

WORK, HEALTH AND SAFETY POLICY



Work, Health & Safety Policy

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The Royal Australian and New Zealand College of Radiologists
Level 9, 51 Druitt Street
Sydney NSW 2000
Australia
Email: ranzcr@ranzcr.edu.au
Website: www.ranzcr.edu.au
Telephone: +61 2 9268 9777
Facsimile: +61 2 9268 9799

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1. WORK, HEALTH & SAFETY ACT (WHS)

1.1 What is the Work, Health & Safety Act?

Work, Health & Safety Act is federal legislation that is concerned with protecting the safety, health and welfare of workers in the workplace.

1.2 What is a worker?

According to the Work, Health & Safety Act 2011 a worker is defined as:

- (a) an employee, or
- (b) a contractor or subcontractor, or
- (c) an employee of a contractor or subcontractor, or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- (e) an outworker, or
- (f) an apprentice or trainee, or
- (g) a student gaining work experience, or
- (h) a volunteer (in the case of the College volunteers refers to our committee members).

1.3 Who is responsible for adhering to the WHS regulations?

All workers are responsible in maintaining a safe office environment for all workers.

More specifically, the Work Health & Safety Act 2011 outlines that an "Officer" is responsible to ensure that a safe office environment is maintained for all workers.

The legislation defines an "Officer" as:

- (a) a director or secretary of the corporation; or
- (b) a person:
 - (i) who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or
 - (ii) who has the capacity to affect significantly the corporation's financial standing; or
 - (iii) in accordance with whose instructions or wishes the directors of the corporation are accustomed to act.

If a person meets any of the above criteria then they are considered an "Officer" and therefore personally responsible for maintaining a safe working environment.

The Officers of the College are the:

- Councillors
- Chief Executive Officer
- Director, Corporate Services
- Director, Faculty of Radiation Oncology
- Director, Communications & Membership

- Director, Quality Projects
- Director, Standards of Practice & Advocacy
- Director, Education & Research
- Director, Training, Assessment & Accreditation
- Manager, Workforce
- Senior Finance Officer
- Human Resources Coordinator

Note: The personal responsibility of an “Officer” means that if the College fails to meet WHS regulations they could be personally liable for the College’s WHS breaches.

2. HAZARDS & INJURIES IN THE WORKPLACE

2.1 What is a hazard?

A hazard is defined as any situation that has the potential to cause harm and/or be harmful to workers in the workplace.

2.2 What should you do if you identify a hazard?

You should notify HR or an Officer of the College.

The potential hazard will immediately be inspected by HR and/or an Officer. If it is determined that there is a hazard in the workplace, the area containing the hazard will be restricted to ensure that no workers are injured by the hazard.

An email will be sent to all workers by HR or an Officer advising them of the hazard and that they are not to enter into the restricted area until advised otherwise.

2.3 How will the College reduce the likelihood of a hazard?

HR will conduct a WHS inspection using the Office Checklist (see **appendix 1** for an example of the office checklist) every year or after any major construction work is completed in the office.

The purpose of the WHS inspection is to identify any potential hazards in the workplace and determine how to mitigate the risk of injury that the hazard could cause to a worker.

If in-between the WHS inspection a worker identifies a hazard in the workplace, they should immediately report it to HR or an Officer.

2.4 What should be done if a worker is injured in the workplace?

If a worker is injured in the workplace, a first aid officer must be contacted immediately and taken to the injured worker.

The first aid officers at the College are:

- Leanne Wilson (located on level 5)
- Jane Grimm (located on level 5)
- Nick Bradshaw (located on level 9)
- Danielle Callahan (located on level 9)
- Alex Zandstra (located on level 9)

The first aid officer must immediately attend to the injured worker and if necessary call an ambulance for assistance.

Regardless of the injury, the College will always advise the worker to seek medical attention; however unless the injury is serious, it is at the discretion of the worker to seek medical attention.

As soon as possible after the incident, the worker will be required to complete the Register of Injury Form and provide the form to HR (see **appendix 3** for an example of the Register of Injury form). The information provided will assist HR in determining ways to mitigate the same injury re-occurring in the workplace; and determine if the worker has decided to claim worker's compensation for their injury (see **section 5 workers compensation** for more information).

