

## 1. Introduction

Tweed Landcare Incorporated (TLI) promotes a strong safety culture that effectively prevents accidents, and we commit to perform systematic identification of hazards and to manage hazards with appropriate risk assessments and subsequent actions to minimise danger.

## 2. Purpose

This policy is designed to ensure that all workers and visitors observe and comply with Work Health and Safety (WHS) regulations and guidelines so as to provide and maintain a working environment that is safe and without risks to health and to ensure that our activities do not place the wider community at risk of injury or illness.

## 3. Related documents

In addition to this policy TLI has the following WHS documents:

- Care group procedures manual which includes:
  - Risk Assessment for environmental restoration and/ or field day/ workshop
  - Daily worksite risk assessment
  - Daily record sheet
  - New volunteer induction and sign off
  - Volunteer skills and training form
  - Equipment register template
  - Emergency plan template
  - Hazard Injury Incident report form
  - Hazard Injury Incident register
- Working from home checklist for employees

## 4. Duty Holders

TLI acknowledges that, under the *Work Health and Safety Act 2011*, Duty Holders are those who have a duty under the law to manage risks to health and safety, which are non-transferable. Duty Holders include the following:

- *Persons Conducting Business or Undertaking* – the principal duty holder, which includes volunteer committees / boards with paid staff;
- *Officers* – those persons responsible for making all or a substantial part of the decisions that affect the health and safety of the business;
- *Workers* – including employees, locality group coordinators, members, volunteers, contractors, and trainees; and
- *Other* – visitors to our workplaces and sanctioned events (including family members).

## 5. Policy

WHS shall be a mandatory consideration in the following situations:

- In the primary place of employment;
- While in transit to and from TLI activities or events;
- In the field, on sites or venues where TLI projects, activities or events are held;
- Where there are identified potential or actual hazards; and
- When attending to maintenance or repair tasks.

It is the responsibility of the workers and visitors to take reasonable care for the health and safety of all people within the work site and for all people who may be affected by his/her acts or omissions.

It is the responsibility of the worker to cooperate and comply with all WHS regulations, policies and procedures in the workplace and out in the field.

In the primary place of work, the following matters shall be identified and documented:

- Current practice in respect of routine tasks;
- Actual and potential hazards;
- Actions to minimise or eliminate hazards;
- Setting targets to ensure continued improvement aimed at elimination of work-related injury and illness;
- Site induction of workers and visitors in WHS; and
- Training requirements of workers e.g. first aid and Chemcert.

TLI workplace may be a:

- Tweed Shire Council provided office space;
- Locality group work site;
- Workshop venue;
- Field day property; and/or
- Event venue.

TLI will consider the following areas in the workplace:

- Physical environment;
- Ergonomics;
- Housekeeping;
- Security;
- Manual handling;
- Movement and safety; and
- Evacuation procedure.

All workers in the field must have their mobile phones switched on at all times.

Prior risk assessment must be undertaken of the planned activities and events to manage any identified risks.

The TLI Secretary with support from TLI employees, has been appointed to maintain the WHS system.

All accidents/incidents must be reported to the TLI Secretary within 48 hours of the event occurring. A Hazard Injury Incident Report form shall be used and the Hazard Incident Injury Register (Appendix B) must be completed. The insurer and WorkCover NSW must be notified in incidents involving fatality, serious injuries or illness.

The TLI Committee shall receive all reports, record them in a Hazard Injury Incident register and have WHS as a standing Agenda item.

**In addition, locality group coordinators must:**

- ensure all hazardous materials are appropriately stored and checked in terms of expiry dates and leakage. Safety Data Sheets (SDS) must be obtained for all chemicals being used as part of TLI activities;
- ensure all storage and use of chemicals shall be in accordance with the SDS and substances shall be stored in their original containers with the label intact at all times;
- ensure all substances identified as dangerous (including items that may be caustic or carcinogenic) should not be handled directly; and



- ensure all plant, equipment and substances are used in accordance with safe operating procedures from the manufacturers / suppliers. Any defective plant, equipment and substances should be removed from use and then repaired or appropriately disposed.

**Leadership**

TLI workers – at all levels – are accountable for managing workplace health and safety with strong leadership and credibility. At the same time, TLI believes that worker involvement is indispensable to establish and maintain safety and health in the workplace.

As such, workers are empowered to:

- Complete and submit a *Record of Health or Safety Issue* (Appendix A) if they identify any hazards, risks, faulty equipment, unsafe practices etc.;
- Challenge any unsafe acts they see or perceive;
- Put a task on hold if they judge that safety is not adequate, until a competent person takes appropriate risk control measures; and
- Become actively involved in programs to improve health and safety performance in the workplace.

