



NIMBIN COMMUNITY CENTRE Inc
81 Cullen Street
NIMBIN NSW 2480
Phone: (02) 6689 0000
Email: ncci@nimbincommunity.org.au
URL: <http://www.nimbincommunity.org.au>

NCCI Workplace Health and Safety Policy and Procedures

(adapted with thanks from Nimbin Neighborhood & Information Centre Policy)

PURPOSE

NCCI is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises.

SCOPE

This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to NCCI's premises, to the extent it is relevant to them.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

POLICY STATEMENT

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

NCCI will make resources available to comply with relevant Acts and Regulations associated with workplace health and safety and to ensure that the organization's workplaces are safe and without risk to health.

NCCI will undertake regular reviews and take steps to enhance workplace health and safety on a continuous improvement basis.

CHILD SAFETY STATEMENT

Protecting children from harm is a responsibility shared by everyone in the community. Making a report about suspected child abuse or neglect is an important part of this responsibility. Anyone suspecting a child is the subject of abuse or neglect and needs protecting from harm is encouraged to report. An anonymous report can be made to Children's Services online or on **the phone - 0800 555 111 - 24/7**.

BULLYING AND VIOLENCE AT WORK

NCCI is committed to reducing bullying and occupational violence so far as is practicable in the workplace.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying can include:

- verbal abuse;
- excluding, ignoring or isolating a person;
- psychological harassment;
- intimidation;
- assigning meaningless tasks unrelated to a person's job;
- giving a person impossible assignments and deadlines;
- unjustified criticism or complaints;
- deliberately withholding information vital for effective work performance; and
- constant taunting, teasing or playing practical jokes on a person who is not a willing participant.

Bullying can be verbal, or in writing (including online).

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

BREACH OF THIS POLICY

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a contractor may result in cancellation by NCCI of the services provided by that contractor.

PROCEDURES

Responsibilities of the Management Committee

The Management Committee is responsible for promoting and maintaining workplace health and safety (WHS) and taking all steps as may be reasonably practicable to ensure a safe workplace. The officers of the Management Committee must act with due diligence in maintaining the responsibilities as follows:

- establishing systems that provide for the health and safety of all persons in the organization
- ensuring that these WHS policy and work safety procedures are effectively implemented
- conducting an annual review of the WHS policy
- overseeing the annual review of WHS procedures by the Coordinator.

Responsibilities of the Coordinator

The Coordinator has primary responsibility for implementation of WHS policy and must act at all times with due diligence and take all practical measures to ensure that:

- the workplace is safe and without risks to health
- the behavior of all persons in the organization is safe and without risk to health

In implementing these responsibilities, the Coordinator will ensure:

- the dissemination of information about WHS to all staff
- that the office notice board carries required WHS notices
- regular discussion about WHS issues at meetings with workers
- regular consultation with all workers about matters impacting on WHS
- the maintenance a log of accidents, incidents and injuries, and the use of this information to identify risk throughout the organization
- the conduct of annual inspections of health and safety risks throughout the organization with the and development of control measures
- the maintenance of records relevant to the implementation of WHS policies.
- If a report is made directly to NCCI, or NCCI suspects that a child attending the Centre is the subject of abuse or neglect and needs protecting from harm, the NCCI will report it to the Child Protection Helpline- **132 111**.

If the Coordinator 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 Management Committee.

Responsibilities of the workers (i.e. staff and volunteers)

All workers must take all reasonable care in the workplace to always work safely. Workers are required to follow WHS policy and safety procedures and:

- report observed safety hazards to the Coordinator
- participate in consultation and training about WHS
- observe and promote safe working practices.

WHS Consultative Framework

NCCI will adopt a consultative framework for addressing WHS to ensure it:

- meets the requirements for consultation under the Act
- draws on the knowledge, experience and ideas of staff, including volunteers and encourages their participation and input to improve the management of WHS.

WHS legislation 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 workers or anyone else entering the workplace.

WHS Consultation Mechanism

The Coordinator will establish and maintain an ongoing consultative mechanism with the other employees and volunteers.

In addition, all workers and persons in the workplace are encouraged to raise WHS issues at any time via the following methods:

- Using hazard Identification Forms
- Notifying the Coordinator or the Management Committee either verbally or in writing.

It is the responsibility of the Coordinator to advise the Management Committee within 24 hours of any incident occurring.

The Management Committee must act on any WHS issue arising in a timely manner.

The Coordinator will undertake training as may be relevant, at the cost of the organization.

The Coordinator will take responsibility for coordination and oversight of the following:

Ensuring safety responsibilities are clearly defined and understood

- Review the requirements of relevant legislation
- Include safety information and responsibilities in induction
- Develop clear instructions on how to deal with safety issues
- Train others in their role in ensuring safety in the workplace

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

- Write safety procedures for all key functions
- Train all workers and volunteers in safe work procedures.
- Ensure safe equipment is purchased, maintained and used properly.

