

The Paraplegic and Quadriplegic Association of SA Inc




Work, Health and Safety Management System

STATEMENT

The Paraplegic and Quadriplegic Association of South Australia Incorporated (PQSA) is committed to ensuring, so far as is reasonably practicable, that all workers are safe from injury and risk to their health and safety whilst undertaking their duties in the workplace.

PQSA will work collaboratively with its clients through the provision of information that ensures safe systems of work are provided for workers in a client's home. This collaboration will support quality service provision that complies with WHS legislative, regulatory and contractual requirements.

PQSA recognises that the Health and Safety of its workers and clients is of primary importance and ranks it equally with all other financial and operational considerations.

Approved by: 	Date: December 2013
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The Paraplegic and Quadriplegic Association of SA Inc.(PQSA) is incorporated under the *Association Incorporation Act 1985 (SA)* and conducts its business through operating Divisions, namely PARAQUAD SA and HomeCare+.

Statement of Intent

"Officers of PQSA as the Person Conducting a Business or Undertaking are committed to ensuring that all workers and clients are provided with a safe and healthy work environment through the provision of clearly stated safe systems of work in accordance with relevant Legislation, Regulations and Australian Standards. This will be achieved through the implementation of a Work Health and Safety Management System that integrates Work, Health, Safety and Injury Management into the core business activities of PQSA."

Objectives

The objective of the WHS Management System is to ensure PQSA takes a pro-active approach to the prevention of work related injuries/illness. PQSA will promote healthy lifestyles, safe work practices and procedures, which will be demonstrated through the provision of:

- ◆ A safe and healthy working environment;
- ◆ Training in safe systems of work;
- ◆ Maintenance of machinery, equipment and substances in a safe condition;
- ◆ Effective injury and illness reporting, recording and investigation procedures;
- ◆ Effective rehabilitation measures for workers who suffer work-related injuries and illness;
- ◆ A register of assessment and implemented control for all identified hazards and risks to health and safety;
- ◆ A system to regularly monitor and evaluate hazard and risk controls;
- ◆ Consultative systems for workers and clients to encourage contributions to the decision making processes on matters affecting their health and safety while work is being undertaken;
- ◆ Information and assistance to clients in relation to their workplace health and safety obligations to ensure a safe work environment is provided for all PQSA workers; and
- ◆ All managers, supervisors and workers receive the appropriate information, instruction, training and supervision they need to safely carry out their responsibilities.

PQSA acknowledges that a safe workplace does not just happen. A concerted effort must be made by all of those in the workplace. In particular:

- ◆ Managers, as Officers under the WHS Act 2012, must be committed to safety and be actively involved in its implementation, monitoring and review;
- ◆ Supervisors must clearly understand their responsibilities in relation to Work, Health and Safety;
- ◆ Issues that affect the health and safety of workers must be discussed with those involved;
- ◆ Written policies and procedures need to be developed, implemented, monitored and reviewed where necessary; and
- ◆ All workers must be provided with appropriate and adequate training, instructions and information to enable them to fulfil their responsibilities.

Strategies

PQSA will achieve its Work Health and Safety objectives by developing and implementing appropriate policies and procedures, which document PQSA standards that must be maintained by Managers, Supervisors and workers to ensure the execution of their responsibilities in:

- ◆ Identifying Hazards and Risks to health and safety associated with tasks and activities carried out by PQSA;
- ◆ Assessing the degree and level of risks arising from hazardous tasks or activities;
- ◆ Selecting, implementing and maintaining appropriate measures to control risks to Health and Safety;
- ◆ Consulting with workers, clients and their representatives on matters which may affect their health and safety;
- ◆ Identifying, developing and providing appropriate information, instruction and training to equip Managers, Supervisors, workers and clients with the knowledge and skills necessary to meet their responsibilities; and

- ◆ Developing, implementing and monitoring plans to put PQSA's Health and Safety policies and procedures into effect.

Roles and Responsibilities of Key Positions

Officers (Managers and Members of The Board of Management) – (within the meaning of section 9 of the *Corporations Act 2001* (Cth) other than a partner in a partnership; or “ A person who holds a position of rank or authority; Corporations – a director, secretary, or executive officer or the corporation, or a receiver, a receiver and manager, an administrator....”)

Officers have the overall responsibility to provide a healthy and safe workplace for workers and to ensure adequate resources are provided to meet health and safety objectives and implement strategies.

Officers, in particular, will ensure:

- ◆ Appropriate Workplace, Health and Safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety;
- ◆ Mechanisms are provided to enable the identification, development, implementation and review of appropriate health and safety related policies and procedures;
- ◆ Mechanisms are provided to enable workers and their representatives to be consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect workplace health and safety for workers;
- ◆ They have the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
- ◆ Mechanisms are provided to enable the assessment of Supervisors' and workers' health and safety performance;
- ◆ Health and safety performance is an integral component of PQSA's business and financial plans;
- ◆ Mechanisms are provided to regularly monitor and report on health and safety performance.
- ◆ Annual health and safety strategic plans are developed and implemented to meet health and safety objectives; and
- ◆ Accountability for the implementation of policies, procedures and safe work practices within their division of PQSA.

