

Rationale

SDN understands and supports its regulatory obligations and duty of care to provide, as far as reasonably practicable, a safe and healthy environment for all staff members, children, volunteers, students, contractors and visitors. SDN recognises its responsibility to take immediate action, provide appropriate services and care for the wellbeing of SDN Board members, staff members, children, volunteers, students, contractors and visitors.

Scope

This policy, and its associated documents, applies to the entirety of SDN Children’s Services and the entirety of its wholly owned subsidiaries.

This policy applies to all SDN Board members, staff members, children, trainees, volunteers, students, contractors and visitors whilst they are within our sites, working from home, or in work related travel.

Key Terms

Officers

Under the *Work Health and Safety (WHS) Act 2011*, an officer is a person who has the authority and responsibility to make or participate in making decisions that affect the whole, or a substantial part, of SDN or has the capacity to significantly affect the financial standing of SDN. At SDN, we regard all Company Directors and all staff members who are counted as ‘leaders’ as ‘officers’.

Worker

A worker includes Board members, staff members, volunteers, students, trainees, contractors and sub-contractors.

Injury management

The return of a staff member, who has experienced a work related injury or illness, to their fullest physical, social, vocational, economic capacity in a safe and durable manner.

Policy

SDN is committed to providing a safe and healthy environment and to promoting wellbeing for all staff members. This is achieved by applying a two-tiered model of prevention and management of incidents and injuries, under a legislative framework.

SDN's prevention of incidents and injuries processes:

- exercise due diligence and consultation
- ensure appropriate documentation of our WHS system is in place and reviewed
- apply a risk management framework
- include regular reporting and monitoring
- ensure safety and wellbeing is promoted
- aim to identify, mitigate and/or control or eliminate risk
- provide and maintain healthy work environments
- ensure safety and health are considered in all planning and workplace activities
- Consult and communicate with all staff members through their managers in decision making about WHS issues.

SDN's management of injuries and incidents processes:

- robust return to work program
- are transparent, fair, timely, and efficient
- ensure injuries and incidents are investigated in a timely manner, root causes identified and corrective measures put into action as far as reasonable and practical
- provide effective management of injuries
- ensure sufficient resources are allocated to support wellbeing
- include evaluation and follow up.

Roles and responsibilities

The responsibilities of officers of SDN are to:

- oversee and review the Health and Safety requirements of sectors under their control and monitor compliance with SDN policy and WHS legislation
- provide guidance, support, assistance and training on Health and Safety to allow staff members to perform their duties in a safe manner
- undertake risk management assessments
- provide and maintain resources and equipment to ensure safety of staff members, children, volunteers, students, contractors and visitors
- ensure the effective management of workplace injuries in accordance with SDN's *Injury Management Procedure*
- communicate Health and Safety information and consult with staff members on Health and Safety issues

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- attend or complete training on WHS as required.

The responsibilities of workers are to:

- work in a manner that is safe and does not put themselves or others at risk
- encourage other workers, children and visitors to act in a safe manner
- comply with directions or rules for safety
- participate and share ownership and accountability for health and safety
- report hazards, risks, incidents, injuries and ‘near-misses’ to their immediate supervisor.

Ongoing evaluation/consultation

SDN will review and consult on health and safety policies and procedures to ensure that they operate effectively. Consultation at all levels and functions of SDN is essential for effectively managing health and safety.

Related SDN Documents

Policies

- GI-HLP-1.06: Risk Management
- GI-HLP-1.07: Providing a Child Safe Environment
- GI-HLP-1.08: Managing Critical Incidents
- SD-OP-2.15: Child Incident, Injury, Trauma and Illness
- SD-OP-2.19: Death of a Child in Care
- HR-OP-3.16: Private Vehicle Use
- WHS-OP-4.03: Infectious Diseases
- WHS-OP-4.04: Injury Management

Procedures

- SD-PRO-2.15-01: Child Incident, Injury, Trauma and Illness
- SD-PRO-2.19-01: Death of a Child in Care
- WHS-PRO-4.01-01: Manual Handling
- WHS-PRO-4.04-01: Injury Management
- WHS-PRO-4.03-01: Infectious Diseases
- WHS-ADD-4.04-01-02-A Return to Work Program

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Forms/Templates

- WHS-FRM-1.06-01: Risk Assessment Form
- WHS-FRM-4.01-01: Hazard Report Form
- WHS-FRM-4.01-02: Visitor Sign In/Out Book
- WHS-FRM-4.01-03: Yearly Workplace WHS Inspection Form – Centres
- WHS-FRM-4.01-04: Yearly Workplace WHS Inspection Form – Offices
- WHS-FRM-4.01-05: Quarterly Workplace WHS Inspection Form – Centres
- WHS-FRM-4.01-06: Quarterly Workplace WHS Inspection Form – Offices
- WHS-FRM-4.04-01-01: Incident/Injury/Near Miss Report Form

Relevant Legislation/Regulations

- Work Health and Safety Act 2011
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011, regulation 168(2)(a)
 - Schedule 1: National Quality Standard, Elements 2.1.3, 2.3.1 and 2.3.2
- Workers Compensation ACT 1987 (NSW)
- Workers Compensation ACT 1951 (ACT)
- Workplace Injury Management and Workers Compensation Act 1998 (NSW)
- NDIS Practice Standards and Quality Indicators
- NDIS Incident Management and Reportable Incident Rules 2018

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