



WORKPLACE HEALTH AND SAFETY POLICY

RESPONSIBILITY:	Administration Manager			
NEXT REVIEW DATE:	September 2022			
DOCUMENT REVISION HISTORY:				
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1. Introduction

Commonwealth Games Australia (CGA) has established the following policy to ensure the ongoing commitment and compliance to workplace safety as per legislation set out in the Occupational Health and Safety Act 2004.

This policy should be read and understood by all CGA employees to ensure they are aware of their ongoing responsibility to ensure safety and wellbeing in the workplace for themselves and others.

CGA takes very seriously its responsibility for the health and safety of all employees and directors and non-employees such as contractors, consultants, volunteers, members and visitors to a CGA environment. Workplace health and safety (WHS) is the responsibility of everyone in the organisation and consultation and collaboration will ensure the best measures are employed to achieve the highest levels of safety and wellbeing in the workplace.

This policy should be read in conjunction with CGA's Ethical Behaviour By-Law and Whistleblower Policy.

2. Purpose

All employees have the right to a safe workplace. This Workplace Health and Safety (WHS) Policy provides procedures and guidelines that reflect the legislative requirements outlined in the Occupational Health and Safety Act 2004 (OHS Act). This legislation is the main workplace health and safety law and sets out key principles, duties and rights about WHS.

The objects of the Occupational Health and Safety Act 2004 are:

- a) *to secure the health, safety and welfare of employees and other persons at work; and*
- b) *to eliminate, at the source, risks to the health, safety or welfare of employees and other persons at work; and*
- c) *to ensure that the health and safety of members of the public is not placed at risk by the conduct of undertakings by employers and self-employed persons; and*
- d) *to provide for the involvement of employees, employers, and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards*

CGA considers health and safety to be paramount and it is expected that measures will be taken by all relevant persons at all times to minimise or eliminate risks so far as is reasonably practicable.

3. Scope

This policy outlines the ongoing duties and responsibilities of CGA, its employees and non-employees to maintain workplace safety and provides information and procedures to ensure compliance to the legislative requirements.

A series of checklists and guidelines are attached to this policy to assist employees to carry out their responsibilities in relation to WHS.

4. WHS Duties

4.1 Duties of CGA

CGA is required, as far as is reasonably practicable to:

- Provide and maintain an environment and processes that offer the highest level of protection against risks to the health and safety of employees, non-employees and the public;
- Ensure that the right resources and processes are available to eliminate or minimise identified risks to health and safety;
- Implement adequate systems for receiving, considering and acting on information regarding incidents and hazards;
- Consult regularly with employees and encourage the exchange of information and ideas about risks and measures to eliminate or reduce identified risks; and
- Ensure that employees are informed, supervised and appropriately trained in relation to WHS matters.

4.2 Duties of employees

CGA employees are required to:

- Take reasonable care for their own health and safety;
- Take reasonable care that their actions do not adversely affect the health and safety of other people;
- Comply with any reasonable instruction or directions given by CGA management to ensure compliance with WHS obligations;
- Co-operate with any policy, procedure, or guideline of CGA;
- Promptly identify, report, and record any WHS risks or incidents to the relevant manager in accordance with these procedures; and
- Familiarise themselves with this WHS Policy.

4.3 Duties of visitors and non-employees

If a non-employee attends CGA's office, they must:

- Take reasonable care of their own health and safety;
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of others; and
- Comply, so far as they are reasonably able, with any instructions that may be given by CGA employees regarding WHS obligations.

5. Employee Wellbeing

CGA acknowledges that employee wellbeing and good mental health are an integral part of its WHS responsibilities. CGA offers all employees free access to the Assure Organisational Wellbeing program, which provides a broad range services designed to improve employee health and wellbeing.

