

## Occupational Health and Safety Policy

### Purpose

Momentum Pools has a steadfast commitment to providing a safe work environment. The purpose of this policy and procedure is to provide guidance in determining the responsibilities of all, Directors, Managers and staff in providing a safe workplace for all.

### Scope

This policy applies to all Directors, Managers and Staff of Momentum Pools and details the appropriate measures required to fulfill the OH & S obligations of all personnel.

### Policy

Momentum Pools, as an employer, will:

Provide, directly or through designated staff, healthy and safe working conditions and facilities, for all staff.

Define and implement safe working practices, and provide information and advice on control measures for hazards in the workplace. The standards and practices adopted are to be in accordance with the requirements of the OHS Act 2004.

All staff have a responsibility to ensure a safe working environment. It is important to minimize and eliminate hazards that may cause harm to themselves or others. Any OH&S situation considered hazardous must be reported as soon as possible for action.

The organization will manage all records concerning any OH&S issues in a systematic manner to ensure their accuracy and integrity. Where improvements need to be made to ensure healthy and safe working conditions and facilities, for all staff and learners, the appropriate improvement form will be submitted to the Quality group for consideration, and action.

### Responsibilities of Individuals

All staff and sub contractors have a responsibility to maintain a safe work environment through implementation of appropriate Occupational Health and Safety practices.

In particular they have a responsibility for:

Take personal action to eliminate, avoid or minimize hazards.

- complying with all Occupational Health and Safety instructions and organizational policies and procedures.
- make proper use of all safety devices and personal protective equipment at all times.
- seek information and advice before carrying out new or unfamiliar work.
- Maintaining dress standards appropriate for the work being done.
- be familiar with emergency and evacuation procedures.

- be familiar with the location, and use of, emergency equipment.
- bring to the attention of the immediate supervisor any unsafe situation or procedure.
- report any injury or incident using Momentum Pools Incident Report Form.

### Responsibilities of the employer and or manager

The manager has a specific responsibility for ensuring that work is carried out in ways that safeguard the health and safety of staff. Responsibilities also include the need to look to the welfare of, and to provide a healthy and safe working environment for all employees

An employer and or manager will:

- actively practice, and foster proper attitudes towards health and safety matters.
- advise staff on appropriate reporting procedures for hazards, incidents and injuries.
- arrange for staff to be instructed in safe and healthy working procedures.
- warn staff about all known hazards including how to eliminate, avoid or minimize them.
- ensure that good housekeeping standards are maintained in all areas of control.
- ensure all staff follow safe work practices and are aware of the OH&S requirements of the workplace.
- ensure that the buildings and equipment provided are safe and conform to standards and are suitable for the types of training delivery to be carried out.
- ensure that those in charge of each task are competent in health and safety matters as appropriate task.
- ensure that the environmental, public health and safety aspects of each activity are considered.

### Site Inspections

Site inspections of the offices of Momentum Pools will take place on a monthly basis.

Momentum Pools management shall also complete site inspections of Host companies whenever a new environment is to be utilized.

### Reporting and Investigation of Incidents or Hazards

Upon the occurrence of an incident, or recognition of a hazard, immediate action to ensure the safety of persons and areas needs to be implemented.

Upon ensuring the safety of persons and areas, the incident or hazard must to be reported to the immediate manager and/or the work place representative.

A written record, using Incident/ Report Form, is to be completed. Accurate details of the incident or hazard must be provided, including photographs, if appropriate.

A record of all Incident/Hazard Report forms will be entered onto our Injury/Incident/Hazard Register

The environment or area in which the incident or hazard occurred should be isolated or quarantined to ensure the ongoing safety of all persons.

Upon receiving the Incident/Hazard report a manager, or designated person, must review the implemented action to date. If required, further action strategies are to be put in place to ensure safety, and to ensure the incident does not recur.

The manager in accordance with the policy will give consideration with respect to insurance notification, if relevant written notification is to be forwarded to the relevant insurance company.

## Notifiable Incidents

The *Occupational Health and Safety Act 2004* requires an employer to notify WorkSafe immediately after becoming aware of an incident at a workplace which results in —

- the death of any person, or
- a person requiring medical treatment within 48 hours of exposure to a substance, or
- a person requiring immediate medical treatment as an inpatient in a hospital.

## Manual Handling

The OH&S (Manual Handling) Regulations, 1999 require all employers to assess the risk of any manual handling in the workplace, and to put effective measures in place to prevent injury, by eliminating the risk, or reducing the risk of injury as much as possible

All staff undertaking tasks that involve the manual handling of goods are required to adhere to the following steps:

Always work as close as possible to optimum posture and keep your hands within the optimum “work zone”.

Aim for optimum body posture at all times:

- Maintain three spinal curves
- Brace/Tighten abdominal muscles
- Use of largest muscles and joints
- Head in midline, with eyes straight ahead
- Nose, knees and toes in line

Reduce the vertical distance through which the load is carried. Look at your work space/storage system to see if it could be better laid out

Reduce the weight or force exerted or minimize the demand by:

- using mechanical aids or lifting devices e.g. Trolley or Forklift
- Split or break down the load

Where possible exert the force in a forward/backward plane of motion (no twisting)

In this plane we can:

- Maintain the spinal curves
- Maintain the nose, knees and toes in correct alignment

Remember to:

- Get the weight of the body behind the load
- Avoid twisting the spine and knees in the direction of force in a forward/backward motion and not across the body
- Consider how often or how long a task will be performed

### Acknowledgement

Workplace safety is the responsibility of every employee. All employees acknowledge and agree that will not engage in activities and or practices that are unsafe. Further, they acknowledge and accept their responsibility to report unsafe workplace activities and or practices immediately they become aware to the Team Leader or Supervisor.

### Subject to Change

This Policy (and all other Momentum Pools policies) will be subject to further change at any time or as the work environment continues to evolve. Employees will be notified of changes to this Policy as soon as practicable, which may be via the Staff Notice Board, email or by other means considered appropriate.

Employees will be required to comply with the Policy as amended from time to time.

Questions about this Policy should be directed to an employee's manager or the Director.