Officers should keep in mind that penalties exist under the Work Health and Safety Act 2012 for breaches of their responsibilities.

Manager, Human Resources

The Manager, Human Resources has the responsibility of coordinating PQSA's management of Health and Safety.

The Manager, Human Resources has a responsibility to:

- ◆ Coordinate the identification, development, implementation and review of health and safety related policies and procedures;
- ◆ Assist Officers and workers in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- ◆ Assist Officers and workers with the monitoring and evaluation of hazards and risk control measures;
- ◆ Assist Officers and workers in the identification, development and provision of appropriate health and safety related information, instruction and training;
- ◆ Assist Officers to effectively consult with their workers and their representatives;
- ◆ Monitor and advise on legislative and technical changes relating to health and safety;
- ◆ Monitor and provide regular reports to the Board of Management, Management and the Workplace Health, Safety and Environment Committee on PQSA's health and safety performance;
- ◆ Assist Support Workers and Health and Safety Representatives (HSR's) to follow policies and safe work procedures developed; and
- ◆ Provide information to workers on health and safety.

Supervisors or persons with supervisory capacity have responsibility to;

- ◆ Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- ◆ Implement relevant health and safety policies and procedures in their areas of control;
- ◆ Implement, regularly monitor and maintain all risk control measures in their areas of responsibility; and
- ◆ Provide workers under their control with the necessary information, instruction and training to effectively and safely carry out their jobs

Supervisors should keep in mind that penalties exist under the Work Health and Safety Act 2012 for breaches of their responsibilities.

Workers – *“are a person who carries out work in any capacity for a person conducting a business or undertaking including work as an employee, contractor or subcontractor, an employee of a contractor or sub-contractor, an employee of a Labour hire company, an outworker, apprentice or trainee, or a student gaining work experience.”*

Workers have a responsibility to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Workers also have a responsibility to:

- ◆ Report any incident or hazards at work to their Manager or Supervisor within 24 hours;
- ◆ Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- ◆ Obey any reasonable instruction aimed at protecting their own health and safety while at work;
- ◆ Use any equipment provided to protect their health and safety while at work;
- ◆ Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- ◆ Consider and provide feedback on any matters which may affect their health and safety;
- ◆ Ensure they are not so affected by alcohol or another drug, to endanger their own or any other persons' health and safety.

Workers should keep in mind that penalties exist under the Work Health and Safety Act 2012 for breaches of their responsibilities.

Clients have a responsibility to:

- ◆ Safeguard their own health and safety.
- ◆ Ensure, so far as is reasonably practicable, a safe work environment free from obstacles and hazards that may adversely affect the health and safety of a worker in their home.
- ◆ Work cooperatively with PQSA representatives, where reasonably practicable, to remove or control obstacles and hazards in their home that have the potential to cause injury or illness to themselves or their workers.

Workplace Health, Safety and Environment Committee

PQSA has established a Workplace Health, Safety and Environment Committee consisting of Management and Worker Representatives. The Workplace Health, Safety and Environment Committee will be the principal forum for management to consult with workers on broad Health, Safety, and Environmental policy issues.

The function of the Committee is to:

- ◆ Assist in developing, monitoring and reviewing health and safety policies and procedures;
- ◆ Consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of workers;
- ◆ Promote the importance of health and safety amongst management and workers;
- ◆ Monitor PQSA's health and safety performance;
- ◆ Monitor the rehabilitation of injured workers; and assist in the resolution of health and safety issues.

Health and Safety Representatives

The Association will encourage and facilitate the formation of work groups and election of HSR's to represent workers on health and safety matters.

The role of Health and Safety Representatives is to:

- Represent workers from their work group on health and safety matters;
- Investigate health and safety related complaints;
- Make representations to management and report back to workers on any matter relating to health and safety;
- Discuss proposals or matters which may affect the health and safety of workers;
- Encourage management to identify hazards, assess risks and implement risk control measures;
- Assist workers to follow health and safety policies and procedures; and
- Monitor risk controls, and health and safety policies and procedures.

Board of Management and Management Reports

All Board of Management and Management reports will contain health and safety information with particular reference to work injury and experience relative to performance targets.

Review of Policy

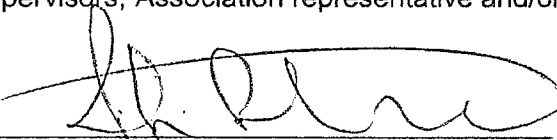
The Association will ensure all workers engaged to provide services either paid or unpaid will be aware of this policy and will have easy access to it in an appropriate format. All policies are to be reviewed on a bi-annual basis or when legislation or Government Policy determines.

The review will involve assessing the effectiveness of the policy and program by:

- reviewing overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

Dissemination of Policy

As part of each worker's and client's induction, they will be provided with a copy of The Association's Workplace Health and Safety Management System Policy. Workers and clients will have ready access to all health and safety policies and procedures through their Supervisors, Association representative and/or Health and Safety Representatives.



Chief Executive Officer

17/12/2013


Date



Chairperson Board of Management

17/12/2013

Date



Chairperson Workplace Health, Safety and Environment Committee

10-2-14

Date



Manager - Human Resources

18/12/2013

Date