Services offered include:

- Counselling – 4 sessions per person, per year
- Wellbeing Coaching – 4 sessions per person, per year
- Financial Coaching – 1 session per person, per year
- Legal Advice – 1 session per person, per year
- Dietary Consultation – 1 session per person

6. COVID-19 (Coronavirus)

To comply with its WHS obligations, CGA has measures in place to protect employees from exposure to COVID-19, which includes educating employees about the risks of transmission and prevention of infection.

CGA will adhere to the recommendations from the relevant State Government/s or Federal Government, comply with all restrictions in place and keep employees updated regularly as changes occur.

If advised by the State Government that employees must work from home, or work from home if possible, employees will be provided with the necessary tools and resources to equip them to work from home in a safe environment. Office equipment can be borrowed from the CGA office or purchased to enable employees to set up an ergonomic workspace. Also refer to Clause 7 below regarding working from home safety requirements.

CGA has implemented COVID-19 Safety Procedures to ensure employee risks of exposure to COVID-19, during the course of CGA business, are minimised or eliminated so far as is reasonably practicable. A copy of the procedures is included in the appendix attached to this policy.

A "Return to the Office" plan will be in place to manage the transition of employees returning to work at the CGA office when permitted. The plan ensures that health and safety measures are in place to reduce the risk of the introduction or spread of COVID-19 into the workplace. These measures include procedures for hygiene, cleaning, physical distancing, limiting workplace attendance, record keeping and a prepared response to a suspected or confirmed COVID-19 case.

7. Working from Home

CGA has a duty, so far as is reasonably practicable, to provide a safe working environment for their employees and contractors, even when they are working from home for any given reason or period of time.

Employees must take reasonable care for their own health and safety and comply with any information and instructions given to ensure that home workstations provide a safe work environment. It is important for employees to manage their own in-house safety whilst working from home, including maintaining electrical equipment and installing and maintaining smoke alarms. CGA must be notified about any work health and safety incidents that occur whilst working at home.

A Working from Home (WFH) Checklist containing information about setting up a safe home workstation will be provided to all employees working from home. The Checklist must be completed, signed and returned to the Administration Manager with photos included of the employee seated at their workstation. A copy must be kept on record in the employee's file. A copy of the Working from Home Checklist is included in the appendix attached to this policy.

8. Accidents and Injuries

All accidents and injuries, whether occurring at work or whilst travelling to conduct CGA business, must be reported immediately to the employee's manager and the appropriate care provided to the employee.

8.1 Reporting

A Register of Injuries/Incidents form must be completed and signed by the manager of the injured employee and the Administration Manager. The completed and signed form must be kept on record in the employee's file.

8.2 Provision of First Aid

First Aid Attendant

As a low risk classified workplace, with less than 50 employees, CGA will have at least one First Aid Attendant who has successfully completed a nationally accredited training course and the competencies required to administer First Aid.

CGA must ensure that the First Aid Attendant's qualifications are current and up to date. The name of the First Aid Attendant is displayed on WHS signage in the kitchen area.

The First Aid Attendant/s must take control in the event of any injury or incident in a CGA workplace environment, where practicable.

First Aid Kit

A fully stocked First Aid kit is stored in the office kitchen with WHS signage marking its location. The First Aid Attendant is responsible for monitoring and replenishing the First Aid kit supplies to ensure all items in the kit are available for use.

9. Employees' Compensation and Injury Management

Any person who sustains an injury requiring medical attention and/or time off work must complete a Claim for Employee's Compensation form and obtain a worker's compensation medical certificate from the treating doctor. All injuries must be brought to the notice of the employee's manager as soon as possible and the Administration Manager notified.

Together with CGA's insurance company and the employee's treating doctor, CGA will coordinate a suitable return-to-work plan for any employee who requires it.

10. WorkSafe Reportable Incidents

Under the (OHS Act), CGA must notify WorkSafe, the State health and safety regulator, immediately after becoming aware that a serious incident has occurred. The Administration Manager is responsible for carrying out the reporting process. Failure to report serious incidents to WorkSafe is an offence and may result in prosecution.

