

## *HBLN Home Education WA*

### **Guidelines for Workplace, Health and Safety**

#### **POLICY STATEMENT**

HBLN and Event Organisers aims to promote and maintain the highest degree of physical, mental and social well-being of all individuals in the workplace. The group will comply with all relevant federal and state legislation to ensure a safe workplace and all members have a responsibility to ensure a safe workplace by implementing safe systems of work.

HBLN and Event Organisers will make resources available to comply with relevant Acts and Regulations associated with workplace/occupational health and safety and to ensure that the group's workplaces are safe and without risk to health.

HBLN and Event Organisers will undertake regular reviews and take steps to enhance workplace/occupational health and safety on a continuous improvement basis.

#### **DEFINITIONS**

For the purposes of this document, the following definitions apply:

**Member:** Any family, including both adults and children, who attend HBLN events and are a financial member.

**Participant:** Any family, including both adults and children who attend an HBLN official event or an authorized event which is covered under HBLN's insurance policies.

**Organiser:** Refers to the organizer of an event..

**OHS Officer:** The person responsible for managing the Occupational Health and Safety of the group. This may be a dedicated officer, or the responsibility may rest with one or more Organisers.

**First Aid Responder:** The person/s who have been nominated to manage the first aid requirements of the event. Depending on the nature of the event, the First Aid Responder may need to have a current "Applied First Aid" qualification (or equivalent). Discuss this with the HEWA Coordinator.

**Instructor:** The person delivering activity/class content.

## ***HBLN Home Education WA***

### **PROCEDURES**

#### **Responsibilities of the Organiser(s)**

For one off events the OHS Officers is the Event Organiser.

The OHS Officer/Organiser(s) is responsible for promoting and maintaining workplace/occupational health and safety (OHS) for all instructors and volunteers.

It is the responsibility of the OHS Officer/Organiser(s) to:

- establish systems that provide for the health and safety of all persons in the group
- ensure that these OHS policy and work safety procedures are effectively implemented
- conduct an annual review of the OHS policy
- oversee the annual review of OHS procedures

The OHS Officer/ Organiser(s) will have primary responsibility for implementation of OHS policy and take all practical measures to ensure that:

- the workplace is safe and without risks to health
- the behaviour of all persons in the group is safe and without risk to health

In implementing these responsibilities the OHS Officer/ Organiser(s) will ensure:

- the dissemination of information about OHS to all instructors, volunteers and event participants.
- discuss any OHS issues with the HEWA Coordinator
- consultation with instructors including volunteers about matters impacting on OHS
- the maintenance a log of accidents, incidents and injuries, and the use of this information to identify risk related to the management of the event.
- discuss with the HEWA Coordinator any changes to the Risk Management Form for future events.

If the OHS Officer does not have the necessary authority to fix a particular problem, s/he will report the matter promptly, with any recommendations for remedial action, to the HEWA Coordinator and where necessary to the owner of the premises. All requests for remedial action must be in writing.

#### **Responsibilities of instructors and volunteers**

All instructors, volunteers and members are required to follow OHS policy and safety procedures and:

- report observed safety hazards to the Organiser(s) /OHS Officer
- participate in consultation
- observe and promote safe working practices.

#### **OHS Officer /Organiser(s)**

The OHS Officer/Organiser(s) will act as the Workplace/Occupational Health and Safety Officer and will establish a consultative mechanism with instructors, and volunteers, through a pre and post event instructor/volunteer meetings. With the assistance of the HEWA Coordinator, the OHS Officer will take responsibility for coordination and oversight of the following:

#### Ensuring safety responsibilities are clearly defined and understood

- Include safety information and responsibilities in induction
- Develop clear instructions on how to deal with safety issues

## ***HBLN Home Education WA***

### Undertaking hazard and risk assessment

- Identify the hazards
- Identify all affected by the hazard and how
- Evaluate the risk
- Identify and prioritize appropriate control measures
- Review resources to support safety initiatives

### Developing and implementing safe work procedures

- Source and provide safety procedures for all key functions
- Ensure instructors and volunteers have knowledge regarding safe work procedures
- Ensure safe equipment is purchased, maintained and used properly.
- Ensure venue supplied equipment is safe.

