



WORKPLACE HEALTH AND SAFETY POLICY AND PROCEDURES

POLICY

Physio by Design is committed, so far as reasonably practicable, to ensuring that every workplace is free of foreseeable risks to the health, safety and welfare of employees, customers and others in the workplace in addition to meeting obligations under the Work Health and Safety Act 2011 (the WHS Act 2011).

To this end, Physio by Design has adopted a four-stage risk management approach that focuses on:

1. Risk identification of the tasks, situations and processes likely to cause injury or ill health;
2. Risk assessment of the tasks, situations and processes to find out what factors make them hazardous;
3. Risk control through steps taken to eliminate or at least reduce the risk factors in a task;
4. Regular monitoring and evaluation of controls to ensure risks are continuously being addressed and minimized.

It is expected that all members will, as far as reasonably practical, ensure that the hazard identification and risk management strategies outlined herein are implemented.

DEFINITIONS AND CLASSIFICATIONS

A hazard is anything that has the potential to adversely affect the health and safety of a person or cause damage to property - it is the source of risk.

Risk is the probability of an event occurring which may result in adverse effects on people and property.

Risk management, according to the Australian Standards Association, is "the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risk".

Personal Protective Equipment (PPE) includes but is not limited to gloves, safety glasses, masks.

RESPONSIBILITIES

Management:

Management must show due diligence including taking reasonable steps—

- A. to acquire and keep up-to-date knowledge of work health and safety matters; and
- B. to understand the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; and
- C. to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and
- D. to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- E. to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under the WHS Act 2011; and
- F. to verify the provision and use of the resources and processes mentioned in paragraphs (C) to (E).

For paragraph (E) above, the duties or obligations under this Act of a person conducting a business or undertaking may include—

- reporting notifiable incidents;
- consulting with workers;
- ensuring compliance with notices issued under this Act;
- ensuring the provision of training and instruction to workers about work health and safety;
- ensuring that health and safety representatives receive their entitlements to training.

Employees/Contractors:

While at work, a worker must—

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
3. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
4. co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Other persons at the workplace

A person at a workplace, whether or not the person has another duty under this part, must—

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
3. comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

PROCEDURE

To **IDENTIFY, ASSESS, CONTROL and MONITOR** hazards, the following procedures are to be adopted:

IDENTIFYING HAZARDS

Hazards identified will be assessed and controlled as per the Risk Assessment Form. The Risk Assessment Form may also be utilised for any premises from which Physio Design operates.

Hazards are to be identified through observation when performing daily tasks. Whenever a staff member identifies a hazard while performing his/her duties, he/she must assess the hazard and if it can be eliminated without endangering his/her own or another person's safety, the hazard should be eliminated, for example a spillage on the floor should be cleaned up immediately.

If a hazard cannot be easily eliminated the staff member must immediately advise their Supervisor and complete a Hazard Report Form.

Using the Risk Assessment form the Owner of Physio Design must assess the hazard and in conjunction with the staff rectify the hazard as soon as possible and inform all employees about any action taken. Any action taken must be recorded on the Hazard Report Form and a copy forwarded to the Managing Director immediately for notation.

If the hazard reported is a major problem which the Supervisor is unable to solve, then he/she will refer the Risk Assessment Form to the Managing Director with recommendations for action. The Managing Director will approve or not approve recommended action and return the form to the Supervisor to complete action if necessary or undertake an evaluation.

ASSESSING RISK

The risk assessment process involves predicting the likelihood that something may happen and the consequences if it does. Considering the following questions will assist in making the best estimate:-

1. How often will people be near the hazard?
2. How many people will be exposed to the hazard?
3. Do you know of any situations where this hazard has already caused problems?
4. How easily could someone be hurt?

Gather as much information as possible about the hazards identified, assess the likelihood and consequences of each hazard that may cause harm and then control the risk or notify the Managing Director.

CONTROLLING RISK

To do this, action must be taken by one of the following:-

- *Elimination of the hazard.*
- *Substitution* ie replacing hazardous substance, machinery or work process with a non-hazardous or less hazardous one.
- *Engineering Control* ie by modifying tools and equipment.
- *Administrative Control* ie introducing work practices which eliminate or reduce risk.
- *Personal Protection Equipment* protective clothing and equipment where other measures are not practicable.

The control measure where applicable is to be communicated with all staff.

It should be noted that it may be necessary to apply more than one solution to control a hazard.

Elimination or substitution must always be seen as the control of choice as the hazard then ceases to exist.

MONITORING HAZARDS

Regular review is necessary to ensure that the controls already put in place are still appropriate, and to check whether there are any new risks that need to be identified, assessed and controlled. This can be done through:

- Employee feedback;
- Re-assessment of the customer's situation;
- Support and supervision;
- Staff meetings.

Risk management review is the responsibility of the Supervisor but will be achieved in consultation with any designated employees. It is essential that the control measures affected are still working and that other hazards have not been introduced.

The Manager, supervisor and designated employees are to facilitate this by ensuring that:

- All legal requirements are complied with
- No new hazards have been introduced with a change of process or work practice;
- Existing standards of exposure to hazards are complied with;
- Control measures are in place;
- Safe conditions are maintained, ie lighting, conditions of floors, exits are clear;
- Ensuring personal protective equipment is used as required and is appropriate to the task.
- Keep abreast of publications such as regulations and approved codes of practice which identify potential hazards and provide advice to staff as appropriate.

Non Compliance

Employees who breach risk and hazard policies and procedures put themselves, customers and other employees in danger. This is not acceptable to Physio by Design and will result in disciplinary action towards an employee and could ultimately result in termination of the employment contract.