



# THE MELTING POT LEARNING CENTRE

PO Box 216 Bridgewater South Australia 5155 • tel - 08 8339 6466 • email - [www.meltingpot.org.au](http://www.meltingpot.org.au)

---

## OCCUPATIONAL, HEALTH, SAFETY & WELFARE POLICY

### 1. Purpose and Scope

This policy provides guidelines to the board and staff of The Melting Pot Learning Centre that will minimize the risk of injury and risks to health for its staff, volunteers and participants 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.

Specifically, this policy is intended to:

- 1.1 Assist the Board of The Melting Pot Learning Centre to meet its legal requirements under the South Australian Occupational Health Safety and Welfare Act 1986 and Occupational Health, Safety & Welfare (Safework SA) Amendment Act 2005.
- 1.2 Demonstrate The Melting Pot Learning Centre commitment to the highest possible standards of occupational health, safety and welfare.
- 1.3 Demonstrate the Board of Management commitment to consultation with staff and volunteers on matters of occupational health, safety and welfare.
- 1.4 Assist the development and maintenance of a planned, systematic approach to the removal (or where removal is not possible, the minimisation) of risks of harm, injury or disease associated with people's paid or unpaid work or participation in the activities of the centre.
- 1.5 Ensure that measures to control hazards and risks to health and safety are regularly monitored and evaluated
- 1.6 Ensure that all paid and unpaid staff receives appropriate information, instruction, training and supervision to safely carry out their responsibilities.

### 2. Definitions/Explanations

- 2.1 Occupational Health, Safety and Welfare Act 1986 and Occupational Health, Safety & Welfare (Safework SA) Amendment Act 2005 – Set out the general requirements for protecting health and safety in the workplace. It is important that these documents are held by the organisation.
  - 2.2 Occupational Health, Safety and Welfare Regulations 1995 – Set out general principles that provide practical steps for employers in preventing injuries and illness at work and also states what must be done to address some specific health and safety issues.
  - 2.3 Workplace Health and Safety handbook – Designed to help employers and employees identify their responsibilities in ensuring healthy and safe workplaces, as well as providing a practical, plain language explanation of the legislation.
  - 2.4 Approved codes of practice – Provide minimum standards for health and safety and are to be used in addition to the Act and Regulations. It provides practical guidance on how a particular standard of health and safety can be achieved and the preferred methods or actions to achieve that standard.
  - 2.4 Safe means safe from injury and risks to health.
  - 2.5 Staff means employees, contractors and volunteers of The Melting Pot Learning Centre, employees of external agencies and students on work experience.
  - 2.6 Volunteers means people who give their time without financial reward and who are registered as volunteers with The Melting Pot Learning Centre.
-

- 
- 2.7 Contractors means people who have been contracted as tutors or other work positions in the activities of The Melting Pot Learning Centre.
  - 2.8 Participants means people, other than staff, contractors and volunteers, who are lawfully participating in the activities of The Melting Pot Learning Centre.
  - 2.9 Work means the work environment, facilities, practices, processes, machinery, materials, equipment and people are all part of a system called 'work'. Occupational health safety and welfare is concerned with the protection of the human element in this system – all the people who participate in the life of The Melting Pot Learning Centre.

### **3. Background / Legislation**

- 3.1 Workers in South Australia are protected by State Health and Safety legislation. The legislation is designed to protect people by establishing safe systems of work to eliminate or minimise the risks to health, safety and welfare. The health and safety legislation in South Australia is made up of three parts which are the Occupational, Health, Safety and Welfare Act 1986 and Occupational Health, Safety & Welfare (Safework SA) Amendment Act 2005, the Occupational, Health, Safety and Welfare Regulations, 1995 and approved codes of practice made under the Acts. There are also health and safety provisions in some awards which must be complied with.

