

## Occupational Health and Safety Policy

### Summary

Lord Somers Camp and Power House (LSC&PH) is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as members, participants, visitors and members of the public.

### Policy Statement

LSC&PH executive and its management are committed to providing a safe and healthy workplace to employees, members, volunteers, participants, (LSC&PH people), external stakeholders, visitors, contractors and other parties in accordance with the Occupational Health and Safety Act 2004 and the Occupational Health and Safety Regulations 2017.

Through this policy and supporting procedures and protocols LSC&PH is ensuring that our organization will continue to fulfil its OHS obligations by consulting with LSC&PH people and other stakeholders on OHS issues and by providing OHS information, training and supervision to employees and other relevant parties.

Resolving any OHS issues by following the relevant standards as well as developing and implementing OHS procedures and protocols is a primary priority LSC&PH.

### Policy Scope

LSC&PH's aim is to provide a safe and healthy work environment that removes or mitigates the risk of workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

Hazards and risks to health and safety will be identified, minimized or eliminated, as far as is reasonably practicable.

### Guiding Values

- Fun – we find fun in everything we do, and we learn through play.
- Friendship – We promote lifelong friendships through working together and the sharing of experiences.
- Care – We work in a voluntary capacity to care and support others without seeking recognition. We also care for ourselves.
- Acceptance – We accept other people, their values, and their differences. We offer equality of opportunity.
- Belonging – We provide a place where everyone can belong regardless of gender identity, age, culture, sexuality, or ability.

### Guiding Principles

- Secure the health, safety and welfare of LSC&PH people, stakeholders and visitors.
- Protect the public from health and safety risks of LSC&PH activities.
- Eliminate workplace risks at the source in so far as is reasonably possible.
- Engage LSC&PH people and stakeholders in the formulation and implementation of health, safety and welfare standards.

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### Policy Responsibilities

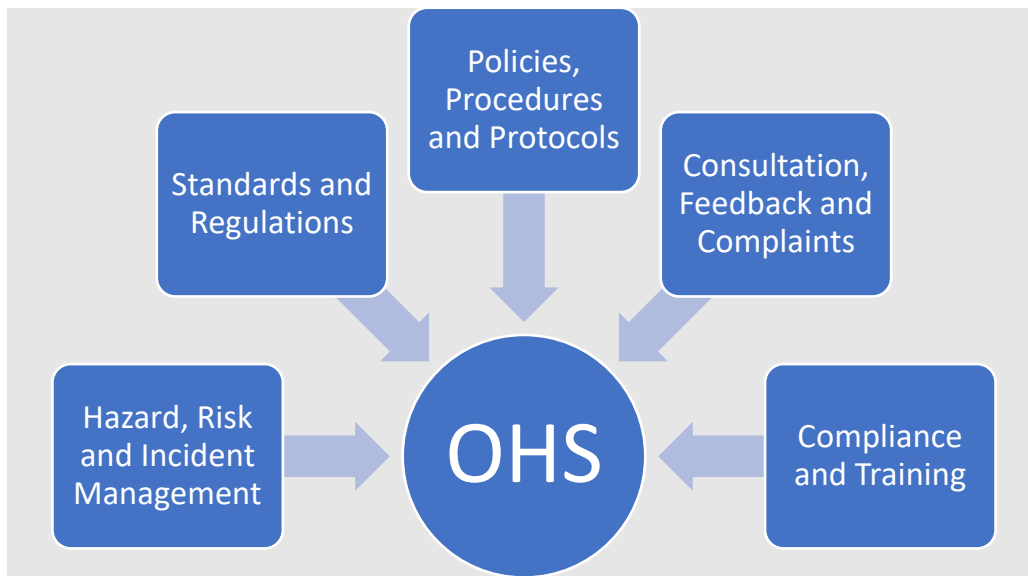
LSC&PH executive and senior management are responsible for:

- Providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties.
- Providing and maintaining safe plant and systems of work.
- Making and monitoring arrangements for the safe use, handling, storing and transport of plant, equipment and substances.
- Maintaining, so far as is reasonably practicable, a workplace that is safe and without risks to physical and mental health.
- Providing adequate facilities for the welfare of all LSC&PH people.
- Providing information, training and supervision for all LSC&PH people and contractors enabling them to work in a safe and healthy manner.

