

Clota Cottage Policy

Title	Occupational Health and Safety
Ratified	<i>(date)</i> <i>Refer Committee of Management Minutes</i>
Scheduled Review Date:	
Version Number:	2.0

Objective	Clota Cottage Neighbourhood House is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises.
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Scope	<p>This policy applies to:</p> <ul style="list-style-type: none"> (a) All staff members; and (b) Contractors, volunteers and visitors to Clota Cottage Neighbourhood House's premises, to the extent it is relevant to them. <p>In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.</p>
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Policy	<p>Clota Cottage NH supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.</p> <p>Clota Cottage NH is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.</p> <p>Clota Cottage NH is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with Clota Cottage NH's staff, volunteers and participants, of management systems and procedures designed to, so far as is reasonably practicable:</p> <ul style="list-style-type: none"> • identify, assess and control workplace hazards; • reduce the incidence and cost of occupational injury and illness; and • provide a rehabilitation system for those affected by occupational injury or illness. <p>Occupational Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.</p>
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	<p><i>Bullying and violence at work</i></p> <p>Clota Cottage NH is committed to reducing bullying and occupational violence so far as is practicable in the workplace.</p> <p>Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.</p> <p>Examples of bullying can include:</p> <ul style="list-style-type: none"> • verbal abuse; • excluding, ignoring or isolating a person; • psychological harassment; • intimidation; • assigning meaningless tasks unrelated to a person's job; • giving a person impossible assignments and deadlines; • unjustified criticism or complaints; • deliberately withholding information vital for effective work performance; and • constant taunting, teasing or playing practical jokes on a person who is not a willing participant. <p>Bullying can be verbal, or in writing (including online).</p> <p>Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.</p> <p><i>Breach of this Policy</i></p> <p>Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.</p> <p>Any breach of this policy by a contractor may result in cancellation by Clota Cottage NH of the services provided by that contractor.</p> <p><i>Occupational Health and Safety Coordinator</i></p> <p>The occupational Health and Safety Coordinator will be appointed by the Committee of Management and will be responsible for coordinating Clota Cottage NH's management of health and safety on behalf of the Committee of Management.</p>
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Definitions	
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Relevant Legislation	Occupational Health and Safety Act 2004 Occupational Health and safety Regulations 2007
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Related Documents	Work Health and Safety procedure Critical Incident Policy and Procedure Risk Assessment Policy and Procedure Risk Management Plan Incident, trauma and injury record Agreed Medical Incident action plan Risk Identification Report form
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