

Health and Safety Procedures

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Health and Safety Procedures

Document Approval

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1 Induction

1.1 Purpose

The Induction is intended to address the immediate issues of WHS importance to new employees and visitors to QDN offices.

1.2 Scope

The Induction scope includes:

- Evacuation procedures including emergency exits and assembly areas
- Workstation set up
- Manual handling
- Electrical safety
- Accident and injury report

This applies to all new QDN employees – on their first day, as well as all visitors to QDN offices who will be at the office for more than three days.

1.3 Induction Procedure

All new staff will be provided with a First Day Induction by the CEO or their delegate.

Visitors, who are expected to be in the office for more than three days, will be issued with a copy of the QDN Quality Manual.

Those visiting for less than one day shall be the responsibility of their individual host. Whilst in the office, they do not require a First Day Induction.

2 Electrical Safety

The CEO has the responsibility of ensuring the safe management of electrical systems within its offices.

In accordance with the *Electrical Safety Regulation 2002* (Qld), Sections 93 & 94, frequency of electrical testing is to be implemented.

2.1 Procedures

- (a) All cord extension sets or flexible cable must be located where it is not likely to suffer damage and is protected against damage
- (b) All electrical equipment for office work must be:
 - inspected, tested and tagged by a competent person at least once every 5 years, or
 - connected to a type 1 or type 2 safety switch or a type 1 or type 2 portable safety switch.
- (c) Portable Safety switches must be tested:
 - using its inbuilt test button
 - immediately after it is connected to a socket outlet
 - at least once every 6 months, and
 - by a competent person at least once every 2 years.
- (d) Fixed Safety Switches must be tested:
 - using its inbuilt test button
 - immediately after it is connected
 - at least once every 6 months, and
 - by a competent person at least once every 2 years.

3 Injury Management

3.1 Procedures

The following subsections contain definitions of terms used for accident/incident reporting as contained in the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*.

3.2 Statutory Definitions

“Dangerous Event” – means an event caused by specified high risk plant, or an event at a workplace caused by a workplace activity, if the event involves or could have involved exposure of persons to risk their health and safety because of:

- collapse, overturning, failure or malfunction of, or damage to, an item of specified high risk plant

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- collapse or failure of an excavation or of any shoring supporting an excavation; or collapse or partial collapse of any part of a building or other structure
- damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator
- implosion, explosion or fire
- escape, spillage or leakage of any hazardous material or dangerous goods
- fall or release from a height of any plant, substance or object
- damage to a boiler, pressure vessel or refrigeration plant, or
- uncontrolled explosion, fire or escape of gas or steam.

“Serious Bodily Injury” – means an injury that causes death, or the loss of a distinct part or an organ of the injured person’s body, or the injured person is to be absent from the person’s voluntary or paid employment for more than four days.

“Work Caused Illness” – means an illness of a person to which work, a workplace, a work activity or specified high risk plant was a significant contributing factor; or the recurrence, aggravation, acceleration, exacerbation or deterioration in an employee of any existing illness if work, a workplace, a work activity or specified high risk plant was a significant contributing factor to that recurrence, aggravation, acceleration, exacerbation or deterioration.

“Work Injury” – means:

- an injury to a person that requires first aid or medical treatment if the injury was caused by work, a workplace, a work activity or specified high risk plant
- the recurrence, aggravation, acceleration, exacerbation or deterioration of an existing injury in a person if —
 - ⇒ first aid or medical treatment is required for the injury, and
 - ⇒ in paragraph 5.1, a reference to a site includes any plant, substance, work, a workplace, a work activity or specified high risk plant caused the recurrence, aggravation, acceleration, exacerbation or deterioration, or
- any serious bodily injury, if the injury was caused by work, a workplace, a work activity or specified high risk plant.

3.3 When an Injury Occurs

It is all employees' responsibility to notify their supervisor of any injury as soon as is practicable. Once an injury is notified, QDN will ensure that the injured person receives appropriate first aid and/or medical treatment as soon as possible and will conduct an investigation to prevent a recurrence.