### **4. POLICY**

- 4.1 It is the Policy of The Melting Pot Learning Centre to ensure, so far as is reasonably practicable, that all employees, volunteers, participants, visitors and contractors are provided with a safe environment whilst engaged with The Melting Pot Learning Centre.
  - 4.2 The Board of Management of The Melting Pot Learning Centre is committed to meeting the standards required by the current Occupational Health, Safety & Welfare Act, and compliance to its' Regulations, approved Codes of Practice, and with Common Law. Legislative requirements will be adopted as the minimum standard to prevent accidents and ill health.
  - 4.3 Procedures for the identification of hazards and assessment of the degree and level of risk shall be established and regularly reviewed. Policies and procedures shall be amended from time to time as management deems necessary.
  - 4.4 Appropriate measures to control risks to health and safety will be selected, implemented and maintained for each course delivered and venue used.
  - 4.5 The Melting Pot Learning Centre will liaise with and encourage the active involvement of all employees and volunteers in identifying and monitoring the health and safety needs of the centre.
  - 4.6 All staff, contractors, and volunteers of The Melting Pot Learning Centre will receive the information, instruction, supervision and training considered necessary by management for the maintenance of a safe working and volunteering environment. This will be provided in plain English and in a form which meets the needs of the staff and volunteers.
  - 4.7 All independent contractors employed by The Melting Pot Learning Centre (including paid tutors or group leaders) will be required to demonstrate an understanding of the OHS&W requirements relevant to their work at the centre.
  - 4.8 Appropriate responses to foreseeable emergencies will be established.
  - 4.9 The active cooperation of all persons involved is required in ensuring a safe and healthy working environment, keeping in mind the following responsibilities:
-

---

## **Board of Management**

- The Board of Management of The Melting Pot Learning Centre has ultimate moral and legal responsibility for ensuring that the Centre complies with the requirements of the Occupational Health, Safety and Welfare Act 1986 and Occupational Health, Safety & Welfare (Safework SA) Amendment Act 2005.
- Management will ensure that effective Occupational Health, Safety & Welfare policies and procedures are in place and that these are generally known, monitored, revised and maintained..
- The BOM will ensure that a Health and Safety Sub-Committee is appointed that reports directly to the BOM.
- In the case of work injury, Management will ensure that all efforts will be made to assist the participant to make a speedy and safe return to work and to receive effective rehabilitation.
- Under Section 61 of the Act it is a requirement that all Board members of The Melting Pot Learning Centre be Responsible Officers (R.O.) or alternatively, one member of the BOM or the EO can be appointed. The Melting Pot Learning Centre has specified that the EO will hold the position of Responsible Officer.
- The Board will ensure that the Responsible Officer will undertake Responsible Officer Training within 3 months of nomination to position of R.O.
- Will make available the resources necessary to ensure compliance with the Act and the effective performance of policy.

### **As Responsible Officer the EO is responsible, as far as is reasonably practical, for:**

- providing a healthy and safe workplace, meeting the health and safety objectives and implement strategies to minimise risks to Health and Safety and effectively manage instances of identified risk.
- In consultation with the BOM, developing and maintaining relevant OHS&W procedures, monitoring OHS&W performance, participating in the development of solutions to OHS&W issues and deciding how resources (including funds for training) should be allocated to address OHS&W issues.
- Ensure that mechanisms are provided to enable employees and volunteers to be consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect the OHSW of employees.
- Supporting Team Leaders (Employees and volunteers) to manage their OHS&W responsibilities.
- Promoting Occupational Health, Safety & Welfare responsibilities and awareness as an integral part of the induction process for all new employees and volunteers.
- Ensure employee performances in relation to Occupational Health, Safety & Welfare are reviewed through the appraisal process.

### **Team Leaders (including the Volunteer Coordinator) are responsible, as far as is reasonably practical, for:**

- Ensuring staff, volunteers and participants follow safe systems of work and participation
- Promoting health, safety and well-being
- Ensuring that work and participation is within the physical and psychological capacity of the people involved
- Maintaining positive relationships with staff and volunteers so they can detect any early warning signs of difficulty and arrange appropriate action
- Creating an atmosphere that encourages early reporting of problems or potential problems.
- Documenting and investigating any accident, injury and 'near-miss' incident within their area(s),
- Regularly inspect the workplace, monitoring working conditions and taking appropriate action where necessary.
- Ensuring the provision, maintenance of, and proper use of approved personal protective equipment.