### Monitoring and reviewing safety performance

- Build safety into event planning
- Promote safety as a core event management value
- Review procedures when there are changes in the workplace or after an incident

### Managing workplace injuries

- Provide first aid and/or transport to medical treatment
- Notify all injuries to the HEWA Coordinator as soon as possible
- Record all injuries in a register of accidents and injuries

### Workers compensation insurance policy

- Ensure HBLN have been provided with an “up to date” number of instructors and roles performed for the event
- Notify the **HEWA Coordinator** and the workers compensation insurer of any injuries within 48 hours.

To be managed by the **HEWA Coordinator**

### Return to work program

- Where required by law arrange a suitable person to explain the return to work process to the injured worker
- Ensure that the injured worker is offered the assistance of an accredited rehabilitation provider if they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices
- Arrange for suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker’s physical and psychological condition

### **Training in OHS**

As it is not practicable to offer training to the OHS Officer for each one off event, the HEWA Coordinator will discuss any OHS issues which have arisen from the Risk Management Plan with the OHS Officer for that event. Discussions will include:

- The importance of OHS consultation and systematically managing health and safety.
- The requirements for consultation under the *Occupational Safety and Health Act 1984*
- The general duties under the *Occupational Safety and Health Act 1984*
- The benefits of effective consultation
- Effective communication techniques.
- How to systematically manage health and safety.

## *HBLN Home Education WA*

### **OHS Consultative Framework**

HBLN will adopt a consultative framework for addressing OHS to ensure it:

- meets the requirements for consultation under the Occupation Safety and Health Act 1984
- draws on the knowledge, experience and ideas of instructors, including volunteers and members and encourages their participation and input to improve the management of OHS.

The Occupation Safety and Health Act 1984 requires that consultation be undertaken in the following circumstances:

- When changes that may affect health, safety or welfare are proposed to the:
  - premises where persons work
  - systems or methods of work
  - equipment used for work
  - substances used for work.
- When risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed.
- When decisions are made about the measures to be taken to eliminate or control risks.
- When introducing or altering the procedures for monitoring risks (including health surveillance procedures).
- When decisions are made about the adequacy of facilities for the welfare of instructors, volunteers and members.

### **Managing workplace injuries**

The Event Organiser will keep a register of accidents, incidents and injuries. The register will be maintained by the OHS Officer/Organiser(s) and will be used to record:

- all accidents and incidents that occur to instructors, volunteers, members and visitors while on the premises
- any journey accidents and incidents involving instructors and volunteers
- all critical incidents irrespective of any actual injury occurring.

In the event of a workplace injury:

- It is a instructors/volunteers/members/participants responsibility to notify the OHS Officer, of any injury within 24 hours, and to complete the Event Incident Report Form as soon as is practicable.
- Once an injury is notified the OHS Officer/Organiser(s) will ensure that the injured person has received appropriate first aid and/or medical treatment and will conduct an investigation of the accident in order to prevent a recurrence.
- When the OHS Officer is notified of an injury they will notify the **HEWA Coordinator** and **HBLN's** workers compensation insurance company. For a 'significant injury' the insurance company will be notified within 48 hours. For other types of injury the insurance company will be notified within 7 days.
- For a 'significant injury', as defined in the Occupation Safety and Health Act 1984 and subsequent amendments, the HEWA Coordinator will also notify WorkSafe. Types of injuries that must be reported:
  - A fracture of the skull, spine or pelvis.
  - A fracture of any bone in the arm, other than in the wrists or hand, or in the leg, other than a bone in the ankle or foot.
  - An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint.
  - The loss of sight of an eye.
  - Any injury other than those referred to above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.
  - Details on the forms required for reporting 'significant injury' can be found at;

## *HBLN Home Education WA*

[http://www.commerce.wa.gov.au/worksafe/Content/Services/Report\\_an\\_accident\\_or\\_incident/index.htm](http://www.commerce.wa.gov.au/worksafe/Content/Services/Report_an_accident_or_incident/index.htm)

### **Workers compensation**

HBLN complies with all statutory requirements in relation to the provision of insurance against work related injury. **HBLN's Workers Compensation insurance policy will be kept current for the number of instructors and the roles performed.**

If an instructor requires time off as a result of their injury, a medical certificate must be obtained from their doctor, so that a worker's compensation claim may be lodged.

The certificate must be forwarded to the **HEWA Coordinator** so that the appropriate paperwork may be completed for the insurer. The workers compensation claim must be lodged within seven (7) days of the injury occurring. The decision about whether the claim is accepted or not rests wholly with the insurance provider.