



Occupational Health and Safety

The Occupational Health and Safety policy outlines TasCAHRD's duties and responsibilities of the employer, employees, visitors and contractors.

Goals:

TasCAHRD is committed to ensuring the health, safety and welfare of its employees and volunteers, and the health and safety of visitors and contractors as referenced in policy OHS 01.

Responsibilities:

1. TasCAHRD is required to appoint a *responsible officer* for each workplace where TasCAHRD carries out its business. The *responsible officer* carries out the duties of the employer. An *accountable person* is one who has operational responsibility and/or control for the management of each workplace. A person becomes an accountable person by virtue of their actual control of a workplace – e.g. a driver is the accountable person where people are travelling in a vehicle.
2. The employer must do whatever is reasonably practicable to make sure that all workers and other people such as contractors and visitors are safe from injury and risks to their health while they are at the workplace. This includes providing:
 - A safe place of work
 - A safe system of work
 - proper maintenance for plant and equipment
 - Necessary information, instruction, training and supervision
 - Facilities for workers welfare
 - Consultation and cooperation with employees in all related OHS matters
 - Commitment to continually improve performance through effective safety management.

3. Duties of employers:

- a) The employer must so far as is reasonably practicable:
 - If hazards exist and have been identified to the employer, address these issues.

Occupational Health and Safety Policy OHS 02

- Monitor the health of employees in their employment to ensure prevention of work-related injuries and illnesses
 - Keep records relating to work-related injuries and illnesses suffered by the employees in their employment and retain those records
 - Provide information to employees, in such languages as are appropriate, in relation to health, safety and welfare in the workplace (including the names of persons to whom the employees may make inquiries and complaints about matters affecting occupational health, safety or welfare)
 - Ensure that any employee who is to undertake work of a hazardous nature, which, to the employer's knowledge, the employee has not previously performed, receives information, instruction and training before the employee commences that work
 - Ensure that any employee who is inexperienced in the performance of any work receives such as supervision as is reasonably necessary to ensure the employee's health and safety
 - Ensure that any employee who could be put at risk by a change in the workplace, in any work or work practice, in any activity or process:
 - Is given proper information, instruction and training before the change occurs
 - Receives such supervision as is reasonably necessary to ensure the employee's health and safety
 - Ensure that any *responsible officer* appointed by the employer and any person likely to be an *accountable person* is provided with information, instruction and training reasonably necessary to ensure that each employee under his or her management or supervision is, while at work, as safe as practicable from injury and risks to health
 - Monitor working conditions at any workplace that is under the control or management of the employer
 - Ensure that any accommodation, recreational or other facility provided for the benefit of the employees while they are at work, or in connection with the performance of their work, and under the control or management of the employer, either wholly or substantially, is maintained in a safe and healthy condition
 - Ensure that visitors to a workplace which is under the employer's control or management are aware of the health and safety requirements relevant to such visitors and they comply with those requirements
 - Remove a visitor who fails to comply with any health and safety requirements relevant to visitors to the workplace.
- b) The employer is to appoint a *responsible officer* for each workplace at which the employer carries on a business.
- c) The employer is to ensure that a *responsible officer* appointed has sufficient authority to perform the duties of the *responsible officer* under this policy.
- d) The employer must:
- Notify the *responsible officer* in writing of his or her appointment as *responsible officer*
 - Give notice of that appointment as far as reasonably practicable to all persons employed or engaged at that workplace.

4. Duties of the Responsible Officer:

- a) A *responsible officer* must perform the duties of his or her employer under this policy at the workplace for which he or she is the responsible officer.
- b) A *responsible officer* is not taken to have failed to perform any duty of his or her employer under this policy if:
 - It was not reasonably practicable for the *responsible officer* to perform that duty; or
 - The failure to perform the duty was due to causes over which the *responsible officer* had no control and against the happening of which it was not reasonably practicable for the *responsible officer* to make provision; or
 - The *responsible officer* used all due diligence to prevent the failure to perform the duty; or
 - The *responsible officer* was unaware that he or she had been appointed, or was taken to have been appointed, as the *responsible officer*.
- c) A *responsible officer* may be proceeded against and convicted of having failed to perform the duties of an employer under this policy whether or not the employer has been proceeded against or has been convicted of having failed to perform the duty.
- d) A *responsible officer* will ensure that TasCAHRD meets its responsibilities with regards to Workplace and Occupational Health and Safety policy and guidelines.
- e) A *responsible officer* will ensure effective resourcing and implementation of TasCAHRD's occupational health and safety policies and guidelines.
- f) A *responsible officer* will provide leadership necessary to raise an organisation-wide safety culture.
- g) A *responsible officer* will ensure that there is appropriate planning development, implementation and monitoring of occupational health and safety programs specific to the needs of the area.
- h) A *responsible officer* will ensure that incidents and monthly reports are submitted to the Chief Executive Officer for on reporting to the Board of Management.

5. Duties of the Accountable Person:

- a) An individual who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service, is deemed an *accountable person* in accordance with this policy and have the responsibility for the following:
 - Hazard identification, risk assessment and risk control

- Ensure that adequate consultation, information, supervision, instruction and training are provided to employees
- Provision for fire safety and rapid and safe evacuation from the workplace in an emergency
- Provision of safe means of access to and egress from the workplace
- Provision of personal protective equipment which meets appropriate standards and its correct use and maintenance
- Undertake incident investigations to determine the causes and prevent occurrence
- Provision of appropriate facilities including sanitary facilities and areas for meals, suitable ventilation and temperature for enclosed work areas and suitable seating for staff that perform seated tasks.

6. Duties of employees:

a) Each employee has an obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- Take reasonable care of their own health and safety and the health and safety of others
- Wear personal protective equipment and clothing where necessary
- Comply with any direction given by management in relation to health and safety
- Not misuse or interfere with anything provided in the interest of health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their supervisor or manager

This policy applies to all business operations and functions, including those situations where employees are required to work off-site.

Approved: 19 August 1995

Amended: 31 March 2004

Policy: HRM 06 to be changed to OHS 02

Reviewed: 9/10/09

Board Approval: December 2009