### **Employees and Volunteers are responsible, as far as is reasonably practical, for:**

- Observing all safety and health instruction, acting safely and avoiding unnecessary risks to themselves and others;
  - Excepting for an approved maintenance or repair procedure, they must not interfere with, remove, displace or make ineffective any safeguard, safety device, equipment or appliance, provided for safety or health purpose;
  - Reporting potential hazards to their Team Leader/EO and/or Health and Safety Representatives, in accordance with section 25 of the Occupational Health and Safety Act.
  - Assisting in the identification of hazards, the assessment of risks and the implementation of risk control measures.
-

---

### **Participants have a responsibility to:**

- Take reasonable care to protect their own and others health and safety when a participant at The Melting Pot Learning Centre
- Report accidents, injuries and “near miss” incidents to the appropriate staff member as soon as possible after the event
- Comply with instructions, (e.g., policies and procedures) issued to protect their own personal health and safety, and the health and safety of others.
- Report potential hazards to the appropriate staff member as soon as possible.
- Ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety at or safety of any other person while a participant at The Melting Pot Learning Centre

### **The The Melting Pot Learning Centre will initially appoint a Health and Safety Sub-Committee consisting of Board representative, Responsible Officer, employee and volunteer representatives. Its responsibilities 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, work practices, policies or procedures which may affect the OHSW of employees.
  - Promote the importance of health and safety amongst management and employees.
  - Monitor The Melting Pot Learning Centre’s health and safety performance.
  - Monitor the rehabilitation of injured employees
  - Assist in the resolution of health and safety disputes.
  - Appoint a Fire Warden
  - Report to the Board of Management
- Composition of Sub-Committee:
- Board Member
  - Responsible Officer
  - Executive Officer
  - Team Leaders/Volunteer Coordinator
  - Representatives Programs and Activities.

### **5. Supporting Documentation**

- 5.1 Staff handbook
- 5.2 register of Workplace Injuries
- 5.3 Accident/incident Reports
- 5.4 Workcover reconciliation statements
- 5.5 First Aid Procedure
- 5.6 Working Alone Procedure
- 5.7 Reporting Incidents and Injuries Procedure
- 5.8 Drugs and Alcohol Procedure
- 5.9 Workplace Violence Procedure
- 5.10 Sun Protection Procedure
- 5.11 Emergency Procedures
- 5.12 Workplace Bullying Policy

### **6. References**

- 6.1 Occupational Health, Safety and Welfare Act 1986
  - 6.2 Occupational Health, Safety & Welfare (Safework SA) Amendment Act 2005
  - 6.2 Occupational Health, Safety and Welfare Regulations, 1995
  - 6.3 Health and Safety Handbook – Workcover
-

---

## OCCUPATIONAL, HEALTH, SAFETY & WELFARE PROCEDURES

### 1. Policy Reference

1.1 Occupational, Health, Safety & Welfare policy

### 2. Relevant Documentation

2.1 Staff handbook

2.2 Register of Workplace Injuries

2.3 Accident/incident Reports

2.4 Emergency Evacuation Orders

2.5 Material Safety Data Sheets

### 3. Procedures

OHS&W procedures will vary greatly between organisations. Below are some examples. The SafeWork SA website has guidelines for many safe work practices. Visit: [http://www.safework.sa.gov.au/show\\_page.jsp?id=3047](http://www.safework.sa.gov.au/show_page.jsp?id=3047)

#### Emergency Evacuation

Emergencies are such that require the building to be evacuated can arise from a number of causes such as:

