

Operational Policy – O 02

Workplace Health & Safety Audit Policy

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PURPOSE OF POLICY

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 workers, services users and general public.

RESPONSIBILITY FOR IMPLEMENTATION

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.

Chief Operations Officer & Safety Committee has a responsibility to maintain the day-to-day health and safety of the organization by ensuring all staff, service users and volunteers have adequate knowledge of their responsibilities regarding workplace health and safety; regular reporting to the Management Team and Board of Management, and ensure annual checks on the organizations health and safety occur.

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

POLICY STATEMENT

To ensure that the workers, service users 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 Disability Services Inc.:

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, service user 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 service users when appropriate to reduce/eliminate this risk. In instances where the relationship between the coordinator and the service user may be damaged due to a Workplace Health and Safety Assessment, another manager is able to conduct the assessment. Assessments are to be kept in the relevant service users 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 users moves to a new premises or a Hazard or Risk has been reported to a coordinator)

Premises Owned or leased by ARC Disability Services Inc.:

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 service users. This report is to be made available upon request to the Board annually.

Practices and Procedures of the Organisation

Practices and procedures of the organisation are to be audited annually and a report is to be made available at the Board Meeting prior to the Annual General Meeting.

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

The audits on the ARC Premises and the Policy and Procedures are to be reported back to the 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.