All LSC&PH people, contractors and sub-contractors are responsible for:

- Fulfilling their duties under OHS legislation and acting in a safe manner.
- Taking reasonable care of their own health and safety and that of others affected by their actions.
- Complying with the safety procedures and directions. Acting in accordance with LSC&PH procedures for accident and incident reporting and reporting potential hazards.

### OHS Framework



### OHS Policy Implementation Strategies

#### Risk Management

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LSC&PH has in place a system to eliminate reasonably foreseeable risks or, where this is not reasonably practicable, to control risks. Risk management is the process of finding and fixing OHS problems, and the basic steps are:

1. Identifying hazards
2. Assessing the risk to OHS of those hazards
3. Establishing the hierarchy of control to managing those hazards
4. Monitoring and reviewing control measures to ensure ongoing safety. Risk management records (including forms and registers) are maintained by the LSC&PH Risk Committee.

### Hazard identification

A hazard is 'anything (including work practices or procedures) that has the potential to harm the health or safety of a person'. Hazards can be identified by a range of methods, including:

- Considering the steps involved in the task and what hazards there are at each of these steps
- Analysing incidents and workers compensation data
- Consulting with LSC&PH people and relevant stakeholders
- Understanding any hazards associated with our industry (including our workshops)
- Inspecting the workplace

Any hazards identified must be recorded via the Hazard and Maintenance Report Form.

<https://www.lscph.org.au/incidentreport/>

The Risk Committee will determine which hazards are recorded on the appropriate Risk Register.

### Risk assessment

A risk assessment is conducted, in consultation with LSC&PH people and any other stakeholders, for any hazard identified in the workplace to determine the likelihood of and consequences expected from an identified risk.

Proactive risk assessments are conducted for events, activities, and use of sites other than LSC&PH premises. Health and safety risks to be considered include:

- Risks to staff (employees, volunteers, and contractors)
- Risks to members and participants
- Risks to community members

A risk assessment matrix is used to assess and document the risk associated with each identified hazard.

### Establishing the hierarchy of control to address hazards.

Once hazards have been identified and the associated risk assessed, action to eliminate or control the hazard is put in place. The action taken will depend on the nature and risk of the hazard and can include, for example:

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- Substituting a hazardous substance, process or task with a safer alternative
- Isolating the hazard from people
- Minimising the risk by engineering means
- Minimising the risk by administrative means, for example, by adopting safe working practices or providing training, instruction or information and adequate supervision
- Providing personal protective equipment (PPE).

### Monitoring and review of control measures

Control measures will continue to be monitored and reviewed to ensure:

- Control measures have been properly implemented
- Workers are complying with these control measures
- The control measures continue to adequately manage the risks
- The control measures have not introduced any other hazard into the workplace.

### Incident Management

Incident reporting and investigation of OHS issues is a vital part of LSC&PH's OHS management and is necessary for better understanding and control of hazards and risks at LSC&PH.

#### Reporting

All employees, members and volunteers are required to complete an Incident Report for the following types of incidents:

- Any workplace accident
- Any workplace incident where a person's safety is put at risk
- The occurrence of an injury – physical or psychological
- Near misses (events which have the potential to cause any of the above outcomes)

The Report is provided to immediate supervisors in the first instance. Where incidents are of a highly sensitive nature, workers are able to report confidentially to the CEO. The CEO will notify WorkCover of any serious incidents (as defined by the Act) immediately.

#### Investigation

Immediate supervisors undertake an initial investigation of the incident and will resolve issues by:

- Completing a risk assessment and risk rating
- Escalating the incident immediately to the CEO for High-Risk incidents
- Developing a Corrective Action Plan using a combination of controls (elimination, substitution,

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engineering control, administrative control, or PPE) and following up to ensure actions have been completed

- Taking immediate corrective action for minor incidents such as removing obstacles from walkways or may refer the issue to facilities management. More serious incidents will be investigated by an appropriate staff member or external investigator, and recommendations as to corrective action will be made.

### Records

LSC&PH maintains a Risk Register. This register records all reported hazards and the associated corrective actions.

