

## **St Kilda Hebrew Congregation Occupational Health and Safety Policy**

### **1. Policy Statement**

- 1.1 The occupational health and safety of all persons working for St Kilda Hebrew Congregation (SKHC), is considered to be of utmost importance. SKHC is committed to providing a safe and healthy environment for its workers, contractors, volunteers and congregants.
- 1.2 The cooperation and involvement of all staff and volunteers is required to achieve the health and safety objectives and procedures contained in this policy.
- 1.3 Occupational health and safety legislation and regulations (**OHS Laws**) impose legal obligations on SKHC, its employees, contractors, volunteers and other workplace participants in relation to occupational health and safety (**OHS**).
- 1.4 The purpose of this statement is to:
  - a) summarise SKHC's responsibilities to ensure a healthy and safe workplace;
  - b) summarise the expectations of SKHC's workers to maintain a healthy and safe workplace; and
  - c) explain how the success of our risk management procedures can be achieved.
- 1.5 This Policy applies to:
  - a) employees and directors;
  - b) labour hire employees;
  - c) contractors and subcontractors;
  - d) representatives and agents;
  - e) apprentices, trainees, students gaining work experience and volunteers; and
  - f) congregants, visitors and members of the public who may be affected by the work of SKHC.
- 1.6 This Policy exists for the direct benefit and protection of SKHC and not for its workers, contractors, volunteers and congregants.

### **2. Responsibilities of the Executive Director and Board**

- 2.1 The Executive Director (**ED**) is responsible for the effective implementation and monitoring of this policy. The ED must:
  - a) ensure safety management systems are continuously reviewed for effectiveness;
  - b) impose processes to eliminate risks wherever possible;
  - c) provide consultation with staff on the development, implementation and refinement of OHS policies, systems and programs;
  - d) implement procedures that investigate and report on all incidents, including near misses;
  - e) observe, implement and fulfil SKHC's responsibilities under the OHS Laws and Regulations;
  - f) provide relevant information, training and supervision for all workers in the correct use of equipment and safe work practices; and
  - g) ensure that all workers and visitors inform the ED of incidents and accidents occurring where SKHC is operating so that health and safety performance can be accurately gauged.
- 2.2 SKHC Board will regularly check compliance to this policy and other risks at the regular risk and compliance reviews conducted by the Board.

### **3. Responsibilities of Employees and Volunteers**

- 3.1 Each worker is obliged under OHS Laws to:
  - a) take reasonable care for his or her own health and safety;

- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- c) comply, so far as he or she is reasonably able, with any instruction that is given by SKHC to allow compliance with OHS Laws;
- d) co-operate with any reasonable policy or procedure of SKHC relating to health or safety at the workplace; and
- e) comply with OHS legislation as amended from time to time.

3.2 Without limiting the obligations on workers, workers must:

- a) put safety first in all activities at the workplace;
- b) immediately report to a supervisor or manager any safety risk, hazard, incident, near-miss or accident;
- c) follow work safety requirements and not engage in unsafe work practices;
- d) follow all directions of SKHC in respect to OHS; and
- e) participate in OHS training as required by SKHC.

#### 4. Responsibilities of Contractors

4.1 Outsourcing work to contractors does not remove an employer's work health and safety obligations.

4.2 SKHC shall, as far as practicable, confirm that a contractor and its workers:

- a) carry out their work in safe premises using proper and safe plant and equipment; and
- b) employ systems of work that are safe and in which there has been adequate instruction, training and supervision.

4.3 For the purposes of this policy, contractors engaged to do work for SKHC also have obligations to ensure safe work practices and shall comply with this policy and their contractor's policy.

4.4 Contractors must be:

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

4.5 The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works.

4.6 The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site.

4.7 Prior to the commencement of work the contractor shall:

- a) confirm with the ED that they are in receipt of all necessary information regarding the task;
- b) provide a copy of their Safety Management plan if applicable;
- c) provide copies of valid licenses and permits;
- d) provide copy of currency of WorkCover Certificate and public liability; and
- e) perform a risk assessment to ensure the workplace is free of hazards.

