

# **SECTION 3 – OCCUPATIONAL SAFETY AND HEALTH**

## **Table of Contents**

<b>3</b>	<b>OCCUPATIONAL SAFETY AND HEALTH</b>	<b>2</b>
<b>3.1</b>	<b>Occupational Safety and Health Policy</b>	<b>2</b>
<b>3.2</b>	<b>Staff responsibility</b>	<b>2</b>
<b>3.3</b>	<b>Accidents and near misses</b>	<b>3</b>
<b>3.3.1</b>	Notifiable incidents	3
<b>3.3.2</b>	Notifiable incidents – electrical	4
<b>3.4</b>	<b>Injury Management and Rehabilitation Policy</b>	<b>5</b>
<b>3.4.1</b>	Definitions	6
<b>3.5</b>	<b>Responsibilities of all Parties</b>	<b>6</b>
<b>3.5.1</b>	Rehabilitation Coordinators	6
<b>3.5.2</b>	External Rehabilitation Provider	6
<b>3.5.3</b>	Doctors/Psychologists	6
<b>3.5.4</b>	Injured employee	6
<b>3.5.5</b>	Fellow employees	7
<b>3.6</b>	<b>Rehabilitation procedures</b>	<b>7</b>
<b>3.6.1</b>	Medical attention	7
<b>3.6.2</b>	Reporting	7
<b>3.6.3</b>	Written reporting	8
<b>3.7</b>	<b>Rights of the injured/ill Employee</b>	<b>8</b>
<b>3.8</b>	<b>Review of rehabilitation Process</b>	<b>9</b>
<b>3.9</b>	<b>Confidentiality</b>	<b>9</b>
<b>3.10</b>	<b>Legislation</b>	<b>9</b>

# **OCCUPATIONAL SAFETY AND HEALTH**

## **3.1 OCCUPATIONAL SAFETY AND HEALTH POLICY**

GSGT is fully committed to the development of appropriate safety behaviour and the identification, assessment, elimination and control of workplace hazards, thereby preventing as far as practicable, the risk of injury to employees, customers and the community.

Priority is given, at all times, to personnel safety ahead of equipment and continuity of service.

### *Definitions*

Manager- is the chief executive officer reporting to the Board of Management.

Supervisor/Coordinator is either any GSGT staff member who supervises the work of others and/or a host employer or their delegated officer who supervises the work of a GSGT employee

## **3.2 STAFF RESPONSIBILITY**

The manager is the responsible officer under the terms of the Occupational Safety and Health Act 1984 (OS&H) and carries the responsibility for the implementation of the OS&H policy. Day to day responsibility is delegated to supervisors, coordinators and staff.

The manager is responsible for the annual review of the policy.

The Manager is responsible for:

- Developing, communicating and reviewing safety principles, plans and responsibilities.
- Implementing systems to identify assess and control major and minor hazards.
- Ensuring adequate safety training for personnel.
- Ensuring proper discipline and follow up.
- Ensuring adequate financial, material and human resources are available to meet OS&H, welfare, emergency, rehabilitation and counselling requirements.
- Ensuring accidents and near misses are investigated promptly and competently and action is taken to prevent reoccurrence.
- Ensuring the organisational standards, policies and work practices are reviewed and improved where necessary.
- Ensuring compliance with legislation.
- Meeting KPI's.

Supervisors/Coordinators are responsible for:

- Working with personnel to identify, assess and control major and minor hazards.
- Communicating and reviewing safety principles, plans and responsibilities.
- Providing appropriate training, to ensure personnel perform duties safely.
- Ensuring safety standard compliance.
- Apply appropriate discipline and follow up.
- Ensuring accidents and near misses are investigated promptly and competently and action is taken to prevent reoccurrence.
- Ensuring compliance with legislation.
- Meeting KPI's.
- Providing safety inductions.

All personnel are responsible for:

- Being involved in the identification, assessment and reporting of hazards.
- Involvement in reviews of work safety practices.
- Personal safety and that of others affected by their actions.
- Compliance with all workplace safety instructions.
- Wearing appropriate safety equipment.
- Compliance with OS&H legislation.

