

Policy

RedR is committed to providing a safe and healthy environment for our workforce and all other people who visit RedR sites or training facilities.

RedR aims to minimise the likelihood of injury to those who associate with the organisation by applying a systematic approach to the management of Health and Safety by identifying the principles and structures which promote good safety practices.

RedR acknowledges that the best health and safety outcomes will be achieved through the joint cooperation of management and employees. Employees will be consulted on all changes in the workplace and systems of work that may impact on their health and safety, on issues regarding identification and control of hazards, the suitability of facilities and the adequacy of training.

Commitment Statement

- Provide and maintain a safe and healthy work environment
- Endeavour to ensure compliance with all health and safety legislative requirements, guidance material and relevant standards
- Identify, assess and control hazards where our employees are required to work
- Provide appropriate supervision and information for all employees
- Provide training for employees to enable them to perform their tasks safely
- Provide ongoing inspection and review of the workplace, work practices and procedures
- Ensure appropriate responses are made in the event of an incident or injury, including taking action to prevent a recurrence
- Facilitate rehabilitation and encourage the early return to work of employees who may be injured

1. Roles and Responsibilities

Every Individual

All RedR personnel will individually exercise due diligence to ensure compliance under Health & Safety legislation. In particular employees will:

- RedR Personnel, whatever their role, have a primary responsibility to ensure that the work they undertake or supervise is carried out in a safe manner. No task is so important that a person's safety is put at risk.
- Take reasonable care for themselves and others who may be affected by their acts or omissions
- Contribute to, and be involved in, the organisations ongoing management of health and safety
- Comply with all workplace policies and procedures implemented in relation to health and safety
- Report all situations that may adversely impact on workplace health and safety

Board of Directors

Board of Directors provides leadership and holds overall responsibility in the exercise of due diligence to ensure the business or undertaking fulfils its health and safety obligations under the legislation and common law responsibilities. Directors of companies can be held liable for any acts or omissions by the company which compromise health and safety.

Senior Management Team (SMT)

SMT is to be responsible for the development of policies and systems to meet legislative requirements, the effective implementation of these policies and systems and on-going monitoring of system effectiveness and quality improvement. SMT is to facilitate and integrate the development of improved Health and Safety systems and practices throughout all functions of the organisation. SMT also supports improvement in the opportunities for staff and management to contribute both to new developments, continuous improvement and legislative requirements.

2. First Aid

RedR recognises that first aid is the immediate, initial attention to a person suffering an injury or illness.

Each location will assess the number of first aiders required, having regard to the nature and frequency of injuries, the competencies that may be required and the proximity to more qualified help. First Aid training will be arranged and reviewed to ensure certifications are up to date.

A first aid kit will be kept at each work location and located in an accessible location.

Further guidance referenced under *First Aid in the Workplace*, WorkSafe.

3. Responding to Emergency Evacuation

RedR is committed to providing safe systems of work when dealing with an emergency situation. Examples of an emergency include dealing with situations may be such as fire, gas leaks, bomb threats, suspicious package, civil disturbance, explosions, flood, or personal threat (armed or unarmed person/s threatening injury to others or to themselves).

Wardens

Floor wardens will be nominated and provided with training. Warden's roles and responsibilities can be referenced under the *Warden Handbook*, First5Minutes.

Building Evacuation Procedures

- Take any personal possessions which you have with you at the time you need to evacuate.
- Move to the Floor Assembly Point as directed by your Wardens.
- When instructed to evacuate, leave by the emergency exit/s. (DO NOT use lifts).
- Move calmly to the Assembly Area and remain in the company of staff from your floor/area.

Emergency Services

In an emergency situation call 000 for either fire brigade, police or ambulance. Provide your name and telephone number and any other information requested by the operator.

4. Smoke Free workplace

RedR Australia upholds the right of an individual to work in a smoke free environment. As of 1 March 2006, the *Tobacco Act 1987* (Vic) (“the Act”) has required all “*enclosed workplaces*” to be smoke-free.

