



# Work Health and Safety (WH&S) Policy and Procedure

## Scope

This policy applies to Brook RED Community Members/NDIS Participants, Nominated Support People, board members, employees, volunteers, and students on placement.

## Purpose

To promote a safe workplace and to provide the information, training and supervision necessary to minimise risks to health and safety.

## Principles

Brook RED values people and wishes to create an environment of dignity and respect. We are committed to providing and maintaining a safe and healthy working environment. Hazards or risks to health and safety will be eliminated or minimised, as far as is reasonably practicable, so as to prevent injury, illnesses and dangerous incidents.

We are committed to complying with the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, codes of practice and other safety guidance material.

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks wherever reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and Personal Protective Equipment (PPE)
- Provide a suitable injury management and return to work program

Workers will:

- Take reasonable care for their own health and safety
- Encourage other workers to work in a healthy and safe manner
- Follow safe work procedures, instructions and rules
- Use any provided Personal Protective Equipment (PPE) and be properly trained to use it
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

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## Procedure

### Evacuation/Emergency Response

An Evacuation Plan has been developed and this is displayed throughout our sites. In an emergency DIAL 000 for Fire, Police and Ambulance. Once emergency services have been notified, staff must attempt to contact the General Manager. If the General Manager is unavailable, staff must use the Contact Hierarchy for Emergencies found in the Responding to Incidents Policy and Procedure.

### First Aid

First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. Brook RED endeavours to ensure all staff are trained in First Aid and CPR.

Brook RED has in place the following first aid procedures:

- The provision of appropriately stocked first aid kits within the workplace and in all vehicles
- Clear signage with the location of the first aid kits
- Keep a copy of First Aid/CPR qualifications in HR files

### Fire Safety

Brook RED has a Fire and Evacuation Plan and a copy of this plan along with all other relevant documents is kept at each site and electronically. Each site has an Evacuation Coordinator and the Fire and Evacuation Plan is reviewed annually. Procedures comply with Building Fire Safety Regulation 2008. All fire emergency equipment, such as alarms and fire extinguishers, are tested by an approved provider annually. All staff complete fire and evacuation training at intake. All employees, Community Members/NDIS Participants and visitors must sign in and sign out of Brook RED buildings.

### Psychological Wellbeing

As a community mental health service, Brook RED is aware of the potential for exposure to psychological stressors in the workplace. These stressors may include compassion fatigue and vicarious trauma. Brook RED is committed to preventing and minimising the impact of such stressors wherever possible. Staff will inform management if they are experiencing any symptoms of psychological stress and management will work with the person to identify how these can be addressed and/or minimised.

### Medical Conditions

People visiting Brook RED are responsible for informing staff if they have a medical condition. We foster a culture of acceptance and we will not discriminate based on medical condition. We will work with the person to put a plan in place in order to help us better understand the person's needs so that we can support them appropriately.

### Drugs and Alcohol

We are committed to maintaining a positive and productive workplace that is recovery oriented, as such no alcohol or drugs may be consumed or permitted on property. If, in the opinion of Brook RED staff, someone is affected by alcohol and/or other drugs as such that

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they are unfit to attend safely, we will ask them to leave. If we are working in their home, we will terminate the shift or take that person to hospital as appropriate.

## Smoking

Brook RED recognises the dangers of active and passive smoking and is committed to providing a safe workplace for all. Smoking is only permitted in the designated outdoor smoking area. Employees will not perform any of their job duties in the designated smoking areas. Brook RED staff will not work in vehicles, buildings or homes where smoking is undertaken. Brook RED will provide support to employees or Community Members/NDIS Participants who wish to cease smoking and request support to do this.

## Hazardous Substances

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and Dangerous Goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature with storage required that is fit for purpose. All chemicals will be included in the hazardous substances register and have a current Safety Data Sheet (SDS). Quantities of hazardous substances stored for use shall be kept to a minimum.

## Electrical Safety

Electrical appliances and safety switches are tested and tagged annually by authorised electrical personnel. All electrical equipment must be protected from damage, used safely and checked regularly.

## Manual Handling

Manual handling is any task that requires you to push, pull, lift, carry, move, hold or lower any object, person or animal. Although fairly minimal at Brook RED, manual handling is required from time to time such as moving furniture from one room to another. Employees are encouraged to do this with correct ergonomics and with specific regard to their safety. If an employee feels that a manual handling task poses a risk to them, they should notify management who will make other arrangements.

## Mobility Assistance

Wherever possible, Brook RED centres and activities are wheelchair and other mobility aid accessible. While we understand the challenges that some people may face with their personal mobility, we will not lift, pull, push, carry, hold, move or restrain people as these activities pose an unreasonable risk to our Community Members/NDIS Participants, board members, employees, volunteers, and students on placement. Should people request support with mobility we will identify and make referral to appropriate services.

## Slips, Trips and Falls

Brook RED endeavours to prevent/minimise slips, trips and falls by following these guidelines:

- Avoid walking on slippery floors
- Keep floors free of water and grease
- Clean floors regularly
- Post warning signs around spills or wet floors

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- Clean up spills immediately
- Use floor cleaning products to remove oil and grease
- Use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, entrances and exits
- Where there is a readily remediated hazard (such as a banana peel on the floor), staff and community are encouraged to remove it promptly. Where a hazard is identified and cannot be readily remediated (such as a sink hole in the floor), notify others of the risk and inform management as soon as is practicable

## Vehicles

All vehicles will be used in a manner that promotes the safety of all. Please see the Brook RED Vehicle Use Policy.

