

Occupational Health and Safety Policy

Policy Number	1.4
Responsible Manager	Colin Frick
Date Approved	25/09/07
Approved by	Colin Frick
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Purpose

The Improvement Foundation (Australia) is committed to creating and maintaining an environment to ensure a safe and healthy workplace is provided for all employees, contractors, visitors and third parties. Continuously improving our OH&S management and performance makes good business sense, and provides benefits to all while minimising the risk of injuries and illnesses.

Definitions

- IFA Staff
Employees, Consultants or Volunteers undertaking work on behalf of IFA.

Policy

1. Training Environment

IFA staff must be aware of what their responsibilities are under the law and under the organisation's policies and procedures. Management has a responsibility to ensure that IFA staff are aware of, understand and abide by OH&S standards and IFA staff should automatically conduct risk assessments in the workplace before commencing any task.

IFA trainers/assessors must identify any OH&S hazards in the training environment prior to commencing any training. Hazards identified require the risk to be eliminated or reduced to an acceptable level and must be done before learning commences. Therefore, the risk assessment must be carried out in a timely way, ensuring sufficient time for remedial action prior to commencing the training. Clients should be advised of OH&S issues at the commencement of training and reminders should be given at appropriate times over the duration of the training. If particular activities involved special OH&S advice, then clients should be briefed before that activity commences.

2. Risk Assessment

The trainer should:

- Visit the learning environment/workplace
- Be aware of the work and OH&S procedures in place
- In consultation, identify any areas for improvement that need to be addressed for a safe training/learning environment
- Assess any potential hazard by consulting a hazard matrix (see below)

- Develop an action plan and check that the agreed action has been taken
- Follow up on the agreed action

3. Reporting Requirement

All incidents must be recorded and reported. Information required includes:

The nature of the incident	What was the result
Date it occurred	The controls in place
The hazard involved	Who was it reported to
Who was involved	How could the incident have been avoided
What happened	Follow up action required
What was the cause	Who made the report

A record of incidents and accidents is imperative to enable evaluation of the frequency and seriousness of the hazard. It is also enables evaluation of whether the risk controls are functioning appropriately.

4. Duty of Care

IFA staff have a moral obligation not only to take care of themselves, but be responsible for the safety of others as well. Therefore, IFA staff have a duty to anticipate possible causes of injury or illness and do everything reasonably practical to remove or minimise possible causes of harm.

To ensure duty of care is maintained, IFA must provide:

- A safe working environment
- A safe training and assessment environment
- Safe work systems
- Safe plant and equipment

5. Hazard Matrix

Assess Risk

Once a hazard has been identified, it is necessary to determine any immediate or potential impacts on the health and safety of the clients.


Each hazard should be evaluated for two factors:

1. The likelihood or probability of injury or damage
2. How serious the injury or damage may be

Below is a matrix that may be used to evaluate hazards. This allows IFA staff/trainers to evaluate risks against each other in terms of likelihood and severity. If the trainer is

in an unfamiliar environment or is uncertain then it is prudent to ask for assistance from an expert in the OH&S area.

Risk Assessment Matrix

How severely could it hurt someone?		How likely is it to occur?			
		++	+	-	--
		very likely	likely	unlikely	very unlikely
		Could happen at any time	Could happen some time	Could happen, but very rarely	Could happen, but probably never will
	Kill or cause permanent disability or ill health	1	1	2	3
!!!	Long term illness or serious injury	1	2	3	4
!!	Medical attention & several days off work	2	3	4	5
!	First aid needed	3	4	5	6

The numbers show how important it is to do something

1 = Top priority – do something NOW

6 = low priority – do something when possible