### **3.3 ACCIDENTS AND NEAR MISSES**

This process should be followed wherever an incident occurs which results in an injury, or potential injury to any person.

The affected worker and their supervisor must complete an incident report. In the case of Trainees and Apprentices a field officer is to investigate. The investigation needs to determine the causes of the incident, and assist in the development of actions to prevent incident occurring again.

Records must be kept of the incident in a file held by the Manager or an appointed OS&H officer. Incidents involving workers compensation claims are recorded along with appropriate documentation in a designated file to be maintained by administration staff.

#### **3.3.1 NOTIFIABLE INCIDENTS**

The following incidents are classified as “Notifiable Incidents” under the OS&H Act 1984, and must be reported to the Worksafe Western Australia Commissioner:

- A fracture of the skull, spine or pelvis.
- Amputation of an arm, hand, finger, finger joint, leg, foot, toe or joint.
- Loss of sight in an eye.
- Fracture of the arm (excluding wrist or hand) and the leg (excluding foot or ankle).

- Death
- Any injury other than those above, which in the opinion of a medical practitioner requires time off work for more than 10 days.

The manager upon notification from the supervisor or administration staff will report these incidents to Worksafe WA.

### 3.3.2 NOTIFIABLE INCIDENTS – Electrical

The Electricity (Licensing) Regulations 1991 require that all electric shocks and accidents (including electrical fatalities), irrespective of their seriousness, must be reported to the relevant network operator (supply authority). ATC Work Smart requires that all such events irrespective of their seriousness must be reported by the Host employer to ATC Work Smart. ATC work Smart and the Host Employer must **each** report as soon as reasonably practicable (preferably within 60 minutes) to:

- the relevant network operator (supply authority). If the person making the report cannot identify the network operator, the facts must be reported to Energy Safety.

Relevant power network operator contacts:

- Western Power: 13 13 51
- Horizon Power: 13 23 51

Note: **All electrical fatalities must also be reported immediately to Energy Safety.** Free call [1800678198](tel:1800678198) (all hours, from anywhere in Western Australia)

#### Definitions of Electric fatality, shock, accident and incidents:

An **electric fatality** is defined as a death directly resulting from a sudden discharge of electricity.

An **electric shock** is defined as a non-fatal incident resulting from a sudden discharge of electricity, (but not including static discharge) which does not require medical or first aid treatment. Where the only treatment is a precautionary ECG, the incident is classified as an electric shock

An **electrical accident** is defined as a non-fatal incident resulting from a sudden discharge of electricity causing injury which requires medical or first aid treatment, includes fatalities and excludes attendance for a precautionary ECG

An **electrical incident** refers to an electrical fatality, serious electrical accident or electrical shock.

The manager upon notification from the supervisor or administration staff will report these incidents to Worksafe WA.

Upon notification the Manager, Supervisor or Administration staff will report these incidents to the relevant authority and advise the other that they have done so.

### **3.4 INJURY MANAGEMENT & REHABILITATION POLICY**

Great Southern Group Training recognises that there are substantial benefits for employees and employers resulting from an employee's early return to work after an injury/illness. An injury can be physical or psychological. Work assists the healing process and helps restore the employee's normal functions sooner. GSGT is committed to providing a timely and effective injury and illness management program for employees who experience work related injuries and illnesses.

Workplace rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties programs when practicable, to ensure the employee's earliest possible return to work, or if return to work is precluded, to maximise the employee's independent functioning.

**Great Southern Group Training is committed to providing an effective rehabilitation program with the following principles and objectives:**

- Rehabilitation is normal practice and an expectation within our workplace.
- Rehabilitation commences as soon as practicable after the injury/illness, with the approval of the employee's treating doctor.
- The goal through the rehabilitation plan is to return the employee to his/her normal duties.
- A team approach to rehabilitation is used, with cooperation, consultation and confidentiality being requirements for all persons involved.
- At all times the rights, welfare and confidentiality of the employee are respected.
- This policy and related procedures will be reviewed annually.