Note: Depending on the severity of the injury, the worker may be required to see a medical practitioner and receive a medical certificate advising the College that the worker is fit to return to work.

3. WORKING FROM HOME

3.1 WHS policy when working from home

When a worker has been given approval by the CEO to regularly work from home the home office in which they work is classified as an extension of the College office. As a result if a worker is given approval to work from home they will need to perform a WHS inspection by filling out a Home Office Checklist (see **appendix 2** for an example of the home office checklist) before they can commence any work from home to ensure the home office complies with WHS regulations.

The worker is to complete the Home Office Checklist form and submit it to HR. HR will review the form to ensure that all questions have been answered and that the home office is WHS compliant.

If HR determines that the home office is WHS compliant then the worker will be able to commence working from home.

However, if HR determines that the home office does not meet the WHS regulations the worker will need to make the necessary changes to their home office **before** they will be able to commence any work from home.

When the worker has completed the changes to their home office they are to fill out the Home Office Checklist again and submit it to HR. If the purchasing of equipment is required to make the home office WHS compliant the worker will need to purchase the necessary equipment and provide copies of the receipts of purchase when resubmitting the Home Office Checklist.

If the home office does not meet WHS regulations, the process of rechecking the home office and resubmitting the Home Office Checklist to HR will continue (as outlined in the above paragraph) until HR is satisfied that the home office is WHS compliant.

3.2 How often do I need to check my home office?

All workers who regularly work from home will need to perform a WHS inspection using the Home Office Checklist once a year after the previous WHS inspection was done to ensure that the home office remains WHS compliant.

3.3 What should be done if you are injured at home?

If a worker is injured at home they should immediately seek medical attention and as soon as practically possible inform HR.

When HR is informed of the worker's injury they are to discuss with the worker what injury they sustained, the severity of the injury and how the injury occurred in the home. HR will also ask the worker to complete a Register of Injury Form (see **appendix 3** for an example of the Register of Injury form), to establish if the worker will be covered by the College's insurance and (if covered) whether the worker will be claiming workers compensation for their injury (see **section 5 workers compensation** for more information).

The information provided by the worker will be used by HR to determine how the worker can mitigate the risk of the injury reoccurring in the home office. Once the measures have been determined by HR the worker will be required to implement these changes and will not be able to work from home until the measures have been implemented. If the measures require the worker to purchase any necessary equipment, they will need to provide copies of the receipts of purchase to HR before the worker can commence work from home.

4. WORKING OFFSITE

4.1 WHS policy when working offsite

A worker is defined by the College as working offsite when they are working and representing the College at a location outside of the College's head office.

All workers are to gain approval in advance when they are planning to work offsite. The worker is to gain approval by applying for working offsite on iHR (see iHR User Guide for more information on how to apply for working offsite). The worker is not to commence any work offsite until approval has been given.

The approval for working offsite is needed to ensure the College knows that the worker is working offsite and that if the worker sustains an injury while working offsite, is covered by workers compensation.

4.2 What should be done if you are injured while working offsite?

If a worker is injured while working offsite they should immediately seek medical attention and as soon as practically possible inform HR.

When HR is informed of the worker's injury they are to discuss with the worker what injury they sustained, the severity of the injury and how the injury occurred. HR will also ask the worker to complete a Register of Injury Form (see **appendix 3** for an example of the Register of Injury form), to establish if the worker will be covered by the College's insurance and (if covered) whether the worker will be claiming workers compensation for their injury (see **section 5 workers compensation** for more information).

5. WORKERS COMPENSATION

5.1 Who is covered by workers compensation?

All workers are covered by workers' compensation for any injuries sustained:

- traveling to a work related conference or training seminar;
- traveling to a work related meeting offsite;
- in the workplace.

5.2 Who insures the College for workers compensation claims?

The College is insured by Employers Mutual (ABN 67 000 006 486).

