

Macarthur Companion Services

Workplace Health & Safety (WHS) Policy

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Workplace Health & Safety (WHS) Policy

1. Cover Page

Macarthur Companion Services

Workplace Health & Safety (WHS) Policy

Safe Work • Safe Clients • Safe Community

2. Purpose

This policy outlines Macarthur Companion Services' (MCS) commitment to maintaining a healthy, safe, and hazard-free environment for all workers, clients, volunteers, and visitors.

The purpose is to: - Reduce workplace incidents and injuries - Promote safe work practices - Comply with WHS legislation - Build a culture of safety and accountability

3. Policy Statement

MCS is committed to: - Providing a safe working environment - Preventing injuries, illness, and harm - Meeting all obligations under the **Work Health and Safety Act 2011 (NSW)** - Ensuring staff receive ongoing WHS training and guidance - Encouraging proactive hazard reporting

Safety is a shared responsibility between management and staff.

4. Scope

This policy applies to: - Employees - Contractors - Volunteers - Students - Anyone performing duties under MCS

5. WHS Responsibilities

Management Responsibilities

Management must: - Provide safe equipment and vehicles - Maintain WHS policies and procedures - Provide training on manual handling, infection control, and hazard awareness - Investigate incidents promptly - Ensure emergency procedures are implemented - Keep WHS records and documentation

Staff Responsibilities

All staff must: - Follow safe work procedures - Use equipment safely - Report hazards, injuries, or risks immediately - Participate in WHS training - Not perform duties if unsafe - Follow manual handling guidelines

6. Hazard Identification

Staff must identify and report hazards including: - Slippery or uneven surfaces - Unsafe driving conditions - Faulty equipment - Aggressive behaviour from clients or others - Environmental hazards (heat, weather, crowds)

Hazards should be reported to management within the same shift.

7. Risk Assessment & Control

When hazards are identified, the Manager will: 1. Assess risk level (likelihood + severity) 2. Apply control measures: - Remove the hazard - Substitute for a safer alternative - Modify work practices - Implement PPE 3. Document the outcome in the WHS Register

8. Manual Handling Safety

Staff must: - Maintain proper posture - Avoid lifting heavy items alone - Use trolleys or support tools where available - Request assistance if unsure - Avoid overexertion

9. Vehicle & Transport Safety

When providing client transport: - Vehicles must be roadworthy and insured - Seatbelts must be worn at all times - No mobile phone use while driving - Staff must obey all road laws - Any accidents must be reported immediately

10. Emergency Procedures

In emergencies, staff must: - Prioritise safety - Call **000** if necessary - Follow instructions of emergency services - Notify management as soon as possible - Complete incident documentation

11. Workplace Injuries

If a staff member is injured: - Provide first aid - Seek medical support if required - Notify the Manager immediately - Complete an Injury Report within 24 hours - Provide documentation for Workers Compensation if needed

12. WHS Training Requirements

Staff must complete: - WHS induction training - Manual handling training - Infection control training - Annual safety refresher training

13. Continuous Improvement

MCS reviews WHS performance regularly by: - Reviewing incident trends - Updating policies and procedures - Improving training programs - Acting on staff feedback

14. Header & Footer Instructions (For PDF Export)

Header:

Macarthur Companion Services – Workplace Health & Safety (WHS) Policy (logo right)

Footer:

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