4.8 Upon the completion of work the ED will inspect the works to ensure that the area is left free from hazards and presents no risk of injury to any person.

#### 5. Working from Home

5.1 Staff and volunteers (workers) must be clear that if they are conducting SKHC business from home, this must be done with prior approval of the ED. The workers must understand that if working from home, their home becomes an extension of SKHC workplace and so all SKHC policies and procedures

need to be followed. Workers must refer to **Attachment 1**, the Working from Home Safety and Wellbeing Checklist, to ensure safety requirements at home are being complied with.

5.2 If 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 SKHC office.

## 6. Consultation with Workers

6.1 Work health and safety will be a regular agenda item at staff meetings, in which the ED can provide information on general changes to the workplace and staff can raise any concerns.

6.2 The work health and safety issues that are raised and discussed will be minuted and any actions taken to address the issues, minuted in subsequent meetings.

6.3 All employees will be well informed of their OHS requirements. Relevant information will be provided in the following ways:

- a) New employee induction;
- b) New employees provided with a hard copy of SKHC's OHS policy;
- c) Refresher courses and training; and
- d) Placement of policies and procedures on SKHC database available to all staff.

6.4 Any draft policies and procedures will be shared with staff as an opportunity for them to provide feedback and participate in the consultation process.

### 6.5 Training

- a) All staff will be provided training in relation to SKHC Occupational Health and Safety policies and procedures as part of their induction program and refresher courses will be provided annually.
- b) All staff will be provided First Aid Training and SKHC will ensure that certificates remain current.
- c) Training in various other areas will be provided. For example, fire procedures training will be provided to all appointed fire wardens. Training will be carried out by accredited training specialists and a refresher course will be provided on an annual basis.

### 6.6 Work Health and Safety Representative

- a) Due to SKHC being a Small to Medium Enterprise, it is not obliged by law to have a Work Health and Safety Representative.
- b) As a small team, the responsibilities of a Work Health and Safety Representative can be shared where appropriate. It is also anticipated that any disputes should be resolved quickly amongst the team without the need for a formal intervention.

## 7. Work Health Safety and Risk Management Procedures

7.1 SKHC actively works towards meeting the safety needs of its workers as effectively as it can. A systematic process of risk review is in place to provide information on which to base plans for improvement and reducing the risk factors for accidents.

### 7.2 Annual OHS Audit

- a) An annual work health and safety risk audit is conducted by the ED. This involves:
  - i. collection of information to identify potential hazards;
  - ii. analysis of potential risks;
  - iii. prevention of future accidents through risk control; and
  - iv. audit of practices, equipment and facilities.
- b) **Attachment 3** sets out the areas that will comprise this annual audit.
- c) The annual OHS audit report will be tabled at SKHC Board meeting for acknowledgement and endorsement.

### 7.3 Hazard Alert Register

- a) In addition to the annual audit, SKHC has a process of identifying hazards and risks. This process involves keeping a Hazard Alert Register (**Attachment 4**) as a means of identifying and controlling hazards in SKHC. This register contains:
  - i. the date;
  - ii. a description of hazard or near miss;
  - iii. whom the hazard is reported by;
  - iv. whom the hazard is reported to; and
  - v. the action taken.

### 7.4 Slips, Trips and Falls

- a) To reduce the incidents of slip hazards in the general environment, SKHC uses a checklist to identify slips and trips hazards. This checklist is provided at **Attachment 5**.

### 7.5 Dangerous Goods and Equipment

- a) SKHC has put into place a system to manage dangerous goods and equipment with the objective of ensuring their use, storage and maintenance are safe and that all workers are aware of any potential safety risks involving the goods and equipment. If there are dangerous goods or equipment on premises, then SKHC will record the items and put in place the required warnings and safety measures.

