

WORKPLACE HEALTH AND SAFETY

In accordance with the Workplace Health and Safety Act (1995), and our risk management policies CASSI endeavours to minimise accidents and injuries in the workplace and promote a healthy work environment for all its employees.

CASSI is committed to providing and maintaining a safe and healthy working environment. Hazards to health and safety will be removed or, where this is not practicable, they will be managed so as to prevent injury, illness and dangerous occurrences. This latter approach is an essential part of the risk management process.

CASSI has a Safety Advisor who conducts annual safety inspections at each service location. Inspections are also conducted on an as needed basis.

All staff and Service Users have a responsibility to:

- report conditions/procedures that appear to be unsafe or unhealthy.
- use protective equipment, mechanical lifters and other such items provided, for the safety and health of all staff and Service Users.
- make themselves familiar with all equipment provided for the safe transferring and mobilisation of Service Users.

Fire, Evacuation and Emergency Procedures

All staff are to make themselves familiar with the emergency and evacuation procedures pertaining to their workplace/s and service locations.

The Safety Officer conducts annual fire, evacuation / emergency inspections at each service location; or more frequently if required

Where fire extinguishers and fire blankets are located in the workplace, they must not be tampered with. Staff are to ensure they know the location of this equipment and how to use it. All fire equipment is checked by the SA in accordance with a maintenance schedule, or more frequently if required.

Hazards

Any hazard is to be documented on a Hazard Report Form which will be forwarded promptly to the office for follow up purposes.

Staff members are to report immediately any defective equipment, particularly electrical equipment, to their Service Manager.

Resolving or fixing a hazard can often be achieved by acting locally at the service location; and reporting the same on the Hazard Report form.

First Aid and Notification of Injuries Occurring in the Workplace

In the event that a Service User sustains a medical problem (eg epileptic seizure, injury or other medical condition) that causes concern to a staff member, they should:

- initiate appropriate first aid measures
- telephone for an ambulance
- telephone Service Manager
- telephone relatives/advocates

In the event a staff member is injured at work, it is their responsibility to:

- seek appropriate medical treatment and
- obtain a Workcover medical certificate
- report the injury to the Service Manager
- complete an Incident/Hazard Report Form and give to Service Manager within three (3) days
- apply for compensation from Workcover if necessary

The Service Manager will notify the following people

- next of kin (if appropriate)
- workplace rehabilitation coordinator
- Safety Advisor
- replacement staff member

The Rehabilitation Coordinator will report the injury to Workcover on the approved form within ten days of the following:

- becoming aware of the injury
- the worker reporting the injury or
- a request from Workcover is received.

The Rehabilitation Coordinator will notify the Queensland Department of Industrial Relations (Workplace Health and Safety), on the approved form. This is in the case of a work caused injury, a serious bodily injury or a dangerous event; And where the worker will have at least four days off work as a result.

Infection Control

Disposable gloves must be worn when handling rubbish, dressings, clothes or linen, or when washing bandages, or doing household chores which may cause infection or be a danger to the employee's wellbeing.

Disposable gloves must at all times be worn when administering first aid and all personal care needs.

Universal Precautions and Safe Food Handling Techniques must be adhered to.

Staff are encouraged to maintain their immunity to Hepatitis B both for their personal protection and for prevention of cross-infection.

Workplace Health and Safety Training

All staff will participate in training on health and safety issues as they relate to their area of responsibility. This training is to inform staff of the safety policies and practices of CASSI and the responsibility of all staff in promoting and maintaining a safe and healthy work environment.

Staff should make sure that they are aware of their obligations in the area of Workplace Health and Safety.

DOCUMENTATION

- Hazard Report Form WHSO 007
- File Note SU 001
- Diary
- Workcover notification

RECORDS

- Workcover Active file
- Staff personal file
- Staff Training File

CROSS REFERENCES

- Risk Management
- Service Management
- Manual Handling and Mechanical Hoists