Employers Mutual contact information is listed below:

Address: GPO Box 4143 Sydney NSW 2001
DX 10175 Sydney Stock Exchange

Telephone: (02) 8251 9000

Toll Free: 1800 469 931

5.3 How does a worker claim workers compensation?

Before a worker can claim workers compensation for their injury, they must see a medical practitioner and advise them that they will be claiming their injury as workers compensation. The medical practitioner will complete a WorkCover form and provide it to the worker.

The worker must notify HR, that they will be making a workers compensation claim for their injury.

HR will request the worker to complete an Employer's Mutual Workers Injury Claim Form (see the Employers Mutual website for the [Workers Injury Claim Form](#)) to commence the workers compensation claim.

The worker is to return the workers compensation form to HR who will lodge it with Employers Mutual. HR will wait for Employers Mutual to assign a case manager to process the claim (the average time for a case manager to be assigned to a claim is three working days).

Note: The period of time that the worker is off work on workers compensation is to be taken as workers compensation leave. During the time that the worker is on workers compensation leave they will not accrue any annual leave, personal leave, RDOs and long service leave.

6. EMERGENCY PROCEDURES

6.1 What to do when there is an emergency

If there is an emergency (e.g. a fire) in the building, all workers must follow the emergency procedures.

Initially a warning alarm will sound, at which, all workers and any guests are to immediately make their way to the reception area.

The speaker system will be activated and workers will be advised to evacuate the building. When advised to evacuate, all workers and their guests must immediately make their way to the fire exit and continue out of the building to the evacuation point (Town Hall Square courtyard).

All workers are to remain at the evacuation point until advised otherwise.

6.2 Who are the Fire Wardens?

In the event of an emergency, the fire wardens will assist with the evacuation of all workers and guests.

The firewardens at the College are:

- Sarah Hall (located on level 9)
- Danielle Callahan (located on level 9)
- Darren Doromal (located on level 5)

7. DRUGS & ALCOHOL POLICY

The College has zero tolerance for workers who arrive at the workplace intoxicated or under the influence of drugs (prescription or recreational drugs). If a worker is found to be intoxicated or under the influence of drugs, they will immediately be asked to leave the workplace and be given a cab charge voucher to ensure they return home safely.

The manager is to inform the Director, Corporate Services, and CEO of the incident. The worker will have disciplinary action taken against them when they return to work and, depending on the circumstances, may have their employment terminated.

7.1 Responsible consumption of alcohol at College events/functions

The College condones the responsible drinking of alcohol by College workers when at College event.

College events include, but are not limited to:

- College organised dinners
- ASM social events
- College Christmas party

All workers who consume alcohol during a College event are to be mindful of the amount of alcohol they consume so as not to become intoxicated and to behave in a responsible manner.

If a worker is found to be intoxicated at a College event disciplinary action may be taken.

8. SMOKING POLICY

The College complies with the Smoke Free Environment Act 2000 (Cth) to promote a smoke free office. All workers must not smoke in the College office under any circumstances.

All workers who want to smoke can do so off the buildings premises.

Any worker caught smoking in the office will have disciplinary action taken against them.

APPENDICES

Appendix 1

Work Health & Safety Office Checklist				
Workstation Checklist				
Ergonomics	Yes	No	Action required	Risk Matrix rating
Is the computer screen set up so that the top of the screen is just below the person's line of sight?				
Is the computer at least one arm's length from the users eyes?				
Is the swivel chair used by the worker to reduce the need to twist their bodies?				
Does the worker adjust their chairs to ensure they maintain a healthy posture?				
Is the foot rest available if required?				
Does the desk have rounded corners?				
Is the mouse and keyboard within an arm's length of the staff member?				
Is the telephone within easy reach to reduce the need to stretch?				

Manual Handling (if applicable)	Yes	No	Action required	Risk Matrix rating
Is there appropriate equipment to eliminate or minimise the need to lift/carry?				
Are all trolley used for manual handling maintained?				
Are there readily accessible footstools/ladders to prevent reaching?				
Is the worker trained in manual handling techniques?				
Does the worker wear appropriate footwear when moving heavy objects?				