### 7.6 Electrical

- a) SKHC organises regular safety checks of all electrical equipment on the premises. The electrical checks are to be done by a qualified electrician with experience in doing electrical equipment inspections.
- b) Inspection of mobile leads will be completed annually and five (5) yearly inspections will be undertaken if the location is permanent. The inspection includes testing and tagging of equipment.
- c) The inspections will ensure:
  - i. safe use of double adaptors/ power boards;
  - ii. power points and switches are securely fixed to the wall;
  - iii. cracked and broken power plates are replaced;
  - iv. frayed or damaged leads are replaced; and
  - v. no temporary leads are on the floor.

### 7.7 Environmental issues

- a) SKHC has put into place a system to manage environmental issues with the objective of ensuring that environmental issues are safe and that all persons are aware of any potential safety risks involving environmental issues.

### 7.8 Fire, Explosion and Emergency management

- a) Fire control equipment is maintained and inspected annually. Emergency exits in case of fire are clearly marked.
- b) In an emergency, staff or volunteers are to contact 000 for police or fire brigade, and CSG on 1300 000 274.

### 7.9 Health First Aid Policy

- a) The policy of SKHC in respect to first aid is as follows:
  - i. all staff required to provide first aid are to be trained and hold current first aid qualifications; and
  - ii. first aid kits are to be maintained annually and kept available and accessible in each building.
- b) In case of any medical or health emergency, staff or volunteers are to contact 000 for an ambulance and Hatzolah on 9527 5111.

### 7.10 Infection Control

- a) To keep the workplace as free as possible from bacteria and viruses, staff are requested to use routine infection control practices including washing hands after going to the toilet, keeping the sink area clear of dirty dishes, covering coughs and sneezes, and regularly cleaning out the refrigerators.
- b) If workers show COVID-19 symptoms, they are to work from home where possible.

### 7.11 AIDS/HIV Protection

- a) SKHC staff are instructed not to handle blood spills or other body fluids without the use of gloves. If there is a major concern, then external professional assistance must be sought.

### 7.12 Bullying and harassment

- a) Please refer to the appropriate SKHC policy. SKHC has zero tolerance for workplace bullying.

### 7.13 Smoke free workplaces

- a) SKHC has a smoke free policy. Smoking is not permitted anywhere inside or on the grounds of St Kilda Hebrew Congregation.

### 7.14 Use of Alcohol and Drugs

- a) Drinking alcohol is permitted within reason at a SKHC organised event or function. However, if the worker is considered overly affected by the alcohol, they should be asked to leave the workplace or venue of the event and to go home.
- b) If the worker is considered under the influence of alcohol and/or drugs during normal working hours and may be a danger to themselves and others, they will be asked to leave the workplace and to go home. The event will be documented by the ED.
- c) If a worker is asked to leave the workplace more than two times due to being under the influence of drugs and alcohol, it will be recommended they undertake a rehabilitation program at their own expense and leave without pay. If the situations are considered severe and the worker is not implementing recommendations, then their employment will be terminated.

## 8. Physical Hazards

8.1 SKHC is aware of its obligations under the OHS Laws to immediately notify WorkCover of the following incidents if they expose a person to a serious risk to their health or safety:

- a) an uncontrolled escape, spillage or leakage of any substance, including dangerous goods;
- b) an implosion, explosion or fire;
- c) electric shock;
- d) the fall or release from a height of any plant, substance or thing;
- e) the collapse, overturning, failure or malfunction of, or damage to, any plant; or
- f) the collapse or partial collapse of a building or structure.

### 8.2 Manual handling

- a) The ED is aware of the need to protect workers from the risk of musculoskeletal injuries. The usual practices of lifting heavy objects by bending the knees and seeking assistance if the item is too heavy to lift alone, are to be followed. A ladder is to be used when accessing items from higher shelves. The use of the ladder is to be supervised by another worker. Office chairs are **not** to be used as step ladders. **Attachment 7** is used to identify and address manual handling risks.
- b) Heavy or sharp objects must **not** be stored on top of cupboards, filing cabinets or shelves.
- c) Staff and volunteers must **not** put themselves or others at risk, such as by working at high levels, climbing high ladders, cutting high tree branches, or climbing onto rooves. External qualified specialists with appropriate skills and experience must be sourced to conduct such works.