For a temporary condition, a person who becomes sick at work will be taken to an unoccupied office or meeting room for rest. The first aid officer will then determine the next course of action:

- Return to work
- Transport that person home, and/or
- Call the injured person's doctor or take that person to the nearest hospital.

If the employee is incapacitated, unconscious or in need of immediate medical attention:

- Ensure that the person is as comfortable as possible, and
- Immediately call 000 for ambulance assistance.

An Injury Report Form must be completed by and given to the CEO to investigate and to follow up on the action items.

4 Statutory Reporting

As an employer and/or an occupier, QDN has responsibility by law to report work-related incidents.

It is a statutory requirement under the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011* that injuries/ incidents are reported in a prescribed format, and in some cases notified to Workplace Health and Safety – Queensland.

4.1 Procedures

- (a) The organisation shall keep a record in the prescribed form showing all particulars in respect of every work injury, work – related illness or dangerous occurrence that occurs at the workplace.
- (b) These particulars shall be recorded no later than three clear days after the work injury, work-related illness or dangerous occurrence.

- (c) It is the responsibility of the First Aid Person to complete the prescribed form for every work injury.

4.2 External Reporting – Notification to Workplace Health and Safety Queensland

When a serious bodily injury, work-related illness or dangerous event occurs, notice on the prescribed form shall be provided to Workplace Health and Safety Queensland within 24 hours (Note: The 24 hours applies after becoming aware of the event happening). Such notice shall be completed and signed by the CEO.

If any of the above cause death then the CEO or Chair shall, as quickly as possible, advise by telephone Workplace Health and Safety Queensland all information concerning the serious bodily injury, work-related illness or dangerous event then available.

4.3 Notification of WorkCover

The company will notify WorkCover of any 'significant injury' within 24 hours and within seven days for any other type of injury.

4.4 Follow-Up After Injury

A return to work co-ordinator will be assigned to the case and will co-operate in developing and complying with an injury management plan for an injured worker. The return to work co-ordinator will maintain a case file and protect the confidentiality of the information on this file.

4.5 Finding Suitable Duties

When the injured employee is, according to medical judgement, capable of return to work, an individual return to work plan will be developed offering suitable duties which will be identified after consultation with relevant parties and will be specified in writing.

4.6 Involving a Return to Work Provider

Where required, accredited return to work provider(s) are available to assist in the return to work of those employees who suffer a workplace injury or illness.

5 Incident Investigation Procedure

The purpose of an incident investigation procedure is to:

- Identify incident causes, so that mechanical improvements, better supervision or employee training can prevent similar incidents
- Determine the change or factors that produced an error that in turn resulted in the incident/accident, and
- Communicate the particular causes to employees and their supervisors and to direct attention to incident/accident prevention in general.

The procedures will be initiated and co-ordinated by the CEO following an accident/incident, and can be completed using the Incident Report form.

5.1 Duty to Preserve Incident Sites

This section uses section 39 of *Work Health and Safety Act 2011* as its basis. The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

The preceding requirement does not prevent any action:

- to assist an injured person
- to remove a deceased person
- that is essential to make the site safe or to minimise the risk of a further notifiable incident
- that is associated with a police investigation, or
- for which an inspector or the regulator has given permission.

5.2 Formation of Investigation Team

The composition of the investigation team will depend on the incident's seriousness or complexity. It could include the CEO, and external expertise, if required, and Directors.

5.3 Investigation Process

Activities include taking statements from staff, providing recommendation(s) for corrective action, report writing and follow-up to ensure any appropriate control measures or recommendations have been implemented.

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The investigation will always be carried out as soon as possible after the event. The focus is on identifying the causes rather than apportioning blame.

Interviews will be carried out in private.

5.4 Evaluate and Follow Up

Corrective action must be followed up on a regular basis. This is particularly important in relation to changes to procedures. It must be confirmed that those changes have been passed on to the employees and are effective in reducing the possibility of injuries. Refer to QMS manual.

6 Evacuation Procedures

For details of QDN's evacuation procedures, refer to Evacuation Instructions posted in the office.