Communication between all Duty Holders is paramount to resolving health and safety issues. Responsibilities of the Duty Holder are outlined in Appendix C.

**Responsibilities, reviewing and monitoring**

- It shall be the responsibility of the TLI Secretary to ensure that all requirements of this policy are complied with.
- TLI Committee and workers are responsible for implementation of this policy.
- This policy shall be reviewed by the Committee every three years or as deemed necessary following changes to TLI practices or WHS legislation.

<b>AUTHORISATION:</b>	
This version takes effect on:	21/02/2018
This version will be reviewed by:	21/02/2018
Authorised by:	Tweed Landcare Inc Committee
Chairperson:	Joanna Gardner
Chairperson signature:	



**Appendix A**

**Record of Health or Safety Issue - Tweed Landcare Inc**

Workers are required to use this template to keep a record of any identified health or safety issues and submit them to the TLI Committee for consideration.

This will help to maintain and improve safety in your workplace by identifying hazards, risks, faulty equipment, unsafe practices etc.

<b>1. Who reported the health or safety issue?</b>	
Time: _____:_____am/pm	Date: ____/____/____

<b>2. Who was the health and safety issue reported to?</b>	
Time: _____:_____am/pm	Date: ____/____/____

<b>3. What is the health or safety issue? Location of hazard/risk?</b>	

<b>4. What is it's priority?</b> Assess the priority of the health or safety issue by identifying its most likely impact/consequence on workers and the chance of it actually happening.	
Date for remedial action to fix issue:	
<b>4b. What has been done to rectify the health or safety issue?</b>	
Signed:	Date: ____/____/____

<b>5. What further action needs to be taken?</b> (eg. Training, item creating hazard to be removed, manual task changed in a way that it no longer requires lifting, noise assessment, review of safe work procedures, training, etc).		
List	Responsibility	Date for completion



**Appendix B**

**Register of Injury/Incident Form**

TLI will take responsibility for keeping and maintaining this register and will produce it as and when requested.

Requirements of Injury and Illness Registration:

- Employers must keep a **Register of Injuries** at each workplace for workers to record any workplace injury or illness (*Section 63 of the Workplace Injury Management & Workers Compensation Act 1998*).
- An injured worker (or someone acting on their behalf) must notify the employer in writing, or verbally, of any work-related injury or illness as soon as possible after an injury has happened
- Employers need to provide a signed and dated copy of this form to the injured or ill worker.

**Injured/ill worker’s details**

<b>First name:</b>		<b>Last name:</b>		<b>Date of birth:</b>	
<b>Position:</b>		<b>Team:</b>		<b>Manager/supervisor’s name:</b>	
<b>Worker’s address:</b>					

**Injury Or Illness Details**

<b>Date of injury/illness:</b>		<b>Time of injury/illness:</b>		am/pm
<b>Nature of injury/illness:</b>				
<b>Bodily location of injury/illness (for illnesses include symptoms):</b>				
<b>Location at time of injury:</b>				
<b>How was the injury/illness sustained (cause of injury /illness):</b>				
<b>Was any plant, equipment, substance or thing involved in the injury/ illness? If yes, please provide details:</b>				

**Witnesses**

<b>Were there any witnesses to the injury/illness? Yes or No. If yes, please list name and contact number for each witness:</b>			
<b>Name:</b>		<b>Contact:</b>	
<b>Name:</b>		<b>Contact:</b>	



**Follow Up**

Has the injury been reported to the worker's supervisor? Yes or No:	
Was any treatment provided? Yes or No. If yes, please provide details:	
Did the injured worker return to work following the injury/illness? If yes, please provide details:	

**Details Of Person Making This Entry**

First name:		Last name:	
Position:		Team:	
Signature:		Date:	

**To Be Completed By Manager/Supervisor Of Injured/Ill Worker**

Has an investigation been conducted into the incident? If yes, by whom?	
What controls have been implemented to ensure the incident doesn't happen again:	
<input type="checkbox"/> Health & Safety Representative informed	Date:

**Employer Confirmation**

I, \_\_\_\_\_ (print name),  
 hereby confirm receipt of this notification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of this form given to injured worker on:

**Insurer Confirmation**

Reported to Insurer:  Yes  No

If Yes, date reported: \_\_\_\_\_ Claim no./Incident no: \_\_\_\_\_

If No, please complete as below:

- Workers request not to claim workers compensation
- No time lost
- No medical expenses
- Other: (please comment)



Appendix C

**Duty Holder Responsibilities**

Under the Work Health and Safety Act 2012, Duty Holders are those individuals who legally have a duty to manage risks to health and safety in the workplace. This duty is not transferable. In managing risks to health and safety, a Duty Holder must identify reasonably foreseeable hazards that could give rise to risks to health and safety. In managing these risks, the Duty Holder must eliminate risks to health and safety so far as is reasonably practicable. If not reasonably practicable to eliminate these risks, the Duty Holder must minimise these risks so far as is reasonably practicable. The table below identifies the array of Duty Holders at TLI and delineates their responsibilities under the Work Health and Safety Act.