## 9. Reporting Accidents

### 9.1 Collecting information about the accident

- a) If a worker has been injured at work he or she must:
  - i. notify the ED as soon as possible;
  - ii. enter details in the Register of Injuries as soon as possible. **Attachment 8** is a copy of a Register of Injuries;
  - iii. see a doctor and have the doctor complete a WorkCover medical certificate;
  - iv. sign the WorkCover medical certificate to:
    - o indicate the doctor has been chosen as your nominated treating doctor, and
    - o permit your nominated treating doctor to release information to the Scheme Agent or insurer and SKHC to help with an injury management and return to work plan;
  - v. give the completed medical certificate to the ED and attach any bills or receipts for treatment;
  - vi. participate and cooperate with the development and implementation of an injury management plan; and
  - vii. comply with requests made by the Scheme Agent or insurer within seven (7) days (this may include obtaining a WorkCover medical certificate or completing a claim form).
- b) Copies of all documentation relating to the injury must be kept.

### **Sample of the Register of Injuries**

The Register of Injuries must include the following:

- a) name of the injured worker;
- b) the worker's address;
- c) the worker's age at the time of injury;
- d) the worker's occupation at the time of injury;
- e) the industry in which the worker was engaged at the time of injury;
- f) the nature of the injury; and
- g) the cause of the injury.

### **9.2 Notice of serious injury**

- a) Under OHS Laws, SKHC must notify Worksafe immediately after becoming aware of a notifiable incident has occurred.
- b) SKHC is aware of its obligations to immediately notify WorkCover in the event of:
  - i. the death of any person;
  - ii. a person requiring medical treatment within 48 hours of exposure to a substance;
  - iii. a person requiring immediate treatment as an in-patient in a hospital; or
  - iv. a person requiring immediate treatment for amputation, serious head injury or serious eye injury, removal of skin (eg. de-gloving, scalping), electric shock, spinal injury, loss of a bodily function, serious lacerations (eg. requiring stitching or other medical treatment).
- c) Written notification of the event (**Attachment 9**) will also be sent to WorkCover within 48 hours of the incident. The incident notification form is to be sent to the nearest WorkCover office by facsimile as a written record of workplace deaths or serious injuries. SKHC will keep a copy of this record for five years.

### **9.3 Accident Investigation**

- a) The ED will investigate accidents and take any necessary steps to improve the health and safety environment in the future.
- b) Confidentiality for the injured worker will be maintained at all times as best as possible considering the small size of the team.

## 9.2 Injured Workers

- a) SKHC recognises that injuries may occur, and in the event that an injury does occur, SKHC will try to find alternative tasks for the worker to do whilst they are recovering from their injury.
- b) To achieve this, SKHC has the following objectives:
  - i. Return to work should be a normal expectation of all workers following a work related injury. The intention is to return the injured worker to work as soon as possible.
  - ii. All workers are encouraged to report all work related illnesses and injuries immediately.
  - iii. Occupational rehabilitation will commence immediately and be carried out in the appropriate manner with the involvement of all parties.
  - iv. Each workers' occupational rehabilitation program will be developed individually, and on a confidential basis, with the worker concerned.
- c) The return to work coordinator is the ED. The role of the return to work coordinator is as follows:
  - i. obtain relevant information about the worker's capacity to work;
  - ii. assist the injured worker to remain at work wherever practicable or to return to suitable work as soon as possible after injury;
  - iii. develop a return to work plan for the worker who has an injury that involves twenty (20) or more days of total incapacity for work;
  - iv. liaise with the workers and any parties involved in the treatment or occupational rehabilitation of the injured worker; ensure the confidentiality of personal information made available while co-ordinating return to work activities, organising occupational rehabilitation services or in any other activity related to the management of an injured worker's claim;
  - v. monitor the progress of the return to suitable work following injury and of any occupational rehabilitation services provided under a return to work plan; and
  - vi. provide a referral to an approved occupational rehabilitation provider for assistance to return to suitable work.

