

MLN Safety and Wellbeing Policy

Foreword from the MLN President

Moorabool Landcare Network (MLN) is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility of managing health and safety ultimately rests with the MLN President. Every individual plays a role in ensuring their own and others safety. If any practice or equipment is felt to be hazardous it should be called out and discussed.

Purpose

The purpose of this Workplace Health and Safety (WH&S) Policy is to provide a framework within which organisations and persons as employers and individuals can:

1. Meet their legal WH&S responsibilities
2. Protect the health and safety of themselves and others; and
3. Further strengthen a culture of health, safety and well-being.

This policy is designed to ensure that all workplace participants observe and comply with WH&S regulations and guidelines. Therefore, providing and maintaining a working environment that is safe and without risks to health and to ensure that our activities do not place the wider community at risk of injury or illness.

Effective WH&S cannot be achieved without all stakeholders working collectively to identify and create a safe working environment.

This document succeeds previous MLN OH&S or OH&S documents.

Where any conflict is perceived between WH&S section in employment contract and this document, the contract takes precedence.

Policy Scope

WH&S is a mandatory consideration in the following situations:

- In the primary place of employment;
- While in transit to MLN's activities or events;
- In the field, on sites or venues where projects, activities or events are held;
- Where there are identified potential or actual hazards; and
- When attending to maintenance or repair tasks.

Responsibilities

1. Moorabool Landcare Network

It is the responsibility of the MLN to take reasonable care for the health and safety of all workplace participants and for all people who may be affected by their acts or omissions.

To achieve compliance with the workplace safety legislation the organisation will:

- Develop, promote and implement health and safety policies and procedures;
- Maintain a healthy and safe workplace;
- Provide adequate and competent supervision about the health and safety of workplace participants;
- Provide resources to ensure health and safety requirements are maintained; and
- Provide information, instruction, training and supervision in relation to the correct use of plant and/or substances.

2. Workplace Participants

It is the responsibility of the workplace participants to cooperate and comply with all WH&S regulations, policies and procedures in the workplace and out in the field.

Workplace participants should:

- Always work safely to protect the health and safety of themselves and others;
- Discuss safety issues with Landcare and environmental volunteer groups/networks and their representatives in the planning and conduct of Landcare activities and events;
- Advise on the safe participation guidelines for Landcare activities through pre-activity demonstrations and inductions;
- Participate in WH&S consultation and training initiatives.

Safe systems of work

In the primary place of employment, the following matters shall be identified and documented:

- Appropriate safe working procedures and safe operating instructions
- Appropriate risk assessments in place for all tasks; and
- Training requirements of staff in WH&S.

MLN will consider the following key risk areas in the workplace:

- Physical environment;
- Ergonomics and layout of workstations;
- Housekeeping;
- Stress in the workplace;
- Security;
- Manual handling;
- Movement and safety;
- Evacuation procedure; and
- Hazardous Substances and dangerous goods.

Leadership

A responsible person, MLN Vic President, shall be appointed to maintain the WH&S system.

A secondary person, MLN Secretary, shall be nominated to provide support should the WH&S representative be unable to perform their duty for a designated timeframe.

All accidents / incidents must be reported to MLN Vice President within 24 hours of the event occurring. The WorkSafe Victoria [Incident Notification Form](#) shall be used if no other organisation-specific one is available.

The MLN Executive shall receive all accident / incident reports and review the WH&S system on a regular basis.

MLN 's staff – at all levels – are accountable for managing workplace health and safety.

Workplace Participant Consultation

At all times, MLN believes that workplace participant involvement is indispensable to establish and maintain safety and health in the workplace.

As such, workplace participants are empowered to:

- Question / report any unsafe acts they see or perceive;
- Put a task on hold if they judge that safety is not adequate, until a competent person takes appropriate risk control measures; and
- Become actively involved in programs to improve health and safety performance in the workplace.

Incident, Injury and Hazard Reporting

MLN complies with the requirements of the Occupational Health & Safety Regulations 2017, the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act).

Workplace participant responsibilities if an incident occurs

All WH&S incidents must be reported as soon as practicable to the supervisor of either the workplace participant or WH&S lead.

The injured person, and or all those involved in the incident must record the incident details. In the event of serious injury, the injured person may authorise an agent to complete the task on their behalf.

Workplace Health and Safety Representative responsibilities if an incident occurs

The WH&S representative must assist the manager and consult with workplace participant within the designated work group regarding an incident investigation and risk control.

Reporting Procedure

Hazard Reporting

Hazards identified during day to day activity must be reported to a supervisor. If the hazard can be remedied immediately, the supervisor should take appropriate action in consultation with the Health

and Safety Representative.

If a hazard requires greater investigation and the sourcing of risk controls, this should be recorded by the manager and the proposed risk controls identified in consultation with the Health and Safety Representative.

Hazards identified during formal inspections should be recorded with an action plan on the inspections checklist ([Health and Safety Self-Assessment](#)).

Near Miss and Incident Reporting

All near miss / incidents should be recorded by the workplace participant's supervisor or the reporting staff member.

Injury and Incident reporting

All WH&S incidents must be reported as soon as practicable to a supervisor of either the workplace participant or WH&S lead.

The injured person, and or all those involved in the incident must record the incident details. In the event of serious injury, the injured person may authorise an agent to complete the task on their behalf.

If the near miss / incident is considered to be serious, the supervisor should contact the WH&S representative for advice regarding the notification of the incident to WorkSafe Victoria.

An investigation must be undertaken if a significant incident occurs or is deemed to be a "Notifiable Incident".

The following incidents are notifiable to WorkSafe:

- Death of a person.
- A person needing medical treatment within 48 hours of being exposed to a substance.
- A person needed immediate treatment as an in-patient at a hospital.
- A person needing immediate medical treatment for one of the following injuries: amputation, serious serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of bodily function, or serious lacerations.

Definitions

Hazard: anything that has the potential to injure or harm people or cause damage to property and equipment.

Incident: an event that has the potential to or does lead to an injury or damage to property and equipment as result of losing control of a hazard.

Near miss: any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so.

Notifiable Incident: an incident for which you are legally required to notify Worksafe Victoria. See incidents above.

Workplace participants: Includes employees, contractors, consultants, clients, volunteers, committee members and the public.

More information:

Worksafe Victoria: [Incident Notification Form](#)

Support

Apply for Worksafe Victoria's OHS Essentials Program for free independent advice to help you keep your workplace participants safe. Benefit from a tailored safety action plan that comes to you here: <https://www.worksafe.vic.gov.au/ohs-essentials-program>

Related Documents

<https://www.landcarevic.org.au/assets/Uploads/9.5-Personal-Safety.pdf>

<https://content.api.worksafe.vic.gov.au/sites/default/files/2018-06/ISBN-Volunteer-health-and-safety-handbook-for-community-service-organisations-2008-10.pdf>

<https://www.legislation.vic.gov.au/in-force/statutory-rules/occupational-health-and-safety-regulations-2017>

<https://www.worksafe.vic.gov.au/occupational-health-and-safety-your-legal-duties>

Authorisation



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