Occupational Health & Safety (OHS)
Occupational Rehabilitation / Risk Management

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Occupational Health &amp; Safety (OHS) Occupational Rehabilitation / Risk Management</th>
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</thead>
<tbody>
<tr>
<td>Related Standard</td>
<td>1.3, 2.1</td>
</tr>
<tr>
<td>Responsible Person</td>
<td>Director &amp; CEO</td>
</tr>
<tr>
<td>Staff Involved</td>
<td>All Staff</td>
</tr>
<tr>
<td>Review Dates</td>
<td>March 2010</td>
</tr>
<tr>
<td>Related Documents</td>
<td></td>
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<tr>
<td>Related Legislation</td>
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Commitment

Under the Occupational Health and Safety Act 1995 Footscray Community Arts Centre (FCAC) has a legal responsibility to provide a minimum standard workplace that is safe and healthy for its employees, volunteers, visitors and members of the general public. Due to the nature of the work FCAC supports, including physical circus training and performance, workshops with people with disabilities and public access to facilities into the evening, FCAC recognises additional responsibilities to consider the safety of staff and the public in terms of security at night, access to vital information and support.

Refer also to Lockup and Evacuation procedures where relevant to this Policy.

Definition

The FCAC Board is committed to providing a safe and healthy work environment for all its employees. This policy recognises that this is the responsibility of the Board, working in cooperation and consultation with employees, to ensure ongoing active prevention of injury and illness in the workplace. This policy is the cornerstone of a program developed to embody the prevention, compensation and rehabilitation principles which are central to risk management.

Responsibilities

FCAC recognises that management have the overall responsibility to provide a safe workplace. Due to the department structure of the organisation, the autonomy of work practice of artform areas and the organisational structure, there are 3-4 levels of management with varying levels of responsibility.

1. The Board

The FCAC Board is ultimately responsible for the ratification of the OHS Policy and must oversee the budget approval process with input from key staff.

2. Responsible Officers

The Director & CEO and Venue & Operations Manager are the two main management staff members responsible for implementing and overseeing the OHS Policy and ensuring risks to people’s safety are minimised.

The Venue & Operations Manager is directly responsible for:

- overseeing building works to ensure OHS standards are met
- implementing and reviewing OHS and financial policies to ensure that safe work practices and facility management are incorporated
- reporting on any risk management issues relating to the physical work environment
- raising any issues that could potentially infringe the OHS legislation or reduce the safety of the work environment to the Director & CEO or the FCAC Board.
The Director & CEO is directly responsible for:

- management of the physical and financial resources available to FCAC in line with OHS standards
- development of policies that incorporate safe work practices and resource management.

3. Managers & Staff

Each Manager is responsible for ensuring that tutors and project workers in their area adhere to safe work practices within programs. Managers must report any OHS issues to the Venue & Operations Manager or Director & CEO. All staff are responsible for following all OHS policies and procedures and reporting any hazards or issues that could infringe the legislation or safe work practice to the Venue & Operations Manager or Director & CEO.

Each management representative will be held accountable for implementing this policy area of responsibility via their annual staff reviews.

Policy

It is FCAC policy that:

1. Prevention

The program will ensure that:

- suitable plant and equipment are provided and maintained
- safe systems at work are implemented and observed
- adequate information, training and supervisors are provided
- relevant Acts, Regulations, Codes and Standards are the minimum acceptable requirements throughout the organisation.

2. Accident Investigation

In the event of an accident, a thorough investigation will be undertaken to ensure that, as far as is practicable, the risk of subsequent injury of that kind is reduced.

3. Compensation

Effective Workcover claims management is undertaken to ensure that injured employees receive appropriate compensation and that FCAC minimises its losses.

4. Rehabilitation/Return to Work

The FCAC Board recognises and accepts its obligation under Section 156 of the Accident Compensation Act 1985, to assist in the rehabilitation of employees who are injured or ill as a result of their work.

This commitment to return to work means:

- rehabilitation will commence as soon as possible after illness or injury
- there must be early reporting and early intervention at the workplace to enable an employee to stay at work, if appropriate
- any necessary first aid or medical treatment will be provided as soon as possible
- return to work, as soon as safely possible after injury, is a normal practice and expectation
- suitable duties will be provided where possible as part of the rehabilitation/return to work program which do not jeopardise the well being of the employee
- there will be full involvement of the employee in their own rehabilitation/return to work
- an individual return to work plan will be developed for the injured employee, which will be discussed with the employee’s treating doctor wherever possible
- the confidentiality of the employee’s information during rehabilitation will be maintained
- participation in a return to work plan will not of itself prejudice any employee
- the progress of a return to work plan will be monitored in consultation with the employee to ensure it is operating effectively.
Staff Safety

Policy

This policy specifically addresses FCAC’s service security and employees’ personal safety and applies to all employees, students and volunteers.

