

Hockey MD Pty Limited Policy for Work Health and Safety

For the purpose of this document, “staff” refers to all Hockey MD Pty Limited employees, volunteers and contractors.

1. RATIONALE AND PURPOSE

The occupational health and safety of all persons working for Hockey MD Pty Limited, is considered to be of utmost importance. Hockey MD Pty Limited is committed to providing a safe and healthy environment for its staff, customers and overall organisation.

Relevant Legislation

- “Work Health and Safety Act 2011” (Comm)
- Workers Compensation Regulation 2010

2. PERSONS AFFECTED & RESPONSIBILITIES

The cooperation and involvement of all staff is required to achieve the health and safety objectives and procedures contained in this policy.

To support this occurring, the directors of Hockey MD Pty Limited will put in place:

- Safety management systems that are continuously reviewed for effectiveness
- Resources including equipment and training to manage safety
- Processes to eliminate risks wherever possible
- Consultation with staff on the development, implementation and refinement of OHS systems and programs
- Processes that investigate and report on all incidents, including near misses

Definition of ‘Workplace’ and working from home

Staff must understand that if working from home, their home becomes an extension of the Hockey MD Pty Limited workplace and so all the Hockey MD Pty Limited policies and procedures need to be followed. If staff are working from home to facilitate online programs on a regular basis, a written agreement needs to be made between the staff member and Hockey MD Pty Limited outlining expectations and requirements. Prior to the agreement being implemented, an OHS site inspection needs to be conducted of the home office/space to make sure it complies with workplace safety requirements and privacy requirements. If the safety and other requirements are not being maintained, then the working from home agreement will be terminated and the worker will be required to work from Hockey MD Pty Limited recommended location.

All staff have a duty to work safely at all times to protect themselves and those working with them and should comply with the safety procedures and directions as provided by Hockey MD Pty Limited and must act in accordance with agreed procedures for accident and incident reporting and report potential hazards to Hockey MD Pty Limited directors.

Staff need to be:

- Suitably experienced to perform tasks;
- In possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations;
- Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

The duties of staff at the workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the individual contracts outlining scope of work. The duties of a staff member at the workplace relate only to matters over which, and the extent to which, the staff has control or can reasonably be expected to have control at the place of employment. Prior to the commencement of work the staff member shall:

Confirm with Hockey MD Pty Limited that they are in receipt of all necessary information regarding the work role

Provide copies of licenses & permits

Provide copy of currency of WorkCover Certificate and public liability as required

As a small team, the responsibilities of a Work Health and Safety Representatives can be shared as appropriate. It is also anticipate that any disputes should be resolved quickly amongst the team without the need for any formal intervention.

Hockey MD Pty Limited Policy for Work Health and Safety Statement

Our safety beliefs

We believe that:

- All injuries can be prevented
- Safety first, work second
- Everyone is responsible for their safety
- Working safely is a condition of employment

Our actions

The cooperation and involvement of all staff is required to achieve the health and safety objectives.

Our team will put in place:

- Safety management systems that are continuously reviewed for effectiveness
- Resources including equipment and training to manage safety
- Processes to eliminate risks wherever possible
- Consultation with staff on the development, implementation and refinement of OHS Systems and programs
- Processes that investigate and report on all incidents, including near misses.

Our staff will:

- Work safely at all times to protect themselves and those working with them
- Participate in OHS training, consultation and initiatives to improve health and safety
- Report all hazards and incidents, including near misses, to their supervisor and assist with actions to reduce and eliminate risks.
- Comply with all the OHS requirements
- Work safely at all times to protect themselves and those working with them
- Report all hazards and incidents, including near misses, to the manager