**Great Southern Group Training will:**

- Support the employee by active intervention;
- Ensure rehabilitation in the workplace begins as soon as practicable so that the employee's maximum physical, psychological and social potential can be restored;
- Support early referral to a Rehabilitation Provider where appropriate;
- Return the employee to pre-injury/illness position if possible by encouraging an early return to work using established rehabilitation procedures;
- Involve the employee actively in the rehabilitation program process;
- Support restricted hours of work for employee's who are unable to perform a full days duties;
- Respect the right of the employee to receive treatment from whomsoever they wish, subject to the right of Great Southern Group Training having the injured/ill person examined by a doctor of its choice.

Great Southern Group Training is also committed to facilitating the return to work of staff with non-work related injuries or illness.

### **3.4.1 DEFINITIONS**

#### **3.4.1.1 Occupational Rehabilitation**

Occupational Rehabilitation is the combined and coordinated use of medical and allied health practitioners to minimise the consequences of injury/illness and to restore or improve function.

#### **3.4.1.2 Suitable Duties**

Alternative duties are:

- tasks which are designed specifically for an individual employee as part of a process to ease him/her back in to work;
- utilised only under the treatment regime of the treating doctor or psychologist;
- reviewed regularly by the rehabilitation coordinator (usually the appropriate field officer/consultant), in concert with the treating practitioner;
- a means of offering a graded return to normal duties where possible;
- meaningful and productive, supported with adequate training where necessary, and which have regard to the objective of the employee's rehabilitation;
- not seen as a job change.

#### **3.4.1.3 Alternative Duties Specified in Writing**

A written plan specifying alternative duties should be produced which should include:

- the goal of the Plan
- the job and list of duties and restrictions
- hours to be worked
- details of training required
- remuneration to be paid
- anticipated time frame of the Plan

## **3.5 Responsibilities of all Parties**

### **3.5.1 Rehabilitation Coordinators** (usually the relevant Field Officer/Consultant or Manager)

The role of the Rehabilitation Coordinator is to coordinate and monitor the individual workplace return to work and rehabilitation programs by:

- initiating and maintaining contact with the injured/ill worker as soon as possible after an illness/injury has occurred;
- ensuring the employee has access to appropriate information and resources;
- ensuring that the following documentation has been completed:
  - incident/near miss reports
  - workers compensation employee claim form
  - workers compensation employer claim form
  - employment declaration form
- ensuring that the employee's supervisor, management, host employer are fully aware of his/her current status;
- establishing and maintaining appropriate contact with doctors and other health care professionals;
- developing and maintaining accurate records, ensuring confidentiality;
- educating employees about injury management policies and procedures.
- ensuring the employee is coping with selected duties through monitoring;
- monitoring overall effectiveness of the program and initiating corrective action where required.

### **3.5.2 External Rehabilitation Provider**

The general manager will determine the use of an External Rehabilitation Provider on a case by case basis.

The function of the External Rehabilitation Provider is to provide expert advice on aspects of rehabilitation to Great Southern Group Training.

Responsibilities of an External Rehabilitation Provider include:

- assisting in the preparation and implementation of the rehabilitation plan;
- liaising with all parties concerned so as to maximise the efficiency and effectiveness of the rehabilitation plan for the individual employee;
- where appropriate, observing all the requirements of the insurer.

### **3.5.3 Doctors/Psychologists**

The treating Medical Practitioner or Psychologist will approve all work programs.

### **3.5.4 Injured Employee**

Injured/ill employees are encouraged, but not obliged; to use GSGT's preferred practitioner/s for all work-related injuries or illnesses. Employees are required to:

- Advise the appropriate practitioner of the availability of a suitable return to work program (as agreed/discussed with the Rehabilitation Coordinator).
- Ask the practitioner to provide a written work capabilities report.
- Actively participate in workplace programs.
- Provide regular feedback to the Rehabilitation Coordinator to enable evaluation of an agreed plan.
- Attend regular reviews as required.

### **3.5.5 Fellow Employees**

Fellow employees are encouraged to be actively involved wherever possible to support the rehabilitation process.