Office Checklist

Storage	Yes	No	Action required	Risk Matrix rating
Are the storage facilities designed to minimise bending and reaching?				
Are items stored in cupboards or shelves that are above shoulder height stable and secure?				
Are there means to prevent the accumulation of combustible material (e.g. cardboard boxes, paper, etc.)?				
Are compactuses well maintained and able to easily move without using excessive force?				

Is there some means of preventing a compactus being closed on a person inside if that person cannot be readily seen?				
Are compactus shelves properly loaded so as to minimise the need to stretch for heavy objects?				
Are filing cabinets easily opened without using excessive force?				
Are tables for laying out work for copying and/or labeling at a comfortable height so as to prevent stooping and subsequent back strain?				
Slips, Trips and Falls	Yes	No	Action required	Risk Matrix rating
Are there procedures in place to ensure that accidental spills or leakages are immediately cleaned up?				
Are signs used to warn persons when there is a potential slip hazard on tiled floors?				
Are walkways and doorways clear of boxes, torn carpets, lifted tiles, extension cords and litter?				
Electrical Safety	Yes	No	Action required	Risk Matrix rating
Is electrical equipment in good condition and inspected regularly?				

Are all power points, light fittings and switches in a safe place and free of obvious defects?				
Are all cords positioned to avoid damage from spilt water?				
Are all power boards used properly with no "piggy backing" of additional power boards (e.g.: one power board plugged into another power board)				
Lighting	Yes	No	Action required	Risk Matrix rating
Is there adequate illumination?				
Is direct or reflective glare minimised?				
Are light fittings clean and in good condition?				
Are workers able to control incoming natural light?				
Fire Prevention & Response	Yes	No	Action required	Risk Matrix rating
Has someone been designated to coordinate activities in an emergency?				
Do workers receive a regular briefing of their role in an emergency?				
Are evacuation drills conducted on a regular basis?				

Are there a sufficient number of extinguishers available and accessible in all areas?				
Are fire extinguishers regularly inspected and serviced?				
Are signs identifying fire extinguishers and hose reels visible?				
Are evacuation plans prominently posted showing exit routes and stairways?				
Are all emergency exits clearly marked and free of obstructions?				
Are the fire escape doors always closed and clear labeled				
Are the fire escape stairs slip resistant?				
Do exit passages have good lighting?				
First Aid	Yes	No	Action required	Risk Matrix rating
Do the supplies in the first aid kit meet legislative requirements?				
Are the first aid kits easy to access?				
Are first aid kits clearly labeled with consistent and appropriate signage?				
Are the names and contact details of the first aid staff easily accessible and known to all staff members?				

Kitchen	Yes	No	Action required	Risk Matrix rating
Are refrigerators and cooking appliances regularly cleaned and contents checked?				
Are kitchen appliances mounted at a height which allows them to be accessible to all staff?				
Are kitchen appliances and cords positioned to avoid damage from spilt water?				
Are cutlery, mugs and dishes regularly cleaned and safely stowed away?				
Toilets	Yes	No	Action required	Risk Matrix rating
Are showers clean, and clear of soap residue?				
Are rubbish bins and/or sanitary bins provided in the toilets?				
Are toilets regularly cleaned and maintained?				
General	Yes	No	Action required	Risk Matrix rating
Is the temperature appropriate for the area?				
Does the College attempt to enforce that no staff members are left alone in the office at night?				
Are staff provided with cab charge cards when they work late hours?				

Are workers given adequate information and training to perform their job safely?				
WHS Management	Yes	No	Action required	Risk Matrix rating
Is there a process for workers to raise health and safety issues?				
Is there a process to record workplace injuries?				
Is there a process to monitor health and safety performance?				
Workplace Inspection Verification				
Full name:				
Title:				
Signature:				
Date:				

Risk Matrix

		Risk of an injury occurring			
		Very Likely	Likely	Unlikely	Very Unlikely
Severity of an injury	Kill or cause permanent disability	1	2	3	4
	Serious long term or permanent disability	2	3	4	5
	Medical attention and time off work	3	4	5	6
	Medical attention required	4	5	6	7