10.1 Reportable Incidents

CGA must report incidents resulting in:

- Death;
- A person needing immediate treatment as an in-patient at a hospital;
- A person requiring medical treatment within 48 hours of being exposed to a substance;
or
- A person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/scalping) electric shock, spinal injury, loss of bodily function, serious lacerations.

CGA must report incidents involving:

- Implosion, explosion or fire;
- Escape, spillage or leakage of any substance;
- Plant or objects falling from high places;
- Collapse of a building structure (or partial collapse);
- Registered or licensed plant collapsing, overturning, falling, malfunctioning; or
- Collapse or failure of an excavation or shoring supporting an excavation.

Reporting an Incident:

1. If the situation remains dangerous or high-risk, notify emergency services on 000
2. Confirm if the incident is reportable to WorkSafe
3. Ensure the incident scene is not disturbed until a WorkSafe inspector arrives, unless it involves protecting a person's health and safety, helping an injured person or making the area safe
4. Notify WorkSafe immediately on 13 23 60
5. The Administration Manager will complete and submit the online incident notification form within 48 hours and file a copy of all documents in the HR drive

10.2 COVID-19 Diagnosis Reporting

New regulations to the OHS Act introduced on 28 July 2020 require employers to notify WorkSafe immediately when they become aware of a worker receiving a confirmed coronavirus (COVID-19) diagnosis. Failure to notify WorkSafe in accordance with the Act will attract large financial penalties. There is an obligation to immediately notify WorkSafe when:

- An employer becomes aware that an employee or independent contractor engaged by the employer, and any employees of the independent contractor, has received a confirmed diagnosis of COVID-19 and has attended the workplace within the infectious period (being 14 days prior to receiving the confirmed diagnosis of COVID-19 and until clearance from isolation has been received); or
- A self-employed person has received a confirmed diagnosis of COVID-19 and has attended the workplace within the infectious period (being 14 days prior to receiving the confirmed diagnosis of COVID-19 and until clearance from isolation has been received).

11. Hazard and Risk Identification and Resolution

Legislation requires that hazards identified and the risks from these hazards are removed or controlled.

11.1 Reporting

If a hazard or risk has been identified, it must be recorded on a Hazard and Incident Report Form as soon as possible. The severity of the hazard should be assessed as per the Risk Assessment Matrix below and appropriate control measures should be determined and implemented to reduce, or if reasonably practicable, eliminate the hazard. The implemented control measure should be reviewed and adjusted, when and if necessary. The Hazard and Incident Report Form is to be completed by the person reporting the hazard and signed by the Administration Manager and a copy filed in the HR drive. A copy of the Hazard and Incident Report Form is included in the appendix attached to this policy.

11.2 Hazard Identification

Hazards can be identified through:

- Observations within the workplace;
- Incident reporting;
- Register of injuries; or
- Consultation with and feedback from employees.

11.3 Risk Assessment

Risk Assessment determines the likelihood and the severity of effects to employees exposed to a hazard. The following considerations form part of the assessment:

- Type of hazard;
- Consequence of the hazard – severity of injury or illness;
- Likelihood of the consequence;
- Frequency and duration of exposure;
- Who may be affected;
- Capabilities, skills and experience of those at risk; and
- Layout and condition of workplace.

Risk Assessment Matrix				
Severity	Likelihood			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

<p>Severity – is a measure of an injury, illness, incidents, or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.</p>	<p>Likelihood – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.</p>
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Consequences Table	
1 and 2	Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk
3 and 4	Moderate risk; determine controls that are reasonably practicable to minimise the risk
5 and 6	Low risk; manage by routine procedures

11.4 Risk Control

Risk Control involves the decision making process to adopt the most effective measures to eliminate or control and minimise an identified risk. One, or a number of controls can be implemented:

- Remove or substitute the hazard;

- Provide personal protective equipment and training in its correct use;
- Ensure hazards are considered with any new plans to design or reorganise the workplace; and
- Adopt appropriate administrative controls such as establishing procedures and safe work practices.