Monitoring and reviewing safety performance

- Build safety into business plans
- Promote safety as a core business value

- Provide ongoing training
- Review procedures when there are changes in the workplace or after an incident

Managing workplace injuries

- NCCI will encourage and support its employees to undertake First Aid training and keep any certification current.
- Provide first aid and/or transport to medical treatment
- Notify all injuries as soon as possible
- Record all injuries in an incident register.
- NCCI is committed to providing access to First Aid equipment for the workplace and ensuring that all workers have access to this equipment.

Workers compensation insurance policy

- Ensure policy is up to date for number of employees and roles performed
- Notify the workers compensation insurer of any injuries within 48 hours.

Return to work program

- 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.

Personal Protective Equipment (PPE)

The need for PPE use will be determined through a risk management process. Where appropriate, PPE will be provided to minimize the risk to personnel. The correct use, maintenance and storage of PPE will be followed. Staff are responsible for:

- implementing PPE protocols in their area of responsibility
- not placing themselves or others at risk of injury
- ensuring appropriate selection of PPE
- using PPE that is provided
- Monitoring compliance with PPE requirements and investigating non-compliance.

Tenants, contractors, visitors and volunteers are responsible for:

- not placing themselves or others at risk of injury
- using PPE that is provided or in the case of a tenant or contractor providing and using the type of PPE required for certain circumstances within NCCI property.

Managing workplace injuries

NCCI will keep an incident register to record accidents, injuries and incidents. The register will be maintained by the Coordinator and will be used to record:

- all accidents and incidents that occur to workers or visitors while on the premises
- any journey accidents and incidents involving workers
- all critical incidents irrespective of any actual injury occurring.

In the event of a workplace injury:

- It is the worker's responsibility to notify the Coordinator of any injury within 24 hours.
- It is the responsibility of the Coordinator to complete the organization's incident register as soon as is practicable.
- Once an injury is notified the Coordinator 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 Coordinator is notified of an injury they will notify NCCI's workers compensation insurance company. For a 'significant injury' (one that is likely to result in a claim against NCCI's worker's compensation insurance) the insurance company will be notified within 48 hours. For other types of injury, the insurance company will be notified within 7 days.
- In the event of a 'notifiable incident' under the WHS Act, WorkCover must be notified as soon as NCCI becomes aware of it. A notifiable incident is one where there is a death of a person, OR a serious injury or illness is involved OR a dangerous incident occurs. (Refer WorkCover Fact Sheet).

Workers compensation Insurance

NCCI complies with all statutory requirements in relation to the provision of insurance against work related injury. A worker's compensation insurance policy will be kept current for the number of workers and the roles performed.

If a worker 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 Coordinator so that the appropriate paperwork may be completed for the insurer. The worker's 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.

No Smoking

Smoking relates to any activity that involves any combustible substance being inhaled by a person. The purpose of this policy is to ensure that all NCCI workers and buildings are protected from the likelihood of exposure to passive smoke or embers which can increase the likelihood of fire.

Under the WHS Act (2011), Nimbin Community Centre Inc. (NCC) is committed to taking all measures practicable to protect workers and others in the workplace from foreseeable risks to their health, safety, and welfare. This includes protecting workers from the health risks of "passive smoking" due to inhaling other peoples' tobacco smoke. NCCI is committed to eliminating the risk of fire as far as is reasonably practicable.

Having assessed both the risk to staff due to exposure to environmental tobacco smoke and the potential risk from fire to buildings, NCCI has put in place the following controls:

1. Smoking is prohibited in all NCCI buildings including reception areas, hallways, toilets, open plan areas, meal rooms, training/seminar rooms and any other rooms that make up the internal building environment.
2. Smoking is prohibited when using any motorized equipment on the Nimbin Community Centre site.
3. The risk to workers associated with passive smoking is to be identified, assessed, and controlled as part of the organization's routine WHS risk assessment.
4. 'No Smoking' signs will be placed and maintained in appropriate locations around NCCI sites.
5. Sand trays will be provided outside buildings to ensure that cigarettes are properly extinguished and disposed of without any risk of fires starting.

Hazardous Chemicals

NCCI recognizes the dangers to both the environment and to individuals who may come into contact with hazardous chemicals. NCCI has a responsibility to carry out its duties in a reasonable manner and to take reasonable care to ensure that they do not cause harm or injury to other persons, their property and environment. This extends to all members of the community, NCCI Staff and visitors who make use of NCCI owned and managed property.

The objectives of this policy are designed to:

1. Ensure this Duty of Care is upheld
2. Establish guidelines to protect the environment of NCCI property and its environs
3. Protect the Nimbin community, its visitors and NCCI against unsafe practices with regards to hazardous chemical use, storage & disposal.

NCCI is committed to ensuring that the health of employees and others is not compromised by irresponsible use of hazardous chemicals by NCCI. This policy observes and is informed by the Dangerous Goods Act 1998 and the Dangerous Goods Regulations 1998. The Work Health and Safety Act 2011 must be applied at all times.