## Sun Safety

From time to time Brook RED social programs involve outside activities. The following procedures should be used:

- Provision of sunscreen for employees, volunteers and Community Members/NDIS Participants
- Staff encourage use of sunscreen and hats
- Provision of water or access to water

## Blood and Body Fluids Spills

The following procedure should be used if there is a blood or body fluid spill:

- Put on appropriate PPE (gloves and mask)
- Wipe up spill with absorbent material or scrape up using the dust pans
- Place contaminated absorbent material into plastic bag for disposal
- Clean the area with disinfectant using disposable cloth
- Disinfect scrapers (or throw away and purchase new ones if required)
- Wash hands
- Use the Caution Wet Floor sign to inform others
- Request the advice of management if unsure

## Visiting People's Homes/Outreach

Staff must complete a safety check over the phone prior to attending their home if it is the first time meeting with the person. If there are any safety concerns, a Safety Management Plan is made and together a decision can be made whether to meet off site or at the person's home. Wherever possible, the initial visit will be made with two staff. When visiting homes staff will notify their team of the location and their estimated time of return and will carry a mobile telephone.

## Visiting Hospitals

When visiting hospitals, Brook RED acts in accordance with the guidelines set out by the facility. Outreach at mental health wards is conducted in common areas, meaning that Brook RED representatives are not permitted in patient's rooms. From time to time we visit Community Members/NDIS Participants in medical hospitals, in this instance Brook RED representatives enter rooms/wards upon consent of the person and behave in a way that respects the person's privacy and personal space.

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## **Working from Home/Remotely**

Employees working from home or remotely must ensure that their working environment is consistent with our policy. These employees must on an annual basis complete a risk assessment of their work space to be reviewed with the HR and Compliance Manager.

## **Storage of Medication**

Brook RED acknowledges that Community Members/NDIS Participants accessing the RED House may need to store their medication during their stay and are provided with a lockable storage box for this purpose. Community Members/NDIS Participants have personal responsibility for their own medications and must ensure that medication is appropriately and safely maintained.

Please see the NDIS Medications Policy when working with people in their homes under the NDIS.

## **Infection Control**

Stopping the spread of infection is everyone's responsibility and includes:

- Practicing good hand hygiene
- Following respiratory hygiene/cough etiquette
- Wearing PPE where required
- Correctly cleaning and managing spills
- Correctly handling food, waste and linen

## **Assessing Risk**

When a risk is identified it should be assessed using the Brook RED Risk Management Policy and Procedure.

## **Task Training**

Certain tasks that require training to ensure safety, such as mowing the lawn and using the barbeque, will require specific training and induction.

## **Asbestos**

Where we work in spaces known to contain asbestos, there must be an asbestos management plan and asbestos register in place. For Brook RED premises, no work/repair is to be conducted on the building without first checking the asbestos register.

## **Return to Work**

Brook RED has workers' compensation and return to work processes to ensure that employees receive appropriate treatment and benefits including assistance in returning to their normal duties after a workplace injury or illness.

Brook RED management will:

- Ensure that our organisation has a current workers' compensation insurance policy
- Submit all wages information and pay premiums by the due dates
- Notify WorkCover Queensland of any workplace injuries

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- Make suitable duties available to injured workers
- Work with WorkCover Queensland, the injured worker, their doctor and other healthcare providers to develop an effective return to work program
- Not dismiss an injured worker solely or mainly because of their injury within 12 months of the injury or illness occurring
- Monitor worker's compensations insurance policy details and advise WorkCover Queensland of any significant changes to details regarding business activities or estimated wages
- Monitor and review incident reporting and return to work program on a regular basis to ensure we still provide effective assistance to any injured workers in returning them to their normal workplace duties

If an employee is injured at work they can follow the procedure below:

1. Complete First Aid Report Form
2. Notify Management
3. Submit WorkCover claim
4. Receive claim outcome
5. Complete Return To Work Form with Supervisor

## References

Brook RED Body Fluid Spill Kit Checklist (Form 1.28.04.02)  
 Brook RED Fire and Evacuation Plans (Across sites, multiple codes)  
 Brook RED Garden Maintenance (Form 1.28.04.04)  
 Brook RED Hazardous Chemical Register (Form 1.28.04.03)  
 Brook RED Home Visit Safety Check Form (Form 1.28.04.01)  
 Brook RED Risk Management Policy and Procedure (Policy 1.29)  
 Brook RED Return to Work Form (Form 1.28.04.07)  
 Brook RED Safety Information Posters (Across sites, multiple codes)  
 Brook RED Using the Barbeque (Form 1.28.04.05)  
 Brook RED Your Safety and Supports Form (Form 1.31.01)  
 Safe Work Australia  
 Work Health and Safety Act 2011  
 Work Health and Safety Regulation 2011  
 Workplace Health and Safety Queensland

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## Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	January 2017	Eschleigh Balzamo	Introduction of new policy	January 2018
Version 02	February 2017	Eschleigh Balzamo	Addition of new procedure	January 2018
Version 03	March 2017	Eschleigh Balzamo	Addition of forms Change of format	January 2018
Version 04	May 2017	Eschleigh Balzamo	Change to version control Change of format Addition of content	January 2018
Version 5	September 2019	Eschleigh Balzamo	Review and Update	January 2021

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.