



Bangalow Koalas Inc. Work, Health & Safety Policy 2021



Introduction

At Bangalow Koalas Inc, we believe that our people are our primary asset. Therefore, we commit our energy and attention to protect employees, volunteers, contractors and any other people involved with our organisation, including project partners, clients and the public.

Bangalow Koalas Inc. promotes a strong safety culture that effectively prevents accidents, we commit to perform systematic identification of hazards and to manage them with appropriate risk assessments and subsequent actions to minimise danger.

Purpose

This policy is designed to ensure that all employees, members, volunteers, contractors, and visitors observe and comply with Work Health and Safety (WHS) regulations and guidelines so to provide and maintain a working environment that is safe and without risks to health and to ensure that our activities do not place the wider community at risk of injury or illness.

Policy

WHS shall be a mandatory consideration in the following situations:

- In the primary place of employment;
- While in transit to Bangalow Koalas Inc. activities or events;
- In the field, on sites or venues where Bangalow Koalas Inc. projects, activities or events are held;
- Where there are identified potential or actual hazards; and
- When attending to maintenance or repair tasks.

It is the responsibility of the executive committee to take reasonable care for the health and safety of all people within the workplace (including other employees, members, volunteers, visitors and contractors) and for all people who may be affected by his/her acts or omissions.

It is the responsibility of the members, volunteers and contractors to cooperate and comply with all WHS regulations, policies and procedures in the workplace and out in the field.

In the primary place where members, volunteers and contractors are working, the following matters shall be identified and documented:

- Current practice in respect of job roles and routine tasks.
- Actual and potential hazards.
- Actions to minimise or eliminate hazards.
- Setting targets to ensure continued improvement aimed at elimination or work-related injury and illness.
- Training requirements of staff in WHS.

Bangalow Koalas Inc. will consider the following areas in the workplace:

- Physical environment
- Ergonomics and layout of work stations
- Housekeeping
- Stress in the workplace
- Security
- Manual handling
- Movement and safety
- Evacuation procedure

Prior risk assessment must be undertaken of the group's projects activities and events to manage any identified risks.

The Risk Officer, insert name, shall be appointed to maintain the WHS system.

All travel on official business must receive prior approval from the President, but in the case of the President, from the executive committee.

All employees, members and contractors, and is optional, but encouraged, for volunteers in the field must have their mobile phones switched on at all times.

All hazardous materials must be appropriately stored and checked in terms of expiry dates and leakage. Material Safety Data Sheets (MSDS) must be obtained for all chemicals being used as part of Bangalow Koalas Inc. activities. All substances identified as dangerous (including items that may be caustic or carcinogenic) should not be handled directly.

All storage and use of chemicals shall be in accordance with the MSDS and substances shall be stored in their original containers with the label intact at all times.

All plant, equipment and substances must be used in accordance with safe operating procedures from the manufacturers / suppliers. Any defective plant, equipment and substances should be removed from use and reported immediately to the responsible person.

All accidents / incidents must be reported to the President and Risk Officer within 24 hours of the event occurring. An Incident Report form shall be used (Appendix A). The insurer and WorkCover NSW must be notified in incidents involving fatality, serious injuries or illness.

The Committee shall receive all accident / incident reports and review the WHS system on a regular basis.

Leadership

Bangalow Koalas Inc. members, volunteers and contractors – at all levels – are accountable for managing workplace health and safety with strong leadership and credibility.

At the same time, Bangalow Koalas Inc. believes that staff involvement is indispensable to establish and maintain safety and health in the workplace.

As such, staff are empowered to:

- Challenge any unsafe acts they see or perceive;
- Put a task on hold if they judge that safety is not adequate, until a competent person takes appropriate risk control measures.
- Become actively involved in programs to improve health and safety performance in the workplace.

Duty Holders

Bangalow Koalas Inc. acknowledges that, under the Work Health and Safety Act 2011, Duty Holders are those who have a duty under the law to manage risks to health and safety, which are non-transferable. Duty Holders include the following:

- 1. Persons Conducting Business or Undertaking** – the principal duty holder, which includes volunteer committees / boards with paid staff.
- 2. Workers** – including contractors, labour hire, employees, volunteers and trainees.
- 3. Officers** – those persons responsible for making all or a substantial part of the decisions that affect the health and safety of the business.
- 4. Other** – visitors to our office and sanctioned events (including family members).

