POLICY NUMBER: NDIS WHS 1

INTENT

Real Living Options Association Inc. commits to achieving and maintaining the highest practicable standards of Work Health and Safety for its Employees, Participants, Volunteers, Contractors, and visitors.

DEFINITION

Work Health and Safety: the safety, health and welfare of people engaged in work or employment. As a secondary effect, it may also protect co-workers, family members/advocates, employers, customers, suppliers, nearby communities, and other members of the public who are impacted by the workplace environment.

POLICY STATEMENTS

- Real Living Options Association Inc. accepts responsibility for the health and safety of their Employees, Volunteers and visitors while working in an authorised workplace.
- An authorised workplace refers to the place where the employee is based to perform work at the direction of the Real Living Options Association Inc.
- Real Living Options Association Inc. accepts its responsibility to be aware of and enforce the provisions of all relevant Acts, Regulations, Codes of Practice, Policies and Procedures.
- Real Living Options Association Inc. requires all Employees, Participants, Volunteers, Contractors, and visitors to act responsibly and to comply with statutory requirements and all safety Policies, Standards and Guidelines.
- Real Living Options Association Inc. has a responsibility under its “Duty of Care” to provide as far as is practicable:
    - A safe place of work.
    - Safe systems of work.
    - Safe tools and equipment.
    - Ongoing training in safe methods of work.
    - Safe, positive supervision wherever possible.
    - Periodic inspection of all tasks and activities undertaken by Employees.
    - The investigation of all accidents, the reporting of all hazards and the implementation of all practicable control measures to protect people and property.
    - To encourage Employees to implement sound health and safety principles in all their activities.

PROCEDURES

Real Living Options Association Inc. will ensure as far as reasonably practicable that it will:

- Provide and maintain its workplaces and the working environment in a healthy and safe condition.

- Identify, control and monitor hazards in the workplace.
- Provide sufficient information, training, instruction and supervision necessary to maintain a healthy and safe workplace and allow workers to undertake the work safely and without risk to themselves or other others at work.
- Provide, support and promote effective consultation with workers in a manner agreed to by the workers, regarding health and safety matters.
- Provide adequate facilities for the welfare of workers in all work areas, regardless of the location.
- Monitor the workplace, and the health and safety of workers to assist in preventing injury and illness.

DELEGATIONS

The Management Committee

- The Management Committee has an obligation under the *Work Health and Safety Act 2011(Qld)* to safeguard the health and safety of each Employee of Real Living Options Association Inc. and to ensure as far as practicable that the health and safety of others is not affected by the activities of Real Living Options Association Inc.

  To meet this obligation, it is the responsibility of the Management Committee to:

  - Establish a system for the management of workplace health and safety;
  - Ensure as far as practicable that consultative arrangements are in place so that cooperation and commitment to health and safety outcomes are achieved; and
  - Ensure as far as practicable that employees can meet their obligations through provision of sufficient resources and guidelines.
- The Management Committee delegates responsibilities for the management of workplace health and safety but retains ultimate accountability.

  In carrying out these obligations, members are expected to:

  - Ensure that Real Living Options Association Inc. Workplace Health and Safety Policy is available to all Employees and is clearly labelled and accessible.
  - Ensure as far as practicable that standard work procedures specific to each task are documented and that safety equipment is in place in all work areas where required.
  - Integrate health and safety responsibilities into position descriptions for supervisors and individual employees.
  - Ensure as far as practicable all work related incidents are followed up and appropriate steps are taken to prevent a recurrence.
  - Ensure as far as practicable that health and safety issues are resolved.
  - Include workplace health and safety as a standing item in the monthly report of the General Manager to the Management Committee.

- Budget for health and safety resources, such as training, safety equipment, furniture and modifications.

General Manager

- The General Manager must ensure that the functional areas of Real Living Options Association Inc. under their control complies with the *Work Health and Safety Act 2011(Qld),* all applicable standards and policies. As a supervisor, the General Manager has an obligation to ensure the workplace health and safety of all Employees and others under their control by preventing or minimising their exposure to risk.

- In carrying out these obligations, the General Manager is expected to:

  - Ensure that all staff receive a copy and have online access to the Health and Safety Manual for Employees.
  - Ensure that a copy of Real Living Options Association Inc. Work Health and Safety Policy is available to all employees and is clearly displayed.
  - Issue instructions for the health and safety of employees and others in their area of responsibility.
  - Ensure as far as practicable that standard work procedures specific to each task are documented and that safety equipment is in place in their work areas where required.
  - Establish processes for regular risk assessments and self-audits within work areas.
  - Monitor all aspects of health and safety processes.
  - Ensure as far as practicable that employees are adequately trained in standard work practices.
  - Maintain the online Noticeboard on the Services website.
  - Integrate health and safety responsibilities into position descriptions for individual employees.
  - Establish consultative mechanisms between employees.
  - Ensure as far as practicable that all work-related incidents are followed up and appropriate steps are taken to prevent a recurrence.
  - Ensure as far as practicable that health and safety issues are resolved.
  - Include workplace health and safety as a standing item in the monthly report to Management Committee.