Consultation

NCCI Management Committee must be informed prior to the release of any hazardous chemicals by its staff or agents into the environment of NCCI property. The committee is entitled to a rationale illustrating the need for agricultural poisons where mechanical, cultural or biological control methods are unsuitable. Ideally, chemical controls should only be used if other options are unavailable. If a chemical control is to be used, the hazardous chemical chosen to do the job must be the least toxic to the operator, with consideration given to the impact on insects, including bees, and the environment.

Training and accreditation

It is essential that anyone who uses hazardous chemicals should hold a recognized chemical application accreditation (eg: ChemCert NSW). Persons or businesses involved in contract spraying for a fee or reward must hold a Commercial Operator's License. Anyone who applies chemical products for a licensed Commercial Operator must have a Certificate of Competency that is relevant to the type of work they perform.

It is the responsibility of NCCI to ensure the operator has an adequate understanding of:

- the pest
- the equipment
- the application method
- all product safety information as identified on the label & within published Material Safety Data Sheets (MSDS).

Material Safety Data Sheet (MSDS)

Additional information can be obtained from the Material Safety Data Sheets (MSDS) for each chemical. Where an employee is applying chemicals, an MSDS must be available on request.

The hazardous chemical must be registered for the intended use or be permitted for any intended off-label use and should not be prohibited for the intended use or application method. MSDS must be kept for all chemicals stored on site. Hazardous chemicals must be clearly labelled and stored appropriately, away from children.

Safety

Personal Protective Equipment (PPE) & Clothing should always be worn as recommended on the chemical container's label.

Check conditions

It is the User's responsibility to ensure that the chemical stays in the target area. The user has a legal obligation to avoid causing an "adverse effect" through spray drift. Conditions during spraying must be checked and halted if adverse conditions arise. Chemicals must not be applied when there is a possibility of off-target drift and spraying is close to or up wind of sensitive areas. Care must be taken to avoid spraying on or near environmentally sensitive areas

Legislative requirements

Storage, mixing and disposal of hazardous chemicals must comply with the requirements of the Dangerous Goods Act 1998 and the Dangerous Goods Regulations 1998. The Work Health and Safety Regulations 2011 must be applied at all times and also require that a register of hazardous substances must be kept and maintained at the storage area and that it must be readily available to any employee who may be exposed to a hazardous substance.

Records

A copy of the chemical application diary entry must be provided to the NCCI for every activity involving chemical application. NCCI must keep a copy of this diary entry for a minimum of ten (10) years.

Responsibilities

- Accountable Persons: Ensure this protocol is implemented within their area of responsibility. Provide information and training to employees regarding dangerous goods handling, use and storage.
- Employees: Ensure that they comply with the requirements set out in Chemcert (NSW) Ltd's Farm Chemical User Training Program or equivalent
- Responsible Officers: Provide suitable facilities and resources to ensure the effective implementation of this policy.

Definitions

Accountable Person: An individual, who assumes responsibility for the health or welfare of any other person in a workplace by providing instruction, direction, assistance, advice or service, is deemed an Accountable Person in accordance with the Work Health and Safety Act 2011. All management, supervisory staff and contractors are therefore considered “accountable persons”.

Dangerous Goods: Dangerous goods means substances which are either specifically listed in the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code) or meet the classification criteria of the ADG Code. Dangerous goods class means the class allocated to a substance under the ADG Code.

Review of Policy and Procedure

This procedure will be reviewed annually by the Coordinator in consultation with the Management Committee and the workers.

The review will involve assessing the effectiveness of the procedures by (among other things):

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

Dissemination of Policy and Procedure

The Workplace Occupational Health & Safety Policy and related procedures will be displayed in the workplace and all workers will be provided with a copy by the Coordinator. New employees will be provided with a copy of the documents as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

References:

1. Work Health and Safety Act 2011, <http://www.legislation.nsw.gov.au/maintop/view/inforce/act+10+2011+cd+0+N>.
2. WorkCover NSW Website 2015, <http://www.workcover.nsw.gov.au/>.
3. MSDS Website 2015, Material S

NCCI Incident Report

A Copy will be retained in the NCCI incident report register

NAME OF PERSON COMPLETING THIS INCIDENT FORM:

.....

NAME OF PERSON/PEOPLE AFFECTED BY INCIDENT:

.....

RELATIONSHIP TO NCCI (employee, volunteer, visitor, tenant)

.....

If employee: Nature of employment

.....

DATE of incident:

LOCATION OF INCIDENT:

.....

.....

DESCRIPTION OF INCIDENT: details, details of injury sustained and how, if relevant

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Was medical attention sought – if so what/where?

.....
.....

WITNESSES:

.....
.....

SIGNATURE:

OFFICE USE ONLY

NCCI’s Coordinator will inform in writing those identified on this form that NCCI has received notification of the incident reported in the Register.
Series injuries will be reported to WorkSafe immediately.

Received by:

Date Received:

.....

ACTION:

.....
.....

OUTCOME:

.....
.....
.....

Signature:.....

Date:...../...../.....