Risk assessment of the hazard prior to and after controls is also recorded.

### Injury management

Workplace injury management is about returning workers to productive employment as quickly and as safely as possible following a work-related injury or illness.

The underlying principle of workplace injury management is that rehabilitation in the workplace, rather than at home or in a medical institution, is both more effective and more productive.

LSC&PH is committed to:

- Ensuring that injured workers return to work as soon as is practicable and that returning to work is a normal practice and expectation
- Providing suitable duties, where practicable, for injured workers
- Consulting with injured workers and relevant stakeholders to monitor the effectiveness of the program
- Maintaining confidentiality

### Workers' compensation

Workers are required to notify their manager as soon as is practicable after sustaining an injury and complete a OHS Hazard, Incident & Injury Report. Where appropriate, LSC&PH management will notify its workers compensation insurer within 48 hours.

### Return to work programs

The return to work of injured employees is an integral part of the workers compensation system. The Return-to-Work Coordinator (RWC), if one is appointed, or the CEO will work with all relevant parties, including external rehabilitation providers if necessary, to implement return to work (RTW) programs.

The RWC will monitor the progress of the injured worker to ensure the RTW program is suitable and effective.

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### Consultation

Consultation and ongoing dialogue with employees, volunteers and others is an essential element of LSC&PH's workplace health and safety system.

The primary purpose of consultation is to share relevant OHS information with stakeholders and to provide them with an opportunity to contribute to health and safety issues within LSC&PH. This in turn enhances LSC&PH's ability to identify and control hazards, improving OHS outcomes for all stakeholders.

Health and Safety consultation at LSC&PH may occur through

- Designated representatives consulting with individuals and or groups of people
- Whole of staff/team meetings
- Group or individual supervision sessions
- Anonymous surveys

### Training and Compliance

#### Compliance

All LSC&PH people must comply with Working With Children Check and National Police Check where required for their role and or participation in organizational activities. Where certification is required to fulfil a particular role the person must comply with the necessary certification. All LSC&PH people agree to adhere to LSC&PH policies and procedures without reservation.

#### Orientation

All LSC&PH people and contractors will receive a site orientation, including site specific OHS information pertinent to that site before commencing any activity which will include:

- Common hazards and risks related to their role or the location that they are working in
- Special equipment, such as personal protective equipment (PPE), which may require additional training
- Safe work practices
- Emergency procedures
- First aid and other emergency contacts

#### Induction

All LSC&PH internal stakeholders (employees, volunteers, Board members and members) will receive an induction when they commence with the organization. The length and depth of the induction will vary across these groups; however, the following will be covered in all inductions:

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- Organization Overview: history, mission, vision, values and program quality framework
- Organization Directory: roles, responsibilities and functions within the organization
- Organization Policy and Procedure: how to access policies and procedures, identifying which policies and procedures are applied universally to support a proactive OHS culture

### Training

All LSC&PH internal stakeholders (employees, volunteers, members, Board members, and contractors) will receive OHS training which is relevant to their role and / or location of work.

Topics to be covered will be based on analysis of

- Recent incidents, identified hazards or near-misses
- Changes in legislation or safe work methods
- Changes in policy and procedure to reflect updates in legislation and safe work

### Other relevant policies and procedures

Policies and procedures that relate directly to this document

- Code of Conduct
- Managing Breaches of the Code of Conduct Procedure
- Critical Incident and Emergency Management Plan (CIEMP)
- Risk Management Policy and Procedure
- Diversity and social Inclusion Policy
- Child Safety and Client Protection Policy and Procedure
- Privacy Policy and Procedure
- Anti-Discrimination, Harassment and Bullying Policy and Procedure
- Driving Procedure
- First Aid Procedure
- Extreme Weather Procedure
- Mental Health Wellbeing Procedure
- Berthing Procedure
- Noise Management Procedure
- Visitor's Procedure
- Fitness for Work Policy and Procedure
- Smoking and Vaping Procedure
- COVID-19 Requirement Vaccination Policy

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- Feedback and Complaints Policy

### Policy review

This policy will be reviewed every two years by the Risk Committee or sooner if warranted by internal or external events or changes.

Changes to the policy will be approved for implementation by the LSC&PH Board.