Position	Accountability Obligations for Work Health and Safety
<p><b>Person Conducting Business Undertaking &amp; Officers</b> TLI Committee</p>	<ul style="list-style-type: none"> <li>▪ Ensure safe systems of work and a safe work environment with appropriate review processes in place.</li> <li>▪ Provide adequate workplace facilities and suitable accommodation.</li> <li>▪ Ensure there are systems for the safe use of plant and equipment.</li> <li>▪ Ensure there are processes for the prompt notification, recording of workplace hazards, injuries and incidents and management of injuries.</li> <li>▪ Ensure all Duty Holders involved in TLI have adequate information, training, instruction and supervision for all tasks.</li> <li>▪ Demonstrate effective health and safety leadership.</li> <li>▪ Provide all necessary resources to enable effective management of Work Health and Safety.</li> <li>▪ Establish a mechanism for health and safety issues to be tabled and discussed and reviewed at an executive level on a regular basis.</li> <li>▪ Establish and review your organisation’s <i>hazards, injuries and incidents register(App B)</i>.</li> <li>▪ Investigate hazards, injuries and incidents brought to the attention of the committee.</li> <li>▪ Develop, promote and maintain the organisation’s WHS management system.</li> <li>▪ Undertake audits, workplace inspections and risk assessments as requested.</li> <li>▪ Review reported hazards, injuries and incidents and collate and prepare health and safety reports for distribution.</li> <li>▪ Provide advice on how to reduce workplace illness, injury and disease.</li> <li>▪ Manage injured workers and optimise return to work outcomes.</li> </ul>
<p><b>Locality group coordinators</b></p>	<ul style="list-style-type: none"> <li>▪ Demonstrate effective health and safety leadership.</li> <li>▪ Ensure that workers and visitors have relevant information, instruction and training.</li> <li>▪ Ensure all tasks undertaken have the appropriate works permits and/or risk assessments.</li> <li>▪ Use correct tools for the job, follow safe work procedures and inspect tools and equipment prior to use to ensure they are safe.</li> <li>▪ Ensure scheduled inspections and checks occur on plant, equipment and premises.</li> <li>▪ Ensure health and safety system compliance for all tasks undertaken.</li> <li>▪ Review hazards, injuries and incidents and provide necessary resources to control them.</li> <li>▪ Provide workers with the necessary safe equipment to perform tasks in a safe manner.</li> <li>▪ Monitor achievement against determined health and safety targets.</li> <li>▪ Manage poor safety behaviour that places workers at risk.</li> <li>▪ Communicate health and safety concerns to the TLI committee.</li> <li>▪ Accompany a WorkCover inspector as an observer, if required.</li> </ul>



<p><b>Workers</b> Employees</p>	<ul style="list-style-type: none"> <li>▪ Demonstrate effective health and safety leadership.</li> <li>▪ Ensure that workers and visitors have relevant information, instruction and training in risk management.</li> <li>▪ Coordinate site safety inspections and assessment of risks in the workplace.</li> <li>▪ Report any hazards, injuries and incidents and notify the committee as soon as practicable.</li> <li>▪ Attend health and safety training as required.</li> <li>▪ Know where to find necessary health and safety information.</li> </ul>
<p><b>Workers</b> Contractors, volunteers, visitors &amp; students</p>	<ul style="list-style-type: none"> <li>▪ Take all care for the health and safety of themselves and others while at TLI workplaces.</li> <li>▪ Cooperate with TLI employees and/or locality group coordinators with regard to work health and safety matters and requests.</li> <li>▪ Adhere to relevant health and safety policies, procedures and protocols.</li> <li>▪ Report hazards, injuries and incidents to the relevant TLI representative (eg site coordinator, Landcare Officer, Landcare Coordinator, Committee member)</li> <li>▪ Participate in health and safety consultation as requested.</li> </ul>
<p><b>First aid officers</b></p>	<ul style="list-style-type: none"> <li>▪ Provide first aid assistance to workers.</li> <li>▪ Maintain current first aid qualifications.</li> <li>▪ Check and maintain first aid kits as replenish stocks as required.</li> <li>▪ Maintain records of treatment provided and audits of first aid kits.</li> </ul>