

OCCUPATIONAL HEALTH AND SAFETY POLICY



Policy Number	PEO207	Version	2
		Approved by Board on	21 Sept 2016
Responsible Person	Chair	Scheduled review date	Sept 2019

1. INTRODUCTION

The Water Industry Operators Association of Australia (WIOA) recognises that the health and safety of all people associated with the organisation is a responsibility under workplace health and safety legislation.

WIOA is committed to the provision of a safe and healthy working environment for all employees, including: full-time, part-time or casual, temporary or permanent staff; job candidates; student placements; apprentices; contractors, sub-contractors (including all organisations involved with WIOA events), board members, committee, volunteers and members.

First aid is an important aspect of Workplace Health and Safety. In recognition of this, WIOA is committed to providing suitably trained First Aid Officers, together with first aid facilities to administer first aid treatment.

WIOA recognises that if accidents or incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

WIOA understands the importance of incident reporting and investigation, and has developed hazard inspection, hazard reporting and maintenance programs to minimise the workplace accidents or dangerous occurrences.

This policy applies to all employees, volunteers, contractors and stakeholders at any worksite or event under the control of WIOA.

2. PURPOSE

This policy has been developed to provide and maintain so far as is practicable, a working environment that is safe and without risk to health. It is designed to ensure that all employees (including volunteers) understand the processes to be followed in the event of a dangerous occurrence or accident and that WIOA has established first aid facilities and services for the organisation.

3. DEFINITIONS

First aid is the provision of emergency treatment for people suffering injury or illness at work.

First aid facilities refers to the first aid kit and/or first aid room.

Incident refers to any event which causes or could have caused injury, illness, damage to plant, equipment, vehicles, property, material, or the environment or public alarm.

It also includes losses of containment, fire, explosion, non-compliance with environmental regulatory requirements, vehicle incidents and off-site incidents.

4. POLICY

It is the policy of WIOA to provide and maintain so far as is practicable, a working environment for employees, volunteers, contractors and stakeholders that is safe and without risk to health and includes:

- Providing and maintaining safe plant, equipment and systems of work;
- Arranging and monitoring arrangements for the safe use, handling, storage and transport of plant and substances;
- Maintaining a safe work environment;
- Providing adequate welfare facilities;
- Providing adequate information regarding hazards & risks within the work environment; and
- Providing information, training and supervision for all staff and volunteers enabling them to work and study in a safe and healthy manner.

First Aid

WIOA will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining a work-related injury or illness.

WIOA will systematically identify causes of work injury and work-related illness and assess the risk of work injuries and work-related illness occurring. The appropriate first aid facilities and training will be determined, evaluated and provided.

WIOA will meet first aid legislative requirements as a minimum standard.

WIOA will give all designated First Aid Officers the opportunity to be vaccinated against Hepatitis B.

First aid facilities will be maintained on a regular basis.

Accident and Injury Prevention

WIOA commits to preventing workplace accidents and minimising dangerous occurrences and will endeavour to achieve a zero accident rate.

WIOA will:

- Provide a mechanism for reporting accidents, incidents, work-related illness and dangerous occurrences;
- Investigate accidents to determine the root cause with the objective of preventing a recurrence;
- Obtain statistical information about the accident or incidents;
- Meet legislative requirements for reporting accidents and incidents.
- All accidents or incidents that result in an injury or work-related illness during the course of work must immediately be reported to the Managing Director.
- Any dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident.
- In the event of a dangerous occurrence or accident, WIOA must ensure the relevant state authority is notified and that a full investigation is undertaken to determine the root cause.
- The most appropriate corrective action will be taken to ensure the incident does not recur.

The WIOA Board and all staff will co-operate in realising our health and safety objectives and maintaining a safe work environment.

5. AUTHORISATION

A handwritten signature in black ink, appearing to read 'Jim Martin', with a small dot at the end.

Jim Martin
Chair

21 September 2016
Water Industry Operators Association of Australia