Appendix 2

Work Health & Safety Home Office Checklist

Ergonomics	Yes	No	Action required by worker
Is there a dedicated area for an office at your home?			
Is the workstation set up to prevent twisting of the neck and back?			
Does the desk have rounded corners?			
Are frequently used items (e.g.: telephones, pens, mouse pad etc.) within easy reach to reduce the need to stretch?			
Does the desk have sufficient space for large documents, placements of a computer and completed work?			
Is the chair stable and safe from tipping over?			
Does the chair reduce the need to twist your neck and body?			
Is the chair adjustable to maintain a healthy posture when seated?			
Is the computer screen set up so that the top of the screen is just below the person's line of sight?			
Is the computer at least one arm's length from the user's eyes?			
Are all objects clearly displayed on the screen?			
Is there a foot rest available (if required)?			

Storage	Yes	No	Action required by worker
Is there adequate storage space for supplies, documents and equipment?			
Slips, Trips and Falls	Yes	No	Action required by worker
Are walkways and doorways clear of boxes, torn carpets, lifted tiles, extension cords and litter?			
Does the floor have a non-slip surface?			
Are there mats on the office floor that could be a trip hazard?			
Electrical Safety	Yes	No	Action required by worker
Is electrical equipment in good condition and inspected regularly?			
Are all power points, light fittings and switches in a safe place and free of obvious defects?			
Are all electronic equipment sufficiently ventilated?			
Are all cords positioned to avoid damage from spilt water?			
Are all power boards used properly with no "piggy backing" of additional power boards (e.g.: one power board plugged into another power board)			

Lighting	Yes	No	Action required by worker
Is there adequate illumination?			
Is direct or reflective glare minimised?			
Are light fittings clean and in good condition?			
Is the worker able to control incoming natural light?			
Fire Prevention & Response	Yes	No	Action required by worker
Are all the smoke detectors in the house operational?			
Is there a fire extinguisher or hose readily available?			
WHS Regulations	Yes	No	Action required by worker
Is the worker aware that they are required to take a scheduled 30 minute break for every five hours of work?			
Is the worker aware of the office procedures if they sustain an injury in the home office (see Worker Handbook for more information)?			
First Aid	Yes	No	Action required by worker
Do the supplies in the first aid kit meet legislative requirements (See appendix for more information)?			
Is the first aid kit easy to access?			

Is the first aid kit clearly labeled with consistent and appropriate signage?			
General	Yes	No	Action required by worker
Is the temperature appropriate for the work area?			
Is there sufficient ventilation within the work area?			
Are there appropriate hand railings for all staircases in the house?			
Is there anyone in your home dependent on you during work hours?			
If yes to the last question, please specify who the dependent is:			

Workplace Inspection Verification	
Full name:	
Title:	
Signature:	
Date:	

First Aid Kit For The Home Office	
Kit Contents	Amount required
Adhesive plastic dressing strips, sterile, packet of 50	1
Bags, plastic for amputated parts: <ul style="list-style-type: none"> • Small • Medium • Large 	1 1 -
Gauze bandages: <ul style="list-style-type: none"> • 5cms • 10cms 	1 -
Gloves, disposable, single	2
Safety pins, packets	1
Triangular bandages (minimum 90cms)	1
Wound dressing, sterile, non-medicated (large)	1

Appendix 3

REGISTER OF INJURY

1. PARTICULARS			
NAME OF INJURED WORKER		<small>Surname</small>	<small>Given Names</small>
ADDRESS			
SUBURB			POSTCODE
DATE OF BIRTH (Age)		OCCUPATION	
INDUSTRY IN WHICH WORKER IS ENGAGED			
WHERE DID THE INJURY OCCUR			
OPERATION IN WHICH WORKER WAS ENGAGED AT TIME OF INJURY			
DATE (or deemed date) OF INJURY		HOUR	a.m. / p.m.
DESCRIBE THE NATURE OF INJURY (Note body part)			
CAUSE OF INJURY			
2. REMARKS			
SIGNED		DATE	

Please complete all the details on the form and pass to the HR Coordinator or Director, Corporate Services as quickly as possible.

