

Health and Safety Policy

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Contents

Document Approval.....	2
Contents	3
1 Policy Statement	4
2 Management Organisation and Responsibility	5
3 Consultation and Communication Approach	6
4 Risk Management.....	8
5 Workplace Inspections	8
6 Identification of Training Needs	8
7 Office Safety	9
7.1 Smoking in Offices	9
7.2 Visitors and Contractors	9

1 Policy Statement

The *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011* impose a statutory duty on employers to ensure in so far as is reasonable and practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work, for example contractors, visitors and members of the public.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

All staff have the responsibility of implementing and maintaining this Policy and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of work.

Employees and contractors are required to co-operate in carrying out this policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to the health and safety of others.

Objective

To provide a healthy and safe working environment for all QDN employees, members and external parties involved in the work of QDN.

Action

To achieve our objective QDN will, as far as reasonably practicable:

- ensure that adequate resources are available to ensure that proper provision can be made for health and safety
- where individual employees require additional workplace modifications QDN will advocate with the necessary employment agencies to ensure they are enacted as soon as practical
- provide and maintain equipment, systems of work and work environments that are safe and without risk to health
- have a zero tolerance to domestic and family violence and bullying and cyberbullying to contribute to a safe workplace
- provide information, instruction, training and supervision necessary to employees to assist in creating a healthy and safe work environment

- report and investigate all accidents, incidents, and injuries to identify causal factors and implement corrective actions
- conduct regular reviews of health and safety issues in the workplace
- evaluate any risks, identify actions to eliminate or minimise the risks and ensure the actions are implemented, and
- comply with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*.

In conjunction with this commitment, all employees have a duty to:

- take reasonable care for health and safety of themselves and of any other persons who may be affected by their acts or omissions at work
- comply with the work health and safety procedures of the company and relevant legislative requirements
- it is important to recognise that no task is so important as to compromise health and safety and appropriate consideration must be given to determining a safe and healthy work method for each and every activity.

Key Points

- Health and safety is everybody's responsibility
- Know what to do in case of an emergency: fire/accident
- Keep your work area clutter free to protect yourself and others
- Report any accidents/incidents/hazards
- Keep fire exits and access to fire fighting equipment clear at all times
- When using the computer ensure that your workstation is correctly set up
- Do not lift any heavy objects, seek assistance, and
- Read the QDN Workplace Health and Safety Policy and associated Health and Safety Documents.

2 Management Organisation and Responsibility

As outlined in the QDN policy statement, management has a responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, contractors, and

visitors. All employees have a duty to take care of themselves, and others who may be affected by their acts or omissions.

These duties are reflected in the following Key Responsibilities.

Key Responsibilities of Employees

An employee or anyone else at a workplace has the following obligations at a workplace:

- To comply with the instructions given for workplace health and safety at the workplace by the employer at the workplace (workplace includes office vehicle, activity)
- For an employee—to use personal protective equipment if the equipment is provided by the worker's employer and the worker is properly instructed in its use
- Not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace
- Not to wilfully place at risk the workplace health and safety of any person at the workplace
- Not to wilfully injure himself or herself.

Key Responsibilities – Fire Warden

The Fire Warden's role is to ensure that the office space is evacuated, persons accounted for, and to liaise with the Building's Chief Warden/Emergency Services.

3 Consultation and Communication Approach

QDN has committed to ensuring that consultation on workplace, health and safety (WHS) issues is timely, effective and meaningful. QDN understands its duty of care in relation to WHS. To fulfil this duty, QDN has adopted a systematic approach to health and safety.

The WHS legislation requires that consultation be undertaken in the following circumstances:

- When changes that may affect health, safety or welfare are proposed to the:
 - ⇒ Premises where persons work
 - ⇒ Systems or methods of work
 - ⇒ Plant used for work
 - ⇒ Substances used for work, or

⇒ Offsite activities

- When risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed
- When decisions are made about the measures to be taken to eliminate or control risks
- When introducing or altering the procedures for monitoring risks (including health surveillance procedures)
- When decisions are made about the adequacy of facilities for the welfare of employees, contractors or visitors.

QDN is required to consult with its employees in relation to these matters to enable employees to contribute to the making of decisions affecting their health, safety and welfare. To ensure that consultation takes place in relation to all these matters, QDN has adopted a systematic or planned approach to WHS.

Systemic approach to WHS	Ad hoc approach to WHS
WHS responsibilities are defined for everyone	WHS responsibilities are not defined or are unclear
All employees are competent to exercise designated responsibilities	Employees are not competent to exercise designated responsibilities
Measures to prevent illness and injury are planned	Health and safety actions may happen but are not planned or co-ordinated
Potential Hazards are identified before injury, illness or accident	Hazards are dealt with reactively after the incident
The means for controlling risks are set out in company work procedures	The control of risks relies on individual foresight
Employees are consulted and participate in the development of the means of controlling risks	Employees informed but not consulted about safety
The means of controlling risks are monitored	Controls are only reviewed in response to incidents
Employer provides necessary knowledge, information, instruction, training and supervision	Employer relies on existing skills and knowledge

4 Risk Management

The prevention of workplace incidents and injuries depends on proactively identifying and eliminating hazards before they can cause harm rather than attending to them after the event in an attempt to prevent recurrences. If there is something believed to be unsafe or a source of potential danger, it is important that it is reported in a timely manner and ensure it is documented within risk management process as defined in the QMS.

5 Workplace Inspections

Inspections are a check on physical conditions existing within a defined work area at the time of the inspection. Inspections shall be conducted methodically, carefully reviewing each item on the checklist, while observing other non-related items.

The person carrying out the inspection shall clearly and accurately document each condition encountered. Inspection shall take place no less frequently than 12 months.

QDN is committed to ensure that all employees have the appropriate level of health and safety training to enable them to perform their daily activities in a safe manner. All employees will undertake First Day Induction training. Specialist training (see list below) will be provided where appropriate.

6 Identification of Training Needs

To assist in the identification of training needs, the following broad topics should be considered essential components in considering training:

- Induction
- Legislation and the application of legal obligations
- QDN Health & Safety System
- Risk Management Principles – including hazard identification, assessment and control
- Occurrence Reporting and Investigation Processes
- Manual Handling/Muscle Joint Injury Prevention
- Emergency Procedures – including fire extinguisher training/Fire Warden training
- First Aid
- Workplace Inspections

- Hazardous Substances
- Personal Protective Equipment
- Office Safety
- Communications
- Other needs as required

7 Office Safety

QDN ensures that its office is designed and maintained to high standards. As part of the program to ensure the safety of the office, regular formal safety inspections are carried out and any items noted and addressed where necessary as a matter of urgency.

If an object is unable to be lifted/moved seek assistance and guidance from a colleague.

7.1 Smoking in Offices

QDN operates a 'No Smoking' policy for all staff and visitors within its offices and surrounds.

7.2 Visitors and Contractors

All visitors and contractors must report to reception upon arrival.

Visitors shall be protected at all times and supervised sufficiently to prevent them from being exposed to any hazard. Contractors shall only be engaged where they have been deemed to be competent by the CEO.