FCAC is committed to providing a safe and healthy working environment for all its employees. This policy recognises that it is the responsibility of management, working in cooperation and consultation with employees, to ensure ongoing active prevention of injury and illness in the workplace, and freedom from physical and sexual harassment. Hence staff safety is a component of our risk management strategy.

‘Safety First’ is a principle that extends to all aspects of FCAC service delivery, including staff. The principle of ‘safety first’ also underlies policy and procedures in relation to confidentiality and client safety developed by FCAC. It ranges from building safety and security to file keeping, transport, confidentiality and partnerships with other services.

A program to assess risks to staff safety will ensure that:

- safe systems at work are implemented and observed
- adequate information, training, management and supervision are provided
- relevant Acts, Regulations, Codes and Standards are the minimum acceptable requirements throughout the Organisation.

FCAC considers that it is the role of the police to deal with dangerous and threatening situations. It is the responsibility of all staff not to compromise the safety of anyone associated with FCAC.

Safety and Incident Management: Hazard Identification, Risk Assessment and Control

Purpose

This procedure describes the method by which all hazards will be identified, assessed for risks and appropriate control mechanisms put into place.

Definitions

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Anything that has the potential to cause injury or illness (to employees, contractors, visitors or the neighbouring public) or damage to plant or property. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard Identification</td>
<td>The process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant or property.</td>
</tr>
<tr>
<td>Risk</td>
<td>The likelihood of injury, illness or damage to plant or property arising from exposure to any hazard.</td>
</tr>
<tr>
<td>Risk Assessment</td>
<td>The process of determining the likelihood of an injury, illness or damage to plant or property happening.</td>
</tr>
<tr>
<td>Hazard Control</td>
<td>The process of implementing measures to reduce the risk associated with a hazard. The control process must follow the control hierarchy, in order, as prescribed in some health and safety legislation. It is always important that any control measure does not introduce new hazards, and that ongoing effectiveness of the control is monitored.</td>
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</tbody>
</table>
| Hierarchy of Control                        | Elimination of the hazard  
|                                             | Substitution e.g. of the equipment or substance  
|                                             | Isolation e.g. distance or enclosure  
|                                             | Administrative controls e.g. supervision, training.                                                                                       |
Managing Movement and Materials

Purpose

This procedure aims to outline all aspects associated with the safe use, storage and transportation of hazardous substances. This procedure applies to all materials which meet the definition of a hazardous substance and which are stored, handled, transported or used or created as a result of processes at the workplace.

Definitions

A ‘hazardous substance’ – is defined as a substance which:

- is listed on the National Occupational Health and Safety Commission’s List of Hazardous Substances [NOHSC:10005(1994)], or
- is classified by either the manufacturer or importer in accordance with the National Occupational Health and Safety Commission’s Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(1994)], and
- includes any substance or article listed in the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code).

Monitoring System

Purpose

To ensure the workplace is monitored to gather information about potential hazards and to have processes in place to act on the information obtained. It is also important to evaluate the effectiveness of controls in the workplace.

Emergency and Evacuation Procedures

Purpose

To provide the emergency control structure and directions which will prevent injury to personnel, visitors and neighbouring people/premises in the event of an emergency. The procedures also aim to minimise damage to the organisation’s equipment, plant and installations.

Key principles

- The safety of personnel is foremost.
- All risks are continually monitored in order to minimise the potential of an emergency.
- Emergency plans are formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- Plans are simple but effective.
- A central control will always be available.
- Emergency control personnel are trained in their appointed duties.
- All personnel are regularly trained in appropriate response procedures.

Procedures take into account the existing emergency systems of each building such as fire protection equipment, communication systems, emergency lighting, exit doors, disability ramps and stairs. They also take into account staffing levels during normal working hours, and during after hours activities and contacts.
Emergencies covered by these procedures:

- Fire
- Emergency Evacuation
- Bomb Threat
- Suspect Package
- Medical Emergency.

Safety Briefings

Safety briefing sessions are held with staff and the Venue & Operations Manager on an annual basis. At these briefings the emergency evacuation and safety procedures are outlined, including location and use of emergency equipment.

Emergency Service Authorities and Responsibilities

<table>
<thead>
<tr>
<th>FIRE</th>
<th>Metropolitan Fire Brigade</th>
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<tbody>
<tr>
<td>BOMB THREAT</td>
<td>Victoria Police</td>
</tr>
<tr>
<td>MEDICAL EMERGENCY</td>
<td>Ambulance Victoria</td>
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</tbody>
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**EMERGENCY CONTACTS**

<table>
<thead>
<tr>
<th>If using FCAC phone system, Dial 0 first for an outside line</th>
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<tbody>
<tr>
<td>Fire</td>
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<tr>
<td>Ambulance</td>
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<tr>
<td>Police</td>
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<tr>
<td>Poisons Information</td>
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**ADDRESS**

- Footscray Community Arts Centre
- 45 Moreland Street  Footscray  3011
- State of Victoria
- Between Footscray and Dynon Roads
- Nearest cross street: Bunbury Street
- Melways Reference: 2S K9 or 42 E5