social connections).

Training and representation

- ☑ Health and safety is to be a regular agenda item at all staff meetings, team meetings and management meetings
- ☑ Every MASS workplace will have an OH&S representative who will:
 - Receive training and information about their role
 - Consult other staff (and service users as appropriate) on safety issues.

Health and safety committee

- ☑ MASS will maintain a OH&S Committee with representatives from different teams and groups within the organisation. The Committee will meet every three months to review serious incidents and trends, discuss unsafe workplaces or work practices that have been identified and recommend action to reduce or remove risks
- ☑ When risks are identified, OH&S representatives will fix the problem if they can or refer it to the next manager up, until it is fixed
- ☑ If supervisors or OH&S representatives can't fix a safety risk themselves immediately and it represents a significant immediate threat, they may direct staff to stop work until the problem is fixed or a Workplace Inspector can come to check the risk, or may order that staff and service users leave the area - in either case they will contact the DIRECTOR immediately
- ☑ If work has to stop for a safety issue or staff have to leave the building, supervisors will make sure service users are not at risk
- ☑ If there is an accident MASS staff will follow the critical incident response procedure and notify WorkCover if the incident results in an injury, death or need to evacuate the premises.

Notification of near misses, accidents

- ☑ Near misses and accidents that don't result in an injury need to be recorded in the incidents register

Managing injuries and return to work

- ☑ MASS will minimise the risk of staff exacerbating pre-existing injuries by their work. New staff will be asked to sign a pre-existing injury/illness form, to ensure they are fit to carry

out their allocated duties and no staff member is asked to perform work which may exacerbate an existing condition

- ☑ MASS will make sure any injured workers receive appropriate management of their injuries and support to return to work
- ☑ If a staff member is injured at work, or has a condition to which they believe their work has contributed significantly, they must make a WorkCover claim. Their manager will fill in the employer sections and also advise the Director
- ☑ MASS will manage WorkCover claims according to WorkCover requirements
- ☑ The Services Manager will be the nominated Return to Work Officer, and they will contact the injured worker and the medical practitioners treating them to decide the best way to help the worker return to work
- ☑ MASS will ensure injured workers are assisted through appropriate treatment, rehabilitation and return to work plans to remain at or return to their job. MASS will offer suitable employment, including modified or alternate duties, consistent with medical opinion, as soon as possible following an injury
- ☑ If a worker returns to alternate duties, MASS will make sure they are given appropriate induction and training for their new role. MASS will protect the privacy of injured workers but with their permission and input, MASS will brief co-workers and ask for their support and encouragement

Reporting to WorkSafe:

- ☑ The following incidents must be reported to WorkSafe:
 - The death of any person
 - A person requiring medical treatment within 48 hours of exposure to a substance
 - A person requiring immediate treatment as an in-patient in a hospital
 - A person requiring immediate medical treatment for serious injury
 - The collapse, overturning, failure or malfunction of any plant that the regulations prescribe must not be used unless the plant is registered or licensed or registered
 - The collapse or partial collapse of any part of a building or structure
 - An implosion or explosion
 - The escape, spillage or leakage or any substance including dangerous goods
 - The fall or release from a height of any plant, substance or object.
- ☑ All such incidents must be reported to the Director or responsible manager immediately. The Director or responsible manager will contact WorkSafe by phoning 132 360
- ☑ If a notifiable incident occurs the site of the incident must not be disturbed until an inspector arrives on the site
- ☑ The site of a notifiable incident may only be disturbed before an inspector arrives or before an inspector issues a direction if it is necessary to protect the health and safety of other people or to prevent further action
- ☑ The person who contacts WorkSafe should seek advice on site preservation.