The National Occupation Health and Safety Commission (now Safe Work Australia) advise that in order to achieve complete elimination of environmental tobacco smoke from the workplace, smoking should be prohibited in areas where smoke can drift into the workplace (i.e. outside entrances and near windows and ventilation ducts). RedR will allocate designated smoking areas outside the workplace building and provide bins designed for cigarette butts to avoid littering and fire hazards.

RedR is committed to a workplace culture that is supportive of workers who wish to quit smoking. Workers are encouraged to refrain from smoking while wearing any form of company uniform or branding.

More information and support is available via:

QUITLine <http://www.quit.org.au> 13 78 48
QUIT Now <http://www.quitnow.gov.au>

5. Ergonomics

RedR recognises the importance of identifying and correcting ergonomic risk factors in the workplace. RedR aims to effectively identify and prevent work-related musculoskeletal disorders (MDS) through engineering, equipment, proper work practices, and administrative controls.

Purchase of equipment will be based on reasonable grounds and the organisation’s ability to meet the requirement.

Fitballs/ Swissballs as seats are strictly NOT allowed in the workplace due to the health and safety of the individual and to others in the workplace.

The following resources are available on the Handbook to provide general guidance:

- Factsheet: Workstation Set up – Sitting and Standing
- Factsheet: Vehicle Ergonomics
- Awareness: Ergonomics and Manual Handling training (PowerPoint)

6. Manual Handling

The OHS Regulations 2007 define manual handling as “any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object.” Manual handling is not limited to handling heavy objects. It includes: lifting, pushing, pulling, holding, lowering, throwing, carrying, packing, stacking, assembling, cleaning, sorting, using tools, and using a keyboard.

Not all manual handling is hazardous. A manual handling task can be hazardous if it involves the following factors:

- Repetitive or sustained force

- High or sudden force
- Repetitive movement
- Sustained or awkward posture
- Exposure to vibration

Key principles to remember when manual handling:

- Maintain spine curve to all manual tasks
- Hold close to your body
- Consider safe reach zones
- Plan the task / assess the load
- Apply semi-squat position when lifting
- Avoid twisting of the spine
- Use mechanical aids
- Ask for assistance

The following resources are available on the Handbook to provide general guidance:

- Safe SHAPE Manual Handling Checklist
- Manual Handling Code of Practice (MHCC) - general guidance on prevention, identification, assessment and control of risks arising from manual handling activity in workplaces.

7. Psychosocial Health and Wellbeing

RedR recognises psychosocial safety relates to the identification, elimination and management of the work-related psychosocial risks that cause workplace stress and impact the psychological wellbeing of workers. RedR engages professional counselling services to support employees and deployees with access to psychosocial support.

8. Housekeeping

An important component of protecting the health, safety and welfare of all individuals while at work includes actively encouraging good housekeeping practices. RedR will ensure so far as is reasonably practicable that good housekeeping practices are followed by all personnel to reduce the likelihood of any incidents and injuries in the workplace.

9. Hazard and Incident Reporting

RedR recognises the importance of reducing hazards and risks in a systematic manner. The following principle of Hierarchy of Risk control will apply:

Elimination	Remove the hazard from the workplace, task, process, method or material.
Substitution	Replace the activity, process, material or substance with a less hazardous one.
Engineering	Isolate the hazard using mechanic aids, barriers, ventilation, space and time.
Administration	Establish policies, procedures, and training to reduce

	exposure to risk.
Personal Protective Equipment (PPE)	Provide suitable and properly maintained PPE to protect persons from hazard.

10. Breaches of Safety Rules and Responsibility

Any breach of legal safety requirements and responsibilities may, after investigation, result in the offending person being subject to disciplinary procedures including termination of contract for serious breaches.

Other Policies

This policy should be read in conjunction with:

- RedR Code of Conduct
- RedR Constitution
- RedR Risk Management Policy
- Employee Assistance Program

Related Legislation

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007 (Vic)
- OH&S Manual Handling Code of Practice 2000

More Information

- WorkSafe Victoria 1800 136 089 www.worksafe.vic.gov.au
- Safe Work Australia 1300 551 832 www.safeworkaustralia.gov.au
- First5Minutes 03 9041 2424 www.first5minutes.com.au
- VECCI 03 8662 5333 www.vecci.org.au

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