



## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

### **1. PURPOSE**

The purpose of this policy is to define the manner in which Lift Up Voices will fulfil its occupational safety and health obligations to its staff members, volunteers, participants and other personnel.

This policy has been framed around the Work Health and Safety Act 2012 (SA), the NDIS Practice Standards Core Module, *Provisions of Supports Safe Environment* and Standard 1 of the National Standards for Disability Services.

### **2. SCOPE**

This policy applies to the Directors, staff and volunteers of Lift Up Voices.

### **3. POLICY STATEMENT**

Lift Up Voices recognises and accepts its responsibility for creating a healthy, safe and secure working environment for its staff, its participants and for others who visit its facilities. Lift Up Voices is committed to ensuring that all staff members are properly informed and adequately protected so as to minimise risk of illness, accident or injury at work by promoting good occupational safety and health practices, which are consistent with legislative requirements.

### **4. PROCEDURES**

The following procedures are to be implemented to ensure that Lift Up Voices meets its policy objective. Lift Up Voices will:

- Provide all staff members with appropriate information about, and training in, relevant occupational health and safety standards and practices;
- Take all reasonable steps to assess the safety of the locations where staff members provide support to people with varying disabilities;
- Ensure proper documentation of all work related accidents, injuries and illnesses;
- Investigate all work related accidents, injuries and illnesses and take appropriate action to minimise future occurrences;
- Promptly investigate, remedy and document any staff grievance regarding occupational health and safety matters.

### **5. PERFORMANCE STANDARDS**

The following performance standards must be met to ensure that the procedures specified in Section 4 are implemented effectively:

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- All staff members have been provided with a copy of Lift Up Voices' *Occupational Safety and Health Policy* and a staff copy of the policy is kept in each service outlet;
- All staff members have attended and successfully completed Lift Up Voices approved training courses in occupational health and safety, as well as first aid and CPR (where appropriate to their duties);
- All volunteers are under the direct supervision of a Lift Up Voices staff member or Director who have attended and successfully completed Lift Up Voices approved training courses in first aid and CPR (where appropriate to their duties);
- All staff wear appropriate protective clothing and use appropriate safety equipment in accordance with good occupational safety and health practices;
- All independent contractors have read and signed the 'Independent Contractor – Sears & Associates Insurance Cover' PDF indicating that at least 90% of the contractors sub-contract income as a Therapy Assistant in the previous twelve (12) months is derived from S MARSHALL & V.E MARSHALL trading as Lift Up Voices, and therefore professional indemnity insurance is extended to the independent contractor. A copy of this document is kept on file and updated annually;
- All work related accidents, injuries and illnesses have been recorded on the *Incident Management Report Form*, which has been collated and reported to the Director on a quarterly basis;
- Any grievances that have been lodged have been addressed in accordance with the occupational health and safety principles outlined in this policy and the *Compliments, Complaints and Feedback Policy*;
- All staff members and volunteers have been made aware of the contents of the Policy on Occupational Health and Safety.

## 6. REVIEW

This policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

### RELATED POLICIES

Code of Conduct Policy  
 Compliments, Complaints and Feedback Policy  
 Safeguarding for Participants Policy

### SUPPORTING DOCUMENTS

Code of Conduct Staff Commitment Form  
 Complaints Register

### RELEVANT LEGISLATION OR STANDARDS

National Practice Standards and Quality Indicators (2020)  
 National Standards for Disability Services, Standard 1: Rights  
 Work Health and Safety Act 2012 (SA)

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