Communication between all Duty Holders is paramount to resolving health and safety issues. Responsibilities of the Duty Holder are included in Appendix B.

Responsibilities

It shall be the responsibility of the Risk Officer to ensure that these requirements of this policy are complied with.

These policy and procedures shall be reviewed every year by the Committee.

APPENDIX A:

Record of Health or Safety Issue

Owners and supervisors are required to use this or similar templates to keep a record of any identified health or safety issues reported by your members, volunteers or contractors or their elected health and safety representatives. This will help to maintain and improve safety in your workplace by identifying hazards, risks, faulty equipment, unsafe practices etc.

Who should use this form?

- Members, volunteers or contractors, and committee members
- Health and safety representatives (HSRs), if you have them, are entitled to inspect their area of representation and to report, orally or in writing, to the PCBU any issue that in their opinion affects or may affect workplace health and safety
- A health and safety committee member, if you have one
- Other people may also use this form to report a work health and safety issue

Business name: Bangalow Koalas Inc.

1. Who reported the health or safety issue?

Name Time Date

2. Who was the health and safety issue reported to?

Name Time Date

3. What is the health or safety issue? Location of hazard/risk?

4a. What is its priority? Assess the priority of the health or safety issue by identifying its most likely impact/consequence on workers and the chance of it actually happening.

Date for remedial action to fix issue

4b. What has been done to rectify the health or safety issue?

Signed Date

5. What further action needs to be taken? (eg. Training, item creating hazard to be removed, manual task changed in a way that it no longer requires lifting, noise assessment, review of safe work procedures, training, etc).

List	Responsibility	Date for completion

Register of Injuries/Illness

Employers are required to keep a register of injuries that is readily accessible in the workplace (Under Section 63 of the Workplace Injury Management and Workers Compensation Act 1998). The manager of any mine or quarry, or the occupier of any factory, workshop, office or shop is responsible for this register of injuries.

Requirements of injury and illness registration

- Employers must keep a Register of Injuries at each workplace for workers to record any workplace injury or illness.
- The register of injuries may be kept in electronic form only if the employer provides education, training and facilities to ensure that workers are able to access the register.
- An injured worker (or someone acting on their behalf) must notify the employer in writing, or verbally, of any work-related injury or illness as soon as possible after an injury has happened.
- Employers need to provide written confirmation to the injured worker that they received notification of the injury or illness.
- Employers need to provide a signed and dated copy of this entry to the injured or ill worker.

Business name: Bangalow Koalas Inc.

Industry: Environment + Conservation

Nature of business: Hosting educational events, implementing tree planting projects and hosting community meetings.

Injured / ill worker's details

Full name	<input type="text"/>	DOB	<input type="text"/>
Position	<input type="text"/>	Department/team	<input type="text"/>
Volunteers	<input type="text"/>	Manager/ supervisor's name	<input type="text"/>
Worker's address	<input type="text"/>		

Injury or illness details

Date of injury/illness Time of injury/illness

Nature of injury/illness:

Bodily location of injury/illness (for illnesses include symptoms):

Location at time of injury:

How was the injury/illness sustained (cause of injury/illness):

Was any plant, equipment, substance or thing involved in the injury/illness?

Yes No

If yes, please provide details:

Witnesses

Were there any witnesses to the injury/illness?

Yes No

If yes, please list name and contact number for each witness:

Full Name	<input type="text"/>	Contact	<input type="text"/>
Full Name	<input type="text"/>	Contact	<input type="text"/>
Full Name	<input type="text"/>	Contact	<input type="text"/>
Full Name	<input type="text"/>	Contact	<input type="text"/>
Full Name	<input type="text"/>	Contact	<input type="text"/>

Follow up

Has the injury been reported to the worker's supervisor?

Yes No

Was any treatment provided?

Yes No

If yes, please provide details:

Did the injured worker return to work following the injury/illness?

Yes No

If yes, please provide details:

Authorisation

This version was approved on: 27th January 2021

This version takes effect on: 4th February 2021

Authorised by: Linda Sparrow

President: Linda Sparrow

President or responsible person signature:

A handwritten signature in black ink, appearing to read "Linda Sparrow", is written over a horizontal line.