

Mansfield Autism Statewide Services

Workplace Health & Safety Policy and Procedures

MS12	MASS Staff	Workplace Health & 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>HS6 Duty of Care</p> <p>MS15 Lone worker – Providing community and in-home services</p> <p>MS16 Transporting clients</p> <p>EC2 Emergency Management</p> <p>MF1 Premises Management and Security</p> <p>HS10 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
1.3	04/02/2022	C Trenfield	S Reeves	COVID-19 vaccination information, Changed Director to CEO
1.4	25/08/2023	C Trenfield		Annual Review

WORKPLACE HEALTH & SAFETY POLICY

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
- Following all government regulations with regard to COVID-19 pandemic management
- 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

WORKPLACE HEALTH & SAFETY POLICY

- 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

