



OCCUPATIONAL HEALTH & SAFETY POLICY AND PROCEDURE

1. Policy

SCAA SWTI Management and staff are committed to ensuring the safety and wellbeing of all staff and students. SCAA SWTI recognises its moral and legal responsibilities under the Work Health and Safety Act 2011 (the Act) and will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work. Occupational Health and Safety Act of 2004 (Victoria) and Work Health and Safety Act 2012 (South Australia and Tasmania).

2. Procedure

Management is responsible for ensuring that all staff are familiar with the Act and abide by its guidelines.

To do this, **SCAA SWTI** will:

- develop and maintain safe systems of work, and a safe working environment
- consult with employees and/or health and safety reps on safety
- provide information and training for employees to work safely
- comply with all relevant legislation and industry standards
- report or remove unacceptable risks to safety
- ensure employees and students have adequate facilities inshed, office and training facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)
- conduct investigations into all reported incidents
- conduct regular reviews of the health and safety systems in place

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace.

SCAA SWTI expects that all staff, students and members of the public who may be affected by our work take reasonable care of their own health and safety and that of others in the workplace by:

- identifying practices and conditions that could injure employees, students, members of the public or the environment
- controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
- making sure students and staff use personal protective equipment (PPE) where required
- take reasonable care to ensure good health and safety procedures are implemented at all times



SCAA SWTI demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

Manual Handling Policy

It is SCAA SWTI's policy to provide all employees with a safe and healthy workplace by identifying, assessing and controlling manual handling risks.

While management is responsible for the health, safety and welfare of all staff, all employees must report potential and actual manual handling hazards.

Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

Workers' Compensation Policy

All employees *may* be eligible for workers' compensation benefits if injured while at work. Please report any instances immediately as per the Injury Procedure and refer any potential claims to the Executive Officer.

Injury Procedure

If there is an injury:

1. The priority is medical attention. The injured worker or nearest colleague should contact one of SCAA SWTI's trainers. For a serious injury also call an ambulance.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to the Executive Officer.
3. The Executive Officer must write a report in the Register of Injuries, Incidents and Near Misses. This standard report must include:
 - employee's name and job details
 - time and date of injury
 - exact location the injury/incident occurred
 - how the injury/incident happened
 - details of the injury/illness and the part/s of the body injured
 - names of any witnesses
 - name of the person entering details in the Register
 - date the employer was notified
4. SCAA SWTI will let the injured employee know in writing that we have received notification of any injury or illness reported in the Register.
5. The manager must report serious injuries to WorkSafe Victoria or Return to Work SA immediately.



Smoking Policy

SCAA SWTI has a non-smoking policy. Smoking is not permitted on SCAA SWTI property, vehicles, or at off-site workplaces at any time.

Alcohol & Drugs Policy

SCAA SWTI is concerned by factors affecting an employee's ability to safely and effectively do their work to a satisfactory standard. SCAA SWTI recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

SCAA SWTI will do its utmost to create and maintain a safe, healthy and productive workplace for all employees. SCAA SWTI has a zero tolerance policy in regards to the use of illicit drugs on its premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

Whilst in control of an SCAA SWTI vehicle, no employee (or employee's family member) or contractor shall drive with a blood alcohol level above the prescribed limit (insurance becomes void), or be under the influence of medication and/or illicit drugs which may impair performance.

No support will be provided for any employee (or employee's family member) who suffers any consequences as a result of being in control of an SCAA SWTI vehicle whilst under the influence of alcohol or drugs.

An employee (or employee's family member) who is found to be affected by alcohol or drugs, will pay for any damage to the SCAA SWTI vehicle, other vehicles, people or property as a result of an accident where that employee (or employee's family member) or contractor is the driver of an SCAA SWTI vehicle.

SCAA SWTI does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal.

SCAA SWTI, at times, makes alcohol available to staff over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the employee. Driving over the legal limit or under the influence of illicit drugs is illegal. Operating an SCAA SWTI vehicle whilst under the influence of illicit drugs or over the legal limit of alcohol may lead to instant dismissal.