## 10. Complaints Procedure

- 10.1 Any worker of SKHC who becomes aware of an OHS issue must immediately report it to the Executive Director, Manager or Supervisor.
- 10.2 If SKHC considers it appropriate and necessary, SKHC may consult with affected workers to resolve the OHS issue.
- 10.3 All suspected breaches of this Policy will be investigated, and appropriate disciplinary and remedial action may be taken.
- 10.4 SKHC will not disclose any confidential information relating to the occupational health and safety of its workers.

## 11. Review of policy

- 11.1 The ED will seek cooperation from all workers in realising these health and safety objectives and creating a safe work environment. Consequently, the policy will be reviewed regularly in the light of legislative and other changes.
- 11.2 SKHC reserves the right to vary, replace or terminate this policy from time to time.
- 11.3 All workers will be advised of agreed changes and arrangements for their implementation.

Approved by the Board: 14 December 2022

Policy to be reviewed: December 2023

**Attachment 1:**

**Working from Home Safety and Wellbeing Checklist**  
*(Complete items only if applicable. Leave blank if not)*

<b>Employee's Name</b>	
<b>Department</b>	

<b>1. Rationale for working from home</b>	<b>Yes</b>	<b>No</b>
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**Valid reasons for working from home**

- The reasons are valid and sufficient to consider working from home and:
  - is not to be a substitute for child-care or dependent care although may support family responsibilities (e.g. coordinate with school hours)
  - it enables better balance of work/family/life (etc.) responsibilities which will enhance performance and commitment and/or reduce stress
  - it represents a more productive way of working compared with current arrangements

**Nature of work**

- The nature of the work and employee are suited to such an arrangement:
  - the work can be performed independently
  - there are responsibilities (e.g. people management/supervision) which can feasibly be met by this arrangement

<b>2. Work Environment</b>	<b>Yes</b>	<b>No</b>
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**Designated Work Area**

- A designated work/study area has been identified which provides sufficient clear space to enable the employee to have full range of movement required to work without risk of strain or injury.
- There are no trip hazards (e.g. cabling, mats, clutter)

**Environmental Conditions**

- Lighting is adequate for the tasks being performed (i.e. easy to see and comfortable on the eyes)
- Glare and reflection can be controlled
- Ventilation and room temperature can be controlled, regardless of season (i.e. I feel comfortable with the room temperature and air flow)
- There is no excessive noise affecting the work area
- Non-smoking environment
- For double storey homes, it is recommended that all work is undertaken on the ground floor or same level where practicable.
  - There are appropriate amenities (e.g. kitchen, bathroom)
  - Stairs (if any) contain a continuous hand rail from top to bottom

**Emergency Exit**

- Path to the exit is reasonably direct
- Path to the exit is sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage

**Security**

- Security is sufficient to prevent unauthorised entry by intruders

<b>Electrical</b>		
• Power outlets are not overloaded with double adapters and power boards	<input type="checkbox"/>	<input type="checkbox"/>
• Earth leakage circuit protection is in place for work related equipment	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical cords are safely stowed	<input type="checkbox"/>	<input type="checkbox"/>
• Connectors, plugs and outlet sockets are in a safe condition	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical equipment is free from any obvious external damage	<input type="checkbox"/>	<input type="checkbox"/>

<b>3. Workstation Set Up</b>	<b>Yes</b>	<b>No</b>
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<b>Work Surface</b>		
• The area of the work surface is adequate for the tasks to be performed (i.e. similar work space to that used while the person is at the office)	<input type="checkbox"/>	<input type="checkbox"/>
• The most frequently used items are within easy reach from the seated position	<input type="checkbox"/>	<input type="checkbox"/>
• There are no sharp contact points on the workstation or other equipment	<input type="checkbox"/>	<input type="checkbox"/>

