

# 012 – WORKPLACE HEALTH AND SAFETY POLICY STATEMENT STRATEGIC POLICY



<b>POLICY TITLE:</b>	<b>012 – WORKPLACE HEALTH AND SAFETY POLICY STATEMENT</b>		
<b>VERSION:</b>	004	<b>DATE EFFECTIVE:</b>	01/06/2006
<b>AUTHORISED BY:</b>	Chairperson	<b>DATE REVIEWED:</b>	23/08/2022

## PURPOSE

To outline and promote the safety culture of ARC Disability Services Inc. (ARC).

## SCOPE

This policy applies to all Employees, Board members, Volunteers and Participants who access or deliver ARC services.

## IMPLEMENTATION

It is the policy of ARC that, in accordance with the *Disability Services Act 2006* (Qld), NDIS Quality and Safeguards Framework and specifically the *Work Health and Safety Act 2011* (Qld), the following shall apply:

- All employees and volunteers shall be provided with a safe and healthy place to work;
- All premises of ARC shall be maintained so as to provide safe and healthy places for all people to attend;
- All other premises and locations at which employees / volunteers and Participants may attend while involved in approved activities must be approved as satisfactory in accordance with *ARC and Procedures*, or be subject to a risk assessment;
- All employees / volunteers shall be required to take responsibility for their conduct and ensure they work within the confines of policies and procedures as set by ARC to ensure a safe and healthy work environment is maintained; and
- All employees / volunteers shall be required to inform their Coordinator or manager of any situation or environment in which they believe the health or safety of any other person/s (i.e. Participants, Carers, workers, visitors etc.) may be compromised, as soon as possible. If required a service improvement form and a hazard report form, must be completed as part of ARC’s Quality Management System.

To achieve the aims of this policy, the Board, Managers, Chief Executive Officer (CEO), Coordinators and all employees / volunteers must make every reasonable effort in the areas of accident prevention, hazard control and removal, risk assessment, injury prevention, health preservation and promotion.

To ensure that all Workplace Health and Safety obligations are met in line with appropriate ARC policies and procedures and with Workplace Health and Safety legislation, the Chief Executive Officer will assume overall responsibility for workplace health and safety for ARC. All employees / volunteers are responsible to assist in maintaining a safe workplace environment, and ensuring that nothing is done to make health and safety systems less effective. In particular, they must:

- Take reasonable care to protect themselves at work;
- Report all accidents/incidents/hazards and near misses to the relevant Coordinator or manager;
- Ensure they do not, by any act or omission to act, endanger the health, safety and well-being of any other persons at work or at any other premises and locations at which employees and service users may attend;
- Comply with all procedures or instructions issued to protect their health and safety and the health and safety of others;
- Ensure that they do not attempt to fix any electrical issues including lights, power points etc.;
- Not stand on chairs, desks or any equipment not specifically designed to stand on;
- Ensure that they are not, by the consumption of alcohol or any drug, in such a state as to endanger their own safety or the safety of any other person at work;
- Keep their work area tidy and free of hazards;
- Keep walkways, stairwells and doorways unobstructed;
- Clean up spills;

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- Take appropriate breaks;
- Take care with manual tasks and seek advice if uncertain as to the best way to lift and move heavy items; and
- Undertake whatever training is deemed necessary in order to improve their knowledge of and performance in safety.

In conjunction with this policy, a series of policies and procedures on specific individual health and safety matters relevant to ARC activities is contained in the *Policies and Procedures*.

## REFERENCES

*Disability Services Act 2006*  
*NDIS Quality and Safeguards Framework*  
*Work Health and Safety Act 2011*

## AUTHORISATION

This Policy is approved and issued by:

**Elizabeth Brown**  
Chairperson

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