## **3.6 Rehabilitation Procedures**

Work related injuries or illnesses include those that are caused or aggravated by work, during working hours

### **3.6.1 Medical Attention**

Where at any particular time GSGT has a preferred practitioner, it is desirable that employees requiring attention beyond first aid level consult that particular practitioner.

GSGT does respect the right of the employee to consult a practitioner of his or her own choice.

GSGT reserves the right to refer the injured worker to another practitioner for the purposes of review.

### **3.6.2 Reporting**

The injury or illness should be reported to the immediate supervisor as soon as possible, and either the worker or supervisor report in turn as soon as possible to the relevant Field Officer/Consultant or Manager.

- If the injury or illness has the potential to require rehabilitation assessment, then it should be reported to the Manager who will appoint a Rehabilitation Coordinator.
- Irrespective of days absent, assessment is available if the injury or illness interferes with the employee's ability to perform normal duties.
- If the incident causes serious bodily injury, GSGT management will report to the Worksafe Western Australia Commissioner as required by the *Occupational Safety and Health act Safety Act 1984*.

### **3.6.3 Written Reporting**

- Incident reports are available from the office of GSGT and should be completed by the injured/ill employee and their supervisor as soon as possible.  
When completed it should be returned to GSGT for action
- Where a claim is to be made in respect to an injury or illness it is important for the employee to ask their practitioner for a workers Compensation Medical Certificate.  
The employee should either obtain an account from the practitioner or pay for the consultation and obtain a receipt. Should the employee have to visit a pharmacist with a prescription from the doctor, or to purchase anything for their injury/illness, it is essential that a detailed account be obtained.
- The employee should then contact the relevant Field Officer/Consultant or Manager with regard to completing a Workers Compensation claim form and discussing any other relevant details.  
All accounts, receipts and medical certificates are to be provided.
- The Rehabilitation Coordinator will make early contact with all parties involved to discuss GSGT's support of the employee and willingness to coordinate-operate in all aspects of their rehabilitation where possible.
- If the employee is unable to return to his/her previous position, suitable duties will be negotiated between the Rehabilitation Coordinator, supervisor and employee.

## **3.7 Rights of the injured/ill employee**

All those employed by GSGT have the following rights with regard to rehabilitation:

- To participate in a rehabilitation program.
- To choose their own practitioner, and to confidentiality of medical information. GSGT must obtain the employee's written authority before obtaining or releasing medical or psychological information.
- To be consulted in the development of the return to work rehabilitation plan.
- To be provided with appropriate duties and a current copy of their return to work plan, as part of a plan to return to normal duties.
- To seek independent advice before signing any documentation.
- To have all personal information kept confidential by the relevant parties to rehabilitation.
- To have the rehabilitation plan considered for change where it is felt ineffectual or inappropriate.
- To a plan which takes in to account individual needs including recognition of cultural or linguistic background.
- Not to be dismissed from employment as a result of being on a rehabilitation plan.

- Not to perform duties in conflict with agreed medical constraints;
- To request review of any decisions with which they may or may not agree.

### **3.8 Review of Rehabilitation Progress**

Rehabilitation progress will be monitored on a regular basis by the Rehabilitation Coordinator in conjunction with all parties involved, as applicable.

The progress of each case will be considered on medical or psychological grounds. If continued Rehabilitation is necessary, and the employee's progress is satisfactory to all concerned, then extensions to the Rehabilitation plan may be approved.

Programs will not extend beyond six months without an extensive reassessment of the case, involving all relevant parties, and its progress to date.

### **3.9 Confidentiality**

At all times confidentiality of information is to be respected. GSGT will:

- Obtain written authorisation from the employee for release of medical or psychological information.
- Ensure records are stored securely and appropriately.
- Limit the release of information to those who are actively involved in the rehabilitation plan.

### **3.10 Relevant Legislation**

The following legislation is relevant to the policies and procedures in this section:

- *Occupational Health and Safety Act 1984.*
- *Workers' Compensation and Injury Management Act 1981.*
- *Privacy Act 1988.*