<b>Chair</b>		
• The seat height, seat tilt, angle and back rest are all adjustable	<input type="checkbox"/>	<input type="checkbox"/>
• The chair has a 5-point base to ensure stability (does not slip or roll) on the floor	<input type="checkbox"/>	<input type="checkbox"/>
• There is adequate lumbar support and padding	<input type="checkbox"/>	<input type="checkbox"/>
• The chair height is adjusted so that feet are flat on the floor and knees are bent at right angles with thighs parallel to the floor	<input type="checkbox"/>	<input type="checkbox"/>
• The seat back is adjusted to support the lumbar curve of the lower back	<input type="checkbox"/>	<input type="checkbox"/>
• The seat pan tilt is adjusted so that hips and tops of thighs are at right angles or slightly greater	<input type="checkbox"/>	<input type="checkbox"/>
• Chair arms are not present or are low enough to easily clear the desk	<input type="checkbox"/>	<input type="checkbox"/>

<b>Desk</b>		
• The desk is at a suitable height	<input type="checkbox"/>	<input type="checkbox"/>
• There is adequate leg room under the desk, and no clutter	<input type="checkbox"/>	<input type="checkbox"/>
• A footrest is available if needed	<input type="checkbox"/>	<input type="checkbox"/>

<b>Keyboard and Mouse</b>		
• Keyboard to user distance allows user to relax shoulders with elbows close to the body	<input type="checkbox"/>	<input type="checkbox"/>
• Keyboard position is flat and in front of the screen	<input type="checkbox"/>	<input type="checkbox"/>
• Mouse is placed directly next to the keyboard, fits hand comfortably and works freely	<input type="checkbox"/>	<input type="checkbox"/>
• Mouse is at same level as the keyboard	<input type="checkbox"/>	<input type="checkbox"/>

<b>Monitor</b>		
• Monitor height is adjusted so top of the screen is level with or at slightly lower height than eye level (approx. 400mm above the work surface)	<input type="checkbox"/>	<input type="checkbox"/>

<b>4. Nature of Tasks</b>	<b>Yes</b>	<b>No</b>
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<b>Physical Demands of Tasks</b>		
• Safe posture is adopted	<input type="checkbox"/>	<input type="checkbox"/>
• Any lifting, pushing or carrying type task is well within physical capacity (i.e. my work does not involve physically heavy, overly repetitious or demanding tasks)	<input type="checkbox"/>	<input type="checkbox"/>

<b>Work Practices</b>		
• Wrists are kept straight and not supported on surface while typing	<input type="checkbox"/>	<input type="checkbox"/>
• Sitting posture is upright or slightly reclined, with lower back supported	<input type="checkbox"/>	<input type="checkbox"/>

• The telephone is within easy reach from the seated position	<input type="checkbox"/>	<input type="checkbox"/>
• Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching	<input type="checkbox"/>	<input type="checkbox"/>

<b>5. Emergency procedures, incidents and check-in</b>	<b>Yes</b>	<b>No</b>
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<b>Other</b>		
• A procedure has been established to periodically confirm with the office workplace that the home worker is safe and well	<input type="checkbox"/>	<input type="checkbox"/>
• Telephone or other communication devices are readily available to allow effective communication in an emergency situation	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency contact numbers and details are known, i.e. 000 for fire, ambulance or police	<input type="checkbox"/>	<input type="checkbox"/>
• Access to first aid supplies is available	<input type="checkbox"/>	<input type="checkbox"/>
• A smoke detector is installed in/near the designated work area and is properly maintained	<input type="checkbox"/>	<input type="checkbox"/>
• Any safety incidents will be reported using the business' incident reporting system	<input type="checkbox"/>	<input type="checkbox"/>

