

	ONE2ONE POLICY			
	Title	Occupational Safety and Health	Policy No	52
	Indicator	CM4 – Provisions of Supports (environment)	Review Date	

1. PURPOSE AND SCOPE

This policy broadly outlines Occupational Safety and Health (OSH) principles and practices at One2One. It is written to align with relevant Occupational Safety and Health legislation, regulations, standards and codes of practice, and applies to all of One2One services.

Occupational Safety and Health at One2One is everyone's responsibility and is dependent on the commitment of all staff, employees, consumers, volunteers and subcontractors.

This policy has been framed around the NDIS Practice Standards and applies to all of One2One's supports and services.

2. POLICY STATEMENT – OSH RESPONSIBILITIES

One2One Managers and Supervisors are responsible for ensuring that all hazards that employees may be exposed to are controlled as far as is practicable. Managers are responsible for developing and implementing the OSH policy and procedures and for investigating any direct and indirect risk factors pertaining to OSH incidents in a timely manner. One2One supervisors are responsible for communicating hazards and providing feedback to employees on reported hazards and injuries.

All employees directly engaged by One2One and all employees engaged under Shared Management Agreements with One2One are required to comply with One2One policy and procedures.

All One2One employees and Shared Management employees must do everything reasonably practical to minimise and reduce risk to themselves and others by:

- Ensuring their actions are in line with policy and procedures at all times.
- Varying tasks to limit repetitive movement, avoiding lifting, carrying or holding heavy or awkward items, limiting exposure to awkward postures or vibration where practically possible.
- Identifying hazardous tasks, assessing the risk and using appropriate control measures to reduce the risk of injury (e.g. using trolleys or assistive equipment).
- Completing Infection Control online training course, upon commencement of employment.
- Ensuring their working environment is free from slip and trip hazards and other external hazards that may harm their health (e.g. checking that cleaning products are not hazardous).
- Ensuring they have access to a charged mobile phone at all times and taking care to manage risks to personal safety (e.g. parking in well-lit areas).

Any employee actions deemed negligent and or reckless may result in the termination of employment.

3. DEFINITIONS

Duty of care: is a term used to refer to the duties that the OSH Act places on all parties involved with work and it outlines responsibilities for safety and health, including;

- employers must, as far as practicable, provide a work environment in which employees are not exposed to hazards;
- employees must take reasonable care for their own safety and health, and that of others, at work; and
- self-employed persons must, as far as practicable, ensure the work does not adversely affect the safety and health of others.

Reasonably practicable: that everything reasonably possible is done to ensure a healthy and safe work environment; taking into account the following:

- the likelihood and degree of harm that might result from a hazard or risk;
- what the person concerned knows, or should reasonably know, about: the hazard or risk; and ways of eliminating or minimising the risk;
- the availability and suitability of ways to eliminate or minimise the risk; and
- after assessing the extent of the risk, available ways of eliminating/minimising the risk and cost associated with eliminating or minimising the risk (including whether the cost is grossly disproportionate to the risk).

Manual tasks: any activity or sequence of activity that requires a person to use their physical body to perform work:

- manual handling
- performing repetitive actions
- adopting awkward or sustained postures and
- using plant, tools or equipment that expose workers to vibration
- have the potential to cause injury or disease

4. POLICY CONTENT

One2One is committed to establishing and maintaining a safe and healthy workplace and proactively eliminates and reduces risks where possible and practical.

One2One recognises that a safe and healthy work environment is conducive to job satisfaction and productivity.

One2One is responsible for ensuring, so far as reasonably practicable, the health and safety of its employees, and achieves this by:

- Complying with all relevant workplace legislation, regulations and codes of practice.
- Implementing and reviewing routinely, the workplace Occupational Safety and Health (OSH) policy, procedures and processes.
- Providing appropriate training to allow employees to complete their work in a manner that does not risk their safety and health (e.g. manual tasks training)

One2One accepts responsibility for maintaining safe work environments by:

- Allocating appropriate resources to meet all OSH obligations and, where required, seek professional advice and services.
- Completing workplace safety checks and responding to any identified risks in a timely manner.
- Providing employee training in OSH matters relevant to their roles and workplace location/s including manual tasks training.
- Ensuring all Shared Management Employers are well versed and understand their responsibilities to eliminate and minimise risk in employee places of work at all times.
- Ensuring all Shared Management Employers have the resources required to follow One2One procedures and respond to OS&H matters in a timely manner.
- Providing OSH information to all One2One employees and Shared Management employees at induction training and ensuring they are aware of One2One OS&H Policy, procedures and their responsibilities under the Act.
- Ensuring all contractors are compliant with OSH legislation and performing all contracted work in a safe manner.
- Where appropriate, ensuring employees are involved in consultation processes relevant to their roles.

5. RELATED DOCUMENTS

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Work Health and Safety Bill 2019 (W.A.) (Awaiting proclamation)
- Code of Practice Manual Tasks 2010
- One2One Infection Control Policy

6. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One

