

# 002 – WORKPLACE HEALTH & SAFETY AUDIT POLICY OPERATIONAL POLICY



<b>POLICY TITLE:</b>	<b>002 – WORKPLACE HEALTH &amp; SAFETY AUDIT POLICY</b>		
<b>VERSION:</b>	003	<b>DATE EFFECTIVE:</b>	01/06/2006
<b>AUTHORISED BY:</b>	Chief Executive Officer	<b>DATE REVIEWED:</b>	10/03/2020

## PURPOSE

To ensure a structured system is in place within the organisation to facilitate appropriate, regular checks are at all worksites of ARC. This is to ensure they remain safe for our team, participants and general public.

## SCOPE

**All employees** have a responsibility to identify and report any risks, potential hazards, and incidents that may occur during a support or at a worksite.

**Coordinators and Managers** have a responsibility to act upon any reported risks, hazards or incidents in a timely manner.

**The Board of Management and CEO** have a responsibility to ensure the overall health and safety of the organisation is upheld to meet the requirements of all relevant legislations including the Work Health & Safety Act (2011), the Disability Service Act (2006), the Human Services Quality Framework (HSQF) and the National Disability Insurance Scheme Quality and Safeguards.

## IMPLEMENTATION

To ensure that the staff, participants and general public of ARC Disability Services Inc. have the right to reside in an environment free from risks and hazards, maintained by relevant audits and policy and procedures.

### LOCATIONS NOT OWNED BY ARC:

Private residential locations not owned by the organisation, but are locations where an employee of ARC may conduct their supports are still considered “Worksites”. These worksites need to be assessed for the potential risks or hazards that may impair or endanger the support worker from ARC. These sites will have a Workplace Health & Safety Assessment conducted by the coordinator of the services as soon as possible. This audit will be completed on the relevant form and signed off by the coordinator, participant/carer and manager. Any potential risks noted are to have a risk assessment conducted to ensure it is safe for the support worker to proceed in providing support. In instances where a risk is deemed too great, a worker from ARC is not able to provide support in that area until the risk is deemed an acceptable risk, or eliminated. Coordinators and Managers of ARC are able to work with participants when appropriate to reduce/eliminate this risk. In instances where the relationship between the coordinator and the participant may be damaged due to a Workplace Health and Safety Assessment, another coordinator is able to conduct the assessment. Assessments are to be kept in the relevant participant file, and any noted risks or hazards are to be reported to any potential support workers before they engage in an activity at the location.

Workplace Health and Safety Assessments remain current until the situation for a service user changes, (i.e. service user moves to a new premises or a Hazard or Risk has been reported to a coordinator)

### PREMISES OWNED OR LEASED BY ARC:

All premises owned or leased by ARC Disability Services Inc. will have an annual Health and Safety Audit on the appropriate form. This is to ensure that the area remains free from risk and hazards that may have the potential to harm employees, volunteers, members of the public or participants. This report is to be made available upon request to the Board annually.

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## AUDIT SCHEDULE

Practices and procedures of the organisation are to be audited biannually and a report if requested is to be made available to the Board Meeting.

Any areas for improvement that are identified by the annual audit are to be assessed as per the Risk Management Framework and addressed within a recommended time period; and reported as per the continuous improvement program.

The audits on the ARC Premises and the Policy and Procedures are to be reported back to the CEO/Board of Management, along with any progress on the noted areas for improvement. Reviews of the areas for improvement are also to be addressed, if applicable, in the following years annual workplace health and safety audit report.

## REFERENCES

*Disability Services Act 2006*

*Work Health and Safety Act 2011*

*Human Services Quality Framework*

## AUTHORISATION

This Policy is approved and issued by:



**BENJAMIN KEAST**

Chief Executive Officer

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