<b>Individual factors</b>		
• The employee's fitness and health is suitable to the tasks to be undertaken	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Important:</b> Any special needs to ensure health and safety have been advised to the manager and can be accommodated (e.g. are there any pre-existing injuries, illness or disease that could be accelerated, exacerbated, aggravated, re-occur or deteriorate in performing the inherent requirements of the role – especially when working remotely from a home-based office)	<input type="checkbox"/>	<input type="checkbox"/>

<b>6. Remote access</b>	<b>Yes</b>	<b>No</b>
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• A request for a remote access to IT systems has been made and approved by the manager or cloud-based systems are in place to allow remote working.	<input type="checkbox"/>	<input type="checkbox"/>
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<b>7. Plan of the home-based office</b>	<b>Yes</b>	<b>No</b>
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• A plan/photograph of the home-based work office is attached to the checklist and includes desk layout, power outlets, telephone and lighting	<input type="checkbox"/>	<input type="checkbox"/>
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**Manager's review and approval**

<b>Approval</b>	<b>Yes</b>	<b>No</b>
• The person listed has demonstrated the requisite degree of self-organisation, motivation, etc. to work independently from home	<input type="checkbox"/>	<input type="checkbox"/>
• I have reviewed the checklist for the person listed and I am confident that the safety and wellbeing requirements are met to approve to work from home	<input type="checkbox"/>	<input type="checkbox"/>
• The employee understands that the costs associated with any required equipment will be borne by the employee.	<input type="checkbox"/>	<input type="checkbox"/>

Authority to work from home cannot be granted where there are corrections required or where you have indicated a 'No' in the approval above.

Where corrections are required, **do not** sign until corrections are completed and request to work from home arrangements are reviewed. Part B will need to be completed and actioned before approval is given and authority to work from home is granted.

<b>Signed (by CEO / Executive Director)</b>	
<b>Name (Please print)</b>	
<b>Position</b>	
<b>Date</b>	

## **Attachment 2 - SKHC Occupational 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 and volunteers is required to achieve the health and safety objectives.

Our manager 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.

Our contractors will:

- 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 ED.

### **Our performance:**

We will actively monitor and review our organisation's performance to ensure that we succeed in meeting our health and safety commitments.

**Attachment 3 - St Kilda Hebrew Congregation - ANNUAL OHS AUDIT**

	Yes	No	Action
• Is the no-smoking policy observed?			
• Is there enough space for staff to carry out their duties?			
• Are there enough cupboards, shelving for work requirements?			
• Are lighting levels adequate?			
• Are all exits and entry free from hazards?			
• Do staff have training in use of ladders to reach elevated areas?			
• Are computer screens placed so that there is no glare on the screen?			
• Are monitors fully adjustable for height, tilt and distance from front of desk?			
• Are adjustable chairs provided and correctly adjusted for the person using it, eg back support?			
• Are desks at the right height for the work being done?			
• Are keyboards/books/files/paper within easy reach?			
• Does the worker have an adjustable document holder?			
• Is the first aid kit fully equipped, and available, and their location known to all staff?			
• Are fire extinguishers correctly marked with identifying markings?			
• Are there staff trained in the use of fire extinguishers?			
• Is ventilation sufficient for the area?			
• Have appropriate staff and volunteers undertaken CSG training?			
<b><i>Kitchen area</i></b>			
• Is crockery chip and crack free?			
• Are the facilities hygienically clean and tidy?			
• Are waste bins available and accessible?			
• Are lighting levels adequate?			
• Do all electrical/leads/cables/sockets fit properly?			
• Is all electrical equipment safely maintained?			
• Is rubbish left lying around?			



<b>Attachment 5 - Check list for slip hazards</b>			
	<b>Yes</b>	<b>No</b>	<b>Action</b>
Is cleaning of floor surfaces done outside working/usage hours?			
Is an effective cleaning and maintenance program in place?			
Are hazardous warning signs in place for the immediate management of spills or leaks?			
Are any electrical leads or cables on the floor or in walkways?			
Are computer cable leads secured and not on floors?			
Are carpet or other flooring in good repair, clean and dry?			
Are there folders, boxes, bags on the floor or in passageways?			