Support Manager

- The Support Manager has an obligation to ensure the work health and safety of all Lifestyle Assistants and others under their control by preventing or minimising their exposure to risk.

  To meet this obligation, the Support Manager is expected to:

  - Be the first point of contact for Lifestyle Assistants with workplace health and safety concerns.

- Ensure that all new Lifestyle Assistants receive a copy of the Health and Safety Manual for Employees.
- Be familiar with legal requirements and standards and ensure employees are operating within these requirements.
- Include health and safety information in all Lifestyle Assistant induction training.
- Undertake risk assessments and self-audits within work areas.
- Ensure as far as practicable that workers do not undertake any work in which they have not received the appropriate training or instruction, or do not have the appropriate skills or experience to undertake the work safely without risk to themselves or others at work.
- Maintain an inventory of any hazardous materials and ensure material safety data sheets are available.
- Carry out and record relevant equipment safety checks as appropriate.
- Enforce the requirement for individuals to wear any personal protective equipment identified as necessary.
- Record and follow up all work-related injuries, illnesses, hazards and other incidents.
- Investigate the circumstances surrounding all incidents and take corrective action.
- Seek assistance in the resolution of health and safety issues from the General Manager.

All Employees

- All employees have an obligation to comply with Real Living Options Association Inc. Work Health and Safety policies, procedures and instructions to ensure a safe workplace. This means that employees are required to:
  - Comply with instructions given by Real Living Options Association Inc. for work health and safety.
  - Participate in any health and safety training organised by Real Living Options Association Inc. including reading the information contained within the Real Living Options Health and Safety Manual for Employees.
  - Not undertake any work required without the appropriate training, skills, experience, qualifications or authorisations to undertake work safely and without risk to themselves and others at work.
  - Take corrective action to eliminate hazards at work, or report those hazards which cannot be immediately corrected.
  - Seek appropriate first aid or treatment for injuries and illnesses and report using the appropriate form.
  - Use and maintain any personal protective equipment as directed and provided by Real Living Options Association Inc.
  - Report any unsafe conditions, equipment or practices to management as soon as practicable.
  - Be familiar with any emergency and evacuation procedures.

- Not willfully or recklessly interfere with or misuse any health and safety equipment.
- Not willfully place at risk the health and safety of anyone in their workplace.
- Not willfully injure themselves.
- Actively participate in any return to work or recovery at work program.
- Ensure they are not under the influence of alcohol, drugs or medication of any kind where doing so could adversely affect their ability to perform their duties safely or efficiently or be in breach of the Services' Policies and Procedures;
- Ensure they present to the workplace fit for duty and do not undertake any task or work activity for which they are not fit to do or where their health, safety or welfare may be compromised by undertaking such a task or activity.

Contractors, Volunteers, Visitors and Others

- Contractors, volunteers, visitors and others have the following obligations at Real Living Options Association Inc.:

  - To comply with instructions given by Real Living Options Association Inc. for workplace health and safety.
  - To use any personal protective equipment provided by Real Living Options Association Inc.
  - Report any unsafe conditions, equipment or practices to management as soon as practicable.
  - Not to willfully or recklessly interfere with or misuse any health and safety equipment.
  - Not to willfully place at risk the health and safety of anyone at Real Living Options Association Inc.
  - Not to willfully injure themselves.
  - Ensure they are not under the influence of alcohol, drugs or medication of any kind where doing so could adversely affect their ability to perform their duties safely or efficiently or be in breach of the Services' Policies and Procedures;
  - Ensure they present to the workplace fit for duty and do not undertake any task or work activity for which they are not fit to do or where their health, safety or welfare may be compromised by undertaking such a task or activity.

RELATED DOCUMENTATION

Real Living Options Health and Safety Manual for Managers and Supervisors
Real Living Options Health and Safety Manual for Employees
All WHS Policy and Procedures
Incident Report Form
Hazard Report Form
Risk Assessment Form
Participant Living Arrangements Risk Assessment
Vehicle Safety Checklist
Rehabilitation and Workers Compensation Workplace Practice

REFERENCES

Work Health and Safety Act 2011 (Qld)
Work Health & Safety Regulation 2011 (Qld)
Information as provided by Employsure

AMENDMENTS/REVIEWS

Amended 20.01.11, Amended 07.06.12, Amended 13.06.13, Amended 27.11.14, Amended 22.03.18, Amended 25.02.21, Amended 06.02.25