

Core Module Manual

Full Care Lifetime

WORKPLACE HEALTH AND SAFETY POLICY AND PROCEDURE

The purpose of this policy and procedure is to demonstrate that the organisations commitment to providing workplace that is safe and minimize risks to employees and participants by encouraging all employees and Management to take fair and reasonable means to ensure safe work practices.

Definitions

Duty of Care – A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of Full Care Lifetime staff to provide participants, students, volunteers, contractors and anyone visiting the service with an adequate level of care and protection against reasonably foreseeable harm and injury.

Safety Data Sheet (SDS) – Provides staff and emergency personnel with safety procedures for working with toxic or dangerous materials. The safety data sheet includes all relevant information about the material such as physical properties (e.g., melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (e.g., personal protective equipment, safe storage/disposal and management of spills).

Workplace – any place where work is carried out on behalf of Full Care Lifetime.

POLICY

The health and safety of staff and participants is of paramount importance to Full Care Lifetime. Workplace Health and Safety is the responsibility of all Full Care Lifetime stakeholders including management staff, employees, volunteers, contractors, participants, families, carers and visitors.

If services are delivered in participants' homes, participants must provide a safe and health working environment for Full Care Lifetime's staff. We will take steps to ensure the health, safety and wellbeing of employees, participants and their representatives, volunteers, contractors and visitors.

Our employees and volunteers are expected to stop work that is unsafe.

PROCEDURES

- Full Care Lifetime will develop best practice working routines, instructions, procedures, processes and systems that minimize reduce or remove risks for staff and participants
- Provide protective clothing and equipment (PPE) as required, to protect employees.
- Consult about and endeavour to continuously improve, safety measures.
- Staff complete risk assessments before commencing work in a participant's home.
- Provides staff with annual emergency training.
- Maintains a system of hazard identification and outcomes with the aim to reduce hazards.
- Provide manual handling as mandatory yearly training for staff.
- Workplace Health Safety are reported to the appointed manager.
- Management will address or respond to WH&S issues or nominate a suitable staff representative to do so.
- Track issues progress and outcomes in Workplace Health Safety Improvement Register and.
- Workplace Health Safety matters are to be reported to the Management Team monthly bases.

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- Upon commencement, all staff will undergo Induction, which will include general and task specific WH&S training where appropriate.
- The Management Team is responsible for ensuring the company meets its obligations under WH&S legislations.

Management Team Responsibilities

Management Team will be vigilant in ensuring that each employee is safe from injury and risks to health while at work by actioning the following:

- Provide and maintain a safe working environment.
- Provide adequate facilities.
- Provide instruction, orientation and training.
- Monitor working conditions including home safety assessments.
- Monitor health and safety of employees (review any injuries).
- Keep records of any work-related injuries.
- Identify hazards and potential risks and minimise or eliminate where possible.
- Develop, implement and regularly review WHS procedures and policies.
- Consult regularly with employees and have WHS as a mandatory part of all meetings.
- Be aware of and always follow, the WHS Act.
- Ensure WHS policies and procedures are followed.
- Ensure any risks or potential risks are identified, assessed and controlled.
- Provide employees with a thorough induction and information, instruction and ongoing training and supervision to ensure all work is carried out safely.
- Provide contractors with relevant information to safely carry out their work and to comply with the Company WHS responsibilities.

Staff Responsibilities

- Take reasonable care to protect own health and safety
- Use equipment provided by Company to protect own and participant health, safety and wellbeing
- Follow the company's health and safety instructions and procedures
- Do not be affected by drugs or alcohol at work
- Report hazards and incidents/injuries to Management immediately
- Be aware of and follow the Workplace Health & Safety Act.

Responsibilities of contractors, participants, families, representatives and provider

- Be familiar with this policy.
- Report hazards or incidents immediately to Management to enable effective control and management of any problems.
- Public liability insurance to cover any injuries they cause to their participants and/or the public (contractors)
- Cooperate with reasonable WHS rules and practices implemented by Full Care Lifetime.
- Not act recklessly or placing the health and safety of others at risk.
- Ensure their actions or failure to act do not put themselves or Full Care Lifetime's staff at risk.
- If services are delivered in participants' homes, participants must provide a safe and healthy working environment for Full Care Lifetime's staff.

Monitoring and Review

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Full Care Lifetime Management Team will review this policy and procedure at least annually. This process will include a review and evaluation of current practices and service delivery types, contemporary policy and practice in this clinical area, the Incident Register and will incorporate staff, participant and another stakeholder feedback. Feedback from service users, suggestions from staff and best practice developments will be used to update this policy.

Our Continuous Improvement Plan will be used to record and monitor progress of any improvements identified and where relevant feed into Full Care Lifetime service planning and delivery processes.