- Fire;
  - Gas leak;
  - Explosion;
  - Storm;
  - Earthquake;
  - Chemical incident;
  - Bomb Threat.
- 
- Plans showing the location of exits and procedures showing the action required in the event of an emergency are on display at various locations within the The Melting Pot Learning Centre.
  - The Marshalling area is the Friendly Oval.
  - Staff, committee and volunteers to be familiarised with the evacuation procedures, the location of fire extinguishers and exits, the assembly points and the written fire orders as part of their induction process.
  - Emergency evacuation drill to be carried out twice a year as determined by Health and Safety Sub Committee.
  - Phone number of emergency services to be displayed prominently by the telephones and fire extinguishers.
  - The fire equipment should be checked regularly by the Fire Brigade as part of a maintenance plan.(refer safety checklist)

#### Fire Orders

- Assist anyone in immediate danger
  - Close the door
  - Raise Alarm; Ring Fire Brigade on 000
  - Alert rest of building – blow whistle three times loudly, keep blowing whistle until confident that all areas of building are aware of emergency situation.
  - Evacuate building to assembly area – Friendly Oval
  - Check that all rooms, including toilets have been evacuated and that doors are closed.
  - Operate fire equipment \*\*\*Attack fire only if safe to do so
  - For children's programs, children must be evacuated and accounted for before attacking fire. Ensure that the attendance rolls are taken to the evacuation point so that a roll can be called.
  - For adult classes, tutors to take attendance sheet
  - Remain at assembly area and ensure everybody is accounted for.
  - Nominated emergency warden for shift to check all attendance sheets with staff and liaise with fire brigade.
  - Alert neighbours if necessary
-

---

### **Fire Warden - Specific Duties**

- Wear fire warden vest and hat
- Attach key for building and gates to vest.
- If possible, collect mobile phone
- Check attendance sheets with program staff
- Check that gas has been turned off
- Liaise with Fire Brigade

### **Smoking**

In order to protect the health and safety of staff, volunteers and participants of The Melting Pot Learning Centre's services and other visitors to the premises, smoking is not permitted in The Melting Pot Learning Centre buildings or in an outdoor area where smoke drawback is likely to occur.

The specific details of the policy are:

- All work areas will be totally smoke free.
- Smoking will not be allowed in areas where smoke draw back into the building can occur.
- No smoking signs will be on display throughout The Melting Pot Learning Centre.
- Smoking will not take place in any area visible to children participating in programs at the Centre.

### **Temperature Range**

- In cold weather, there should be provision for the safe means of heating up to a minimum of 18 C where non active employment is taking place.
- In hot weather or if the working environment temperature is over 30 C., the following steps should be taken: (see "working in hot environments" for further information.

### **For enclosed workplaces:**

- Air conditioning units should be switched on
- Cool drinking water should be readily available
- Ventilation should be increased e.g fans, windows

### **When outdoors**

- Hats and sunscreen to be worn as per Sunsmart policy
- Cool drinking water readily available
- Shade made available

### **Lighting**

Sufficient lighting to be provided, free from glare.

### **Workstation**

- Space - employees are to have a clear space in which to work.
- Seating – employees working from a seated position should have appropriate seating and work in an ergonomically sound work position with ergonomically designed furniture.
- Screen based workstations – where employees are working at a small screen they take appropriate rest breaks to avoid eye strain and fatigue. Anti glare screens to be in use. Also appropriate workstation furniture (correct chair, footrest, desk, document holder) being used. Staff to be trained in the correct use of workstations and the need for frequent rest.
- (See noticeboard in main office for exercises)

### **Manual Handling**

- Manual handling occurs where any thing, animal, person or object is lifted, pushed, pulled, carried or restrained. E.g lifting tables, stacks of chairs, office furniture etc.
  - All manual handling jobs that may risk health and safety are assessed taking into account such factors as duration, frequency, weight, force, plus age, skill and experience of employee/volunteer concerned.
  - As far as is practicable equipment and processes should be designed and constructed so that they are free from manual handling injury risks (e.g no less than two people should carry a table and no more than 2 stacked chairs should be carried at one time, bend down to child's level rather than pick them up)
  - Training is given to control any identified risk. E.g. the correct way to lift objects, use of trolleys.
-

---

## Material Safety Data Sheet

- Any new chemical product purchased for the Centre must have a Material Safety Data Sheet sent from the Company that makes the product, and filed in the Material Safety Data Sheet (M.S.D.S.) folder.
- All chemical products eg. flyspray, cleaning products, must be replaced by the exact same product, as all have Material Safety Data Sheets filed in The Material Safety Data Sheet Folders (1 kept in chemical storage cupboard, 1 at First Aid cabinet).

