

Occupational Health & Safety Policy

**THE DAUGHTERS OF OUR LADY OF THE SACRED
HEART**

OVERSEAS AID INCORPORATED

Daughters of Our Lady of the Sacred Heart Overseas Aid Incorporated

Occupational Health & Safety Policy

Introduction & Preamble

The Daughters of Our Lady of the Sacred Heart Overseas Aid Incorporated fund was granted a Certificate of Incorporation on the 29th March, 1989 under the Associates Incorporation Act, 1984.

The objectives of the Association are to provide for the relief of people in countries which are for the time being, certified by the Minister for Foreign Affairs and including relief of people in the Phillipines and Kiribati.

The DOLSH Aid Inc. was established by the Daughters of Our Lady of the Sacred Heart. The Daughters of Our Lady of the Sacred Heart is an international Congregation. The sisters work in over 27 different countries in the world. All the projects funded by the DOLSH Aid Inc. are at the service of developing countries and their peoples.

Vision Statement regarding our Occupational Health & Safety Policy

The Daughters of Our Lady of the Sacred Heart Overseas Aid Inc. recognize the dignity and value of every human person, especially the most vulnerable. We are committed to respect the rights of all persons, especially women, children, youth and those whose rights and dignity are devalued or at risk.

Introduction

OLSH Overseas Aid Inc and its Committee of Management are committed to ensuring the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors. As a consequence of this, OLSH Overseas Aid Inc. encourages all of its staff members to regard accident prevention and working safely as a collective and individual responsibility.

1.2 Purpose of the Policy

The purpose of this policy is to ensure staff members and volunteers are aware of their responsibilities as employees/volunteers of OLSH Overseas Aid Inc. and under associated legislation, and are committed to ensuring the health and well-being of staff, volunteers, contractors and visitors. In

fulfilling this responsibility, all members of OLSH Overseas Aid Inc. have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.

Authorisation

President

OLSH Overseas Aid Inc.

Policy

OLSH Overseas Aid Inc. recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers, contractors and visitors. OLSH Overseas Aid Inc. further endeavors to ensure that their operations do not place the wider community at risk of injury or illness.

OLSH Overseas Aid Inc. is committed to:

- Undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices;
- Compliance with all relevant legislation standards, and other requirements to which the organisation subscribes;
- Ensuring that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;
- Maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response;
- Providing adequate facilities to protect the welfare of all employees;
- Providing appropriate OH&S training to all employees and volunteer workers;
- Providing information and supervision for all staff enabling them to work in a safe and healthy manner;
- Consulting with all employees and contractors to enhance the effectiveness of the OH&S Management System;
- Providing adequate resources to facilitate the fulfillment of the Organisation's OH&S responsibilities;
- Regularly reviewing and evaluating Health and Safety Management systems, including audits and workplace inspections;

- Establishing measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness.

If required by State Legislation, OLSH Overseas Aid Inc. will establish and maintain an Occupational Health and Safety Committee.

Responsibilities

The **President** as the responsible officer will be accountable for providing a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement supporting strategies. In particular, the President will ensure:

- appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety;
- mechanisms are provided which enable the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures;
- mechanisms are provided to enable employees and their representatives to be consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the occupational health, safety and welfare of employees;
- managers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
- Occupational Health and Safety Policy is reviewed annually to ensure it remains accurate and in line with legislative requirements.

The Committee of Management will be held accountable for coordinating OLSH Overseas Aid Inc. management of health and safety on behalf of the President. The Committee of Management shall:

- coordinate the identification, development, implementation and review of health and safety-related policies and procedures;
- support employees to follow policies and safe work procedures developed.

- ensure that relevant health and safety policies and procedures are effectively implemented;
- ensure that all risks to health and safety are identified, assessed and effectively controlled;
- ensure employees have adequate knowledge and skills to carry out their health and safety responsibilities;
- consult employees regarding any proposals for or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees;
- ensure that all incidents within their area of control are reported and investigated, and basic cause and control strategies are identified.

The Committee of Management will be held accountable for working conditions under their control to ensure:

- relevant health and safety policies and procedures are implemented in their areas of control;
- all risk control measures in their areas of responsibility are implemented, regularly monitored and maintained;
- employees under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs.

Employees have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. **Employees and Volunteers** have a responsibility to:

- report any incident or hazards at work to their manager or supervisor;
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- obey any reasonable instruction aimed at protecting their health and safety while at work;
- use any equipment provided to protect their health and safety while at work;
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- consider and provide feedback on any matters which may affect their health and safety;
- ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.

Contractors and visitors to OLSH Overseas Aid Inc. are required to:

- comply with the occupational health and safety policies, procedures and programs established by OLSH Overseas Aid Inc.
- observe directions on occupational health and safety from designated officers of OLSH Overseas Aid Inc.

Where required under legislation, OLSH Overseas Aid Inc. will establish a **Health and Safety Committee(s)** consisting of management and employee representatives. The Health and Safety Committee will be the principal forum wherein Management consults with employees on broad health and safety and policy issues. The responsibilities of the Committee are to:

- assist in the development, monitoring and review of health and safety policies and procedures;
- consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees;
- promote the importance of health and safety amongst management and employees;
- monitor OLSH Overseas Aid Inc.'s health and safety performance;
- monitor the rehabilitation of injured employees;
- assist in the resolution of health and safety disputes.

Review of Policy

The Occupational Health and Safety policy will be reviewed annually by the the President in consultation with the Occupational Health and Safety Committee (if established) and Occupational Health and Safety Representatives. The review will involve assessing the effectiveness of the policy and program by such means as:

- reviewing overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

Dissemination of Policy

The Occupational Health and Safety Policy and related procedures shall be displayed in the workplace and all employees and volunteers will be provided with a copy. New employees will be provided with a copy of the policy as part of their induction.

The Policy will be reviewed on an annual basis to ensure it remains compliant with the relevant State legislation.

Useful Information

For further detailed information in addition to the above please refer to the Daughters of Our Lady of the Sacred Heart Occupational Health and Safety Manual, housed at:

OLSH Overseas Aid Inc.

2 Kensington Road,

Kensington. N.S.W. 2033

May, 2012

Important information regarding Occupational Health and Safety, is also available at the following websites - please refer to:

Workcover Websites:

STATE	LINK
Vic	http://www.workcover.vic.gov.au
Qld	http://www.workcover.qld.gov.au
Canberra	http://www.workcover.act.gov.au
NSW	http://www.workcover.nsw.gov.au
NT	http://www.worksafe.nt.gov.au/
Tas	http://www.workcover.tas.gov.au/
SA	http://www.workcover.com
WA	http://www.workcover.wa.gov.au

Federal Legislation:

STATE	LEGISLATION	WEBSITE LINK
Vic	Occupational Health & Safety Act 1985	http://www.austlii.edu.au
Qld	Workcover Health and Safety Act 1995	

Canberra	Occupational Health & Safety Act 1989	
NSW	Occupational Health & Safety Act 2000	
NT	Work Health Act	
Tas	Workplace Health & Safety Act 1995	
SA	Occupational Health, Safety & Welfare Act 1986	
WA	Occupational Health & Safety Act 1984	

Attachments

Appendix A OHS staff acknowledgement form

Appendix A**OCCUPATIONAL HEALTH AND SAFETY STAFF ACKNOWLEDGEMENT
FORM**

Employee	Name:

I have received, read and understood the Occupational Health and Safety Policy issued	
on _____.	
Date	

Completed form to be filed in employee's personnel file