



Melrose Rural Care

Occupational Health Safety and Welfare Policy

From our philosophy: **“We aim to provide high quality care and education through a partnership between parents, children, community, staff and the Department of Education and Children’s Services.”**

With the belief that:

- ❖ Children develop individually through stages, in their own learning style varying through cultural and family values and perception of these may vary.
- ❖ Healthy self esteem is the basis of positive physical, intellectual and social growth.
- ❖ We believe children need to express themselves in a safe environment.
- ❖ Children learn most effectively through hands on experience, through play.
- ❖ We value involvement of families and community and we encourage open communication.
- ❖ Our planning and evaluation is inclusive to children with additional needs.
- ❖ Our aims of planning and daily activities reflect our philosophy and are made available to families.

1. Statement of intent

MELC is committed to the proper management of occupational health, safety and welfare, which ranks equally with all other operational considerations. It is the aim of MELC to minimise the risk of injury and disease to our employees and other persons by adopting a planned and systematic approach to the management of occupational health, safety and welfare and providing the resources for its successful implementation and continuous improvement.

2. Objectives

The objectives of this policy are to ensure:

- all hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled
- measures to control hazards and risks to health and safety are regularly monitored and evaluated
- employees are consulted and encouraged to contribute to the decision-making process on occupational health and safety (OHS) matters affecting their health and safety at work
- all managers, supervisors and employees receive the appropriate information, instruction, training and supervision they need to safely carry out their responsibilities.

3. Strategies

MELC will achieve its occupational health, safety and welfare objectives by developing and implementing appropriate policies and procedures that document standards and guide managers, supervisors and employees in carrying out their responsibilities in:

- identifying hazards and risks to health and safety associated with tasks and activities carried out by MELC.
- assessing the degree and level of risks arising from hazardous tasks or activities
- selecting, implementing and maintaining appropriate measures to control risks to health and safety
- consulting with employees and their representatives on matters that may affect their health and safety
- identifying, developing and providing appropriate information, instruction and training to equip managers, supervisors and employees with the knowledge and skills necessary to meet their responsibilities

- developing, implementing and monitoring plans to put health and safety policies and procedures into effect.

4. Roles and responsibilities

4.1 Responsible Officer

The Director as the Responsible Officer has the overall responsibility to provide a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement strategies.

In particular the Director will ensure:

- appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety
- mechanisms are provided to enable the identification, development, implementation and review of appropriate health, safety and welfare-related policies and procedures
- mechanisms are provided to enable employees and their representatives to be consulted on any proposals for, or changes to, the workplace, work practices, policies or procedures that may affect the occupational health, safety and welfare of employees
- managers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities
- mechanisms are provided to enable the assessment of Coordinator's and Employee's health and safety performance
- OHS performance is an integral component of MELC's business and financial plans
- mechanisms are provided to regularly monitor and report on health and safety performance
- annual health and safety strategic plans are developed and implemented to meet health and safety objectives.

4.2 Health and Safety Representative

The Health and Safety Representative has the responsibility for coordinating MELC management of health and safety on behalf of the Director. The Health and Safety Representative does not assume the responsibilities of managers and supervisors.

The Health and Safety Representative has a responsibility to:

- coordinate the identification, development, implementation and review of health and safety-related policies and procedures
- assist managers and supervisors in the identification, assessment and selection of measures to control hazards and risks to health and safety
- assist managers and supervisors in monitoring and evaluating hazards and risk control measures
- assist managers and supervisors in the identification, development and provision of appropriate health and safety-related information, instruction and training
- assist managers and supervisors to effectively consult with employees and their representatives
- monitor and advise on legislative and technical changes relating to health and safety
- monitor and provide regular reports to the Responsible Officer and the Health and Safety Committee on the MELC OHS performance
- support employees and HSRs to follow policies and safe work procedures developed
- provide information to employees and their representatives on health and safety.

4.3 Employees

Employees have a responsibility in their areas of control to ensure:

- they carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures

- relevant health and safety policies and procedures are effectively implemented
- all risks to health and safety are identified, assessed and effectively controlled
- the effectiveness of risk control measures are regularly monitored and deviations from standards rectified
- employees have adequate knowledge and skills to carry out their health and safety responsibilities
- employees and their representatives are consulted on any proposals for, or changes to, the workplace, work practices, policies or procedures that may affect the health and safety of employees.
- relevant health and safety policies and procedures are implemented in their areas of control
- all risk control measures in their areas of responsibility are implemented, regularly monitored and maintained
- the employees under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs.
- report any incident or hazards at work to their coordinator or responsible officer
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures
- obey any reasonable instruction aimed at protecting their health and safety while at work
- use any equipment provided to protect their health and safety while at work
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
- consider and provide feedback on any matters which may affect their health and safety
- ensure they are not so affected by alcohol or another drug to endanger their own or any other persons' health and safety.

4.4 Health and safety committee MELC will establish a health and safety committee(s) consisting of management and employee representatives. The Health and Safety Committee will be the principal forum for management to consult with employees on broad health, safety and welfare, and policy issues.

The responsibilities of the Committee are to:

- assist in the development, monitoring and review of health and safety policies and procedures
- consider any proposal for, or changes to, the workplace, policies, work practices or procedures that may affect the health and safety of employees
- promote the importance of health and safety among management and employees
- monitor [organisation's name] health and safety performance
- monitor the rehabilitation of injured employees
- assist in the resolution of health and safety disputes.

4.5 Health and safety representatives

We will encourage and facilitate the formation of work groups and election of health and safety representatives (HSRs) to represent employees on health and safety matters.

The role of HSRs is to:

- represent employees from their work group on health and safety matters
- investigate health and safety-related complaints prior to representations to management
- make representations to management and report back to employees on any matter relating to health and safety
- discuss with the employees any proposals or matters that may affect their health and safety
- assist management in the identification of hazards, the assessment of risks and implementation of risk control measures
- assist in promoting adherence to health and safety policies and procedures

- assist in the monitoring of risk controls and health and safety policies and procedures.

5. Annual report

The annual report will contain health and safety information with particular reference to work injury and experience relative to performance targets.

6. Review of policy

The health and safety policy will be reviewed annually in consultation with the Health and Safety Committee. The review will involve assessing the effectiveness of the policy and program by:

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

7. Dissemination of policy

Each employee will be provided with a copy of health and safety policy as part of their induction. Employees will have ready access to all health and safety policies and procedures through their supervisors and HSRs.

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Director Rural Care

Ratified: / /2008

Review date:

Referenced to: DECS Workplace Health and Safety Handbook