<b>Attachment 6 - Dangerous Goods and Equipment</b>			
	<b>Yes</b>	<b>No</b>	<b>Action</b>
Has an audit of dangerous goods been undertaken?			
Do you have material safety data sheets for all chemicals?			
Are these available to all staff?			
Are these data sheets in an accessible place?			
Is storage for the area adequate, well laid out?			
Have procedures for the disposal of chemicals been established?			
Does any work process generate dust, smoke, fumes, gases or solvents?			
If so what options are there to deal with this?			
Is there an effective system of ventilation?			
Are tests of air conditioning systems conducted regularly and reports obtained and filed?			
Is there adequate circulation of fresh air?			
Do staff in this area suffer from eye, nose, throat or skin irritations?			
Are work areas, equipment and machines kept clean?			

**Attachment 7**

<b>Ventilation, heating and cooling</b>			
	<b>Yes</b>	<b>No</b>	<b>Action</b>
Is there adequate fresh air circulating in all areas?			
Is air conditioning tested regularly?			
Are there draughts in rooms that are inconvenient, uncomfortable?			
Are heating and cooling sufficient?			
Have passive insulation measures been fully assessed?			
<b>Storage</b>			
Are stored materials regularly assessed and unused materials disposed of?			
Is storage laid out so that heavier materials are stored at waist height?			
Are staff required to reach above shoulder height for extended periods?			
Are ladders freely available for use?			
Are staff trained in the principles of safe use of a ladder?			
Is any lifting or exertion required to reach articles in storage?			
Are there mechanical aides available to assist in materials storage and handling?			
Have manual handling tasks been identified and assessed?			

**Attachment 8 - SKHC Register of Injuries**

**No .....**

1.	Worker's name: Surname: _____ Given: _____
2.	Worker's occupation or job title: _____
3.	Date and Time of Injury: Date: _____ Time: _____
4.	Worker's exact location at time of injury: _____ _____
5.	Describe in detail how the injury was sustained: _____ _____ _____ _____ _____ (use over the page if required to complete details)
6.	Describe the harm (nature) and body parts affected by injury: Harm: _____ Body Parts : _____
7.	Witnesses, if any: Surname: _____ Given: _____ Surname: _____ Given: _____
8.	SKHC person making entry. Date of entry and declaration: I _____ declare that all particulars given are a true and accurate account of details of the injury as known by me. Signature: _____ Date: _____
9.	SKHC representative acknowledging receipt of advice of injury. Surname: _____ Given: _____ Job Title: _____ <i>I acknowledge receipt of advice of injury and confirm that written acknowledgement of injury advice has been given to the injured worker.</i> Signature: _____ Date: _____

*Completed copy to be given to injured worker by CEO / Executive Director as acknowledgement of notification of injury*

**Attachment 9 - Workcover Incident Notification Form**

**Employer:** St Kilda Hebrew Congregation Inc **Business Address:** 12 Charnwood Gr, St Kilda VIC 3182

**Details of injured person(s)** Name: \_\_\_\_\_ Gender:  M  F  Other

Job title/ Employee/contractor/member of public: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

**Incident:** Date and Time \_\_\_\_\_ Place/location where incident occurred:

\_\_\_\_\_  
\_\_\_\_\_

Brief description of incident (Give details of type of injury, if any, caused by incident): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work activity being undertaken at time of incident (identify any substance, equipment involved):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person(s) who saw incident or first came to scene: \_\_\_\_\_

Action taken/intended, if any, to prevent recurrence of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration:** I declare that where I provide personal or health information to WorkCover about any other individual, I am authorised to provide that information. The information has been collected in accordance with the applicable privacy legislation and the individual will be made aware when personal or health information is collected about them.

Person submitting details Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_