

SAFETY POLICY

Policy Statement

It is the intent of Burke and Beyond to ensure we offer a safe and secure workplace to all of our participants, employees, volunteers and visitors.

Objective

To provide a health and safety framework in which Burke and Beyond will:

- Facilitate consultation and communication regarding safety
- Provide safe buildings and systems of work
- Provide written procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide information, instruction, training and supervision to employees, contractors, participants and visitors to ensure their safety
- Provide support and assistance to employees and volunteers

Scope

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

All staff, volunteers, contractors, participants and visitors are expected to adhere and comply with the policy and safety practices implemented across Burke and Beyond.

Policy Details

Consultation- Burke and Beyond is committed to consultation and co-operation between management and employees. Burke and Beyond will formally involve elected employees, and safety representatives in workplace change which has an effect on the health and safety of its workers, participants and visitors.

Communication- All personnel, including contractors, are to receive an induction document about the practices relevant to their work.

All new or reviewed policies and procedures are circulated and available to workers and as relevant, participants and their families.

Review- This policy is to be reviewed at least every 3years by management and the Safety committee.

Obligations- Burke and Beyond recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, participants, contractors, and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

The CEO has ultimate responsibility, as designated by the board for:

- The overall provision and maintenance of the workplace in a safe condition
- Involvement in the development, promotion and implementation of health and safety policies and procedures
- Training and education programs for employees in the safe performance of their assigned tasks
- The provision of resources to meet the safety requirements

Service Coordinators and the Community Services Manager are accountable for ensuring the implementation and education of the practices which support relevant safety policies and procedures in their area of responsibility.

Workers are responsible for:

- Reading, understanding and adhering to all safety policies, procedures and practices.
- Reporting all known or observed hazards and/or incidents to their immediate supervisor or CEO

The CEO at Burke and Beyond maintains a Safety Committee through delegation to the Operations Manager who ensures policies and procedures relevant to this area, are continually reviewed and maintained.

ADMINISTRATION:

Continuous Improvement:	Improvements to this document can be made by completing a suggestion and improvement form, attaching any suggested amendments and forwarding to your manager and/or the Quality Advisor for review.				
Standards	Human Service Standards- Well Being, Service Management National Disability Standards- Rights, Service Management				
External Reference Documents:	Occupational Health & Safety Act				
Internal Reference Documents:	<p>Policies:- Sun protection, Health & Well Being, Employment conditions, Code of conduct & professional boundaries, Bullying, Harassment & Equal Opportunity, Drugs & Alcohol, Smoking, , Manual Handling.</p> <p>Policy & procedure:- Transporting people policy & procedure, External service and product providers, Risk management, Manual Handling, Occupational Violence.</p> <p>Procedures:- Allegations of assault, abuse & neglect, Medication management, Participant illness, Missing person, Extreme conditions and disasters, Fire & Emergency, Incident management, Chemical management, hazard reporting, Induction & Orientation.</p>				
Position Approving Document:	Chief Executive Officer				
Position Responsible for Document	Chief Executive Officer				
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