## Introduction of new Equipment

- Risk assessments will be conducted on all new equipment (refer detailed risk analysis form) prior to purchase, as part of acceptance and during the introduction of the new equipment.
- When new equipment which introduces new technology or new tasks or risks is delivered, participants who will be expected to use the equipment will be provided with adequate training (formal and/or on the job) to ensure that health and safety will not be compromised.
- It is the responsibility of participants to take all reasonable care when operating equipment, to follow reasonable instructions, training and procedures and to advise management of any problems or risks associated with the use of any FCC equipment.

## First Aid

- First aid cabinets are to be kept stocked as per SafeWork SA guidelines. A member of staff is nominated to check and restock first aid cabinets as necessary.
- Any items used from First Aid Kit are to be recorded in register.
- Emergency service phone numbers and addresses are included in cabinet.
- A list of staff holding First Aid qualifications is displayed on the First Aid cabinet
- Professional development requirements for first aid updates are to be included in the annual professional development plan.
- A record is to be kept of first aid administered.
- Refer to individual program policies for information on the administration of medication and first aid to children.

## Accessibility of First Aid

- Employees are provided with up to date information regarding.
- Nature and location of first aid facilities
- Names of trained first aiders
- Procedure to follow if first aid is needed
- There should be a maximum distance between workplace and nearest first aid kit of 100 metres. If in doubt take portable first aid kit.
- First aid kits to be located so as to be clearly visible and accessible.

## Accident reporting and investigation procedure

Whenever an injury, incident or near-miss occurs within the work area, it is important that certain procedure are followed.

## Work related injury

The term 'work related injury' is defined in the Act as any death, injury, disease or disability that is attributable to work. 'Work' includes voluntary work.

Any injury must be considered to be work related if it occurs at work or arises from a work practice or the conditions in the workplace ie the community centre.

Work related injuries include the recurrence, aggravation or exacerbation of previous work related injuries. For example, if a employee has previously had a work related knee injury and the injury happens again because of work, the new injury may have to be reported to Workplace Services.

Minor Injury or Incident

## A minor injury/incident is one which:

- does not require any medical assistance (other than first aid), or
  - does not result in any loss of time from paid or unpaid work; or
  - does not result in any significant damage to property.
-

---

## Reporting

The forms for reporting injuries and incidents will help The Melting Pot Learning Centre to identify and respond to hazardous situations. They can be submitted as evidence in legal proceedings so it is essential that the details required on the forms are provided truthfully and in full.

### Reporting Minor Injuries or Incidents

Any person involved in a minor injury/incident must complete an entry in the Minor Injury/Incident Register.

Where the incident may have had more serious consequences than actually occurred the EO must also complete an Investigation and Corrective Action report form.

### Reporting Incidents Other Than Minor Incidents

Work related injuries which:

- require a person to seek medical assistance; or
- result in a loss of time from paid or unpaid work; or
- result from incidents that cause significant damage to property; must be reported to the EO as soon as practicable after the occurrence.

The injured person must also complete a Workcover Claim form and a Work Injury Report form and give it to the EO as soon as practicable after any injury.

An employee or volunteer may seek assistance from the EO or supervisor to complete the form.

The EO will investigate personally or arrange for an investigation to be conducted.

**NOTE:** In all cases, the Board of Management **MUST** be advised.

The EO in conjunction with the Board of Management must take action to correct the identified hazard/s. Follow-up checks should be made to ensure the effectiveness of the controls.

The purpose of conducting an investigation is to prevent a similar event from occurring – not to lay blame.

The following types of work related injuries and accidents must be reported to the Department for Administrative and Information Services.

- Death
  - Incapacitated for three or more days
  - Injury caused by explosion or fire
  - Electric shock
  - Exposure to any form of liquid, gas, vapour, dust or fumes.
-