11.5 Review

Control measures and risk assessments should be reviewed periodically to ensure the measures are relevant and effective. This can be achieved through workplace inspections, review of incident investigations and with employee consultation.

12. Emergency Evacuation Procedure

In the event of an emergency in or around the CGA office, appropriate instructions will be given by the Fire Warden. If an evacuation is announced, all employees and visitors are to leave the building immediately and assemble in accordance with the evacuation plan.

CGA must ensure that all employees are familiar with the location of the emergency exits and evacuation procedures. Emergency evacuation procedures will be explained during the Induction process and communicated regularly during staff meetings. Details of the evacuation procedure are displayed on the WHS information board in the kitchen area in the office.

All employees are required to participate in the annual building emergency evacuation drill that is organised by the Building Management and conducted by an Emergency Management company.

12.1 Role of the Fire Warden

At least one CGA employee is to be nominated as a Fire Warden. The role of the Fire Warden includes the following duties:

- Attend Fire Warden meetings and training as organised by Building Management and update CGA employees on information received during the meetings;
- Assist in implementing and improving effective emergency procedures in the workplace;
- Raise employee awareness about the fire hazards in the workplace;
- Instruct employees on how to respond in an emergency;
- Lead the fire drills and actual evacuation procedures;
- Ensure all employees are accounted for during a drill or evacuation;
- Liaise with the building Chief Fire Warden during a drill or evacuation; and
- Provide help to those requiring special assistance to evacuate during a drill or evacuation.

12.2 Evacuation Procedures

- The Fire Warden will advise employees if it is necessary to evacuate;
- Remove people from the immediate danger area if safe to do so;
- Alert people in the CGA office and in the other Level 2 office and dial **000** for the emergency services;
- Evacuate from the building. Take personal items if safe to do so;

- If safe, close your office door when leaving, but do not lock doors;
- Use the nearest stairs and proceed to the nearest exit. Do not use the lift;
- Proceed to the designated emergency evacuation assembly area on the corner of Sandilands Street and Palmerston Crescent;
- Report any missing persons to the Emergency Services personnel;
- Wait for instructions from the Emergency Services personnel; and
- Do not re-enter the building until you have been instructed to do so by Emergency Services personnel.

12.3 Safety Equipment

Fire safety equipment is installed in the building as per Australian Fire Standards and maintained quarterly by a Fire Equipment Maintenance Service provider organised by the Building Manager. Appropriate safety signage is displayed to indicate the location of all safety equipment.

- Fire Extinguisher Locations:
 - CGA office on the wall next to the photocopier
 - CGA office in the kitchen on the wall between the Storeroom and the Meeting Room
 - Lift foyer area of Level 2 in a fire cupboard
- Fire Blanket Location:
 - CGA office on the far right in the kitchen wall near the window
- Fire Hydrant and Hose Reel location:
 - Lift foyer area of Level 2 in a fire cupboard

13. Policy Breaches

State OH&S legislation outlines enforcement options, prosecutions and fines for employers based on the severity and the outcomes of the breach. Directors can be held personally liable for breaches if they fail to exercise due diligence in relation to WHS. Director penalties can involve imprisonment and very substantial fines.

The OHS Act states that employees must take reasonable care for their own health and safety and reasonable care for the health and safety of others who may be affected by their acts.

CGA's Employment Agreements include clauses outlining employee obligations to Workplace Safety and compliance with Policies and Procedures.

Breaches of this policy will be investigated and disciplinary action may be taken depending on the severity and outcome of the breach. Serious breaches may lead to termination of employment as outlined in the Termination Clauses in the Employment Agreement.

14. Policy Reviews

CGA reserves the right to amend this Policy from time to time subject to organisational needs or changes in the law. It will be reviewed at least every two (2) years and any amendments will be approved by the CGA Board and updated in the CGA policy register.