

WORK HEALTH AND SAFETY POLICY

Purpose

- IRCA is committed to ensuring, as far as reasonably practicable, the health, safety and welfare of the working environment for its employees, volunteers, contractors and visitors to its premises.

Application

- This policy applies to:
 - a) All employees and directors; and
 - b) Contractors, volunteers and visitors to IRCA's premises, to the extent that it is relevant to them.
 - c) The "workplace" meaning working on site or off-site, attendance at a work-related conference or function, and attendance at other work-related events, including retreats and social events.

Responsibilities

Employees are required to:

- Participate in health and safety training, discussion, and activities
- Follow reasonable health and safety instructions from managers or supervisors
- Report any serious incidents, accidents, injuries or accidents in the workplace to their supervisor
- Report any potential hazards to their supervisor
- Aim to work in a way that does not endanger the health or safety of themselves or others
- Properly use and maintain safety equipment
- Make sure visitors follow safety rules in the workplace
- Implement all detailed safety procedures.

Contractors and visitors to IRCA will:

- Assess risks to their health and safety arising from the provision of their services
- Have control measures in place to address those risks, including complying with any relevant IRCA policies and practices

Supervisors/managers will:

- Have the same responsibilities as noted for employees as above; and
- Be committed to the provision and maintenance of a healthy and safe workplace;
- Use risk identification, assessment and control principles to maintain safe and healthy work practices.
- Appropriately respond to health and safety incidents
- Keep a record of:
 - incidents and injuries
 - hazard identification, risk assessment and control processes
 - maintenance of equipment; and
 - training

Safe work practices

IRCA notes the following practices as currently relevant to health and safety at the workplace:

1. Motor vehicle policy
2. Ergonomic workstations
3. Building evacuation procedure

Version	Date adopted/revised	Endorsement/Description of change
1.	21/3/2016	General Manager Daniel Featherstone
	17/5/2016	Endorsed by IRCA Board

Appendix 1: Hazard and incident report form

	Location: _____ Date: _____ Name: _____ Reported to: _____
Worker to complete	DESCRIPTION OF HAZARD/INCIDENT: CORRECTIVE ACTION: Taken Required
Manager to complete	ACTION TAKEN: FURTHER ACTION REQUIRED:
	Employer _____ Date _____
	Worker _____ Date _____

