



OCCUPATIONAL SAFETY AND HEALTH POLICY

Effective: January 2016

Last update: 12 June 2020

David Hogan
Managing Director, Scoop Digital Pty Ltd
0419 911 569
david@scoopdigital.com.au

1. POLICY STATEMENT

Scoop Digital Pty Ltd will provide and maintain a safe and healthy work environment within the office at all times.

Office managers will seek to implement the Occupational Safety and Health (OSH) policy to reduce hazards and risks, and to ensure the continual safety and health within the workplace.

Managers will undertake the duties of the employer or person in charge of a workplace described in the *Occupational Safety and Health Act 1984* and the *Occupational Safety and Health Regulations 1996*.

2. POLICY SCOPE

This policy applies to all management staff, and employees under the paid employ or otherwise contracted by Scoop Digital Pty Ltd to perform duties in the workplace.

3. DEFINITIONS

Employer

Refers to Scoop Digital Pty Ltd.

Employee

Refers to any person currently under the employ of Scoop Digital Pty Ltd and receiving remuneration in return for services performed.

Office Manager

Refers to a person having control of the workplace, or control of access to the workplace. This includes management staff such as Managing Director, and any senior staff present in the office who have the responsibility for overall management and functioning of the workplace.

Workplace

Refers to office environment in which the employees are likely to be carrying out duties over the course of their employment, in this case the office located in Subiaco.

4. IDENTIFICATION OF HAZARDS AND RISKS

The Office Managers will, using the appropriate [Hazard Identification Form](#), identify potential hazards and conduct risk assessments of the workplace, in the interest of providing appropriate

control measures to manage risks as necessary for satisfactory workplace safety and health practices.

Office Managers will, as far as practicable:

- (a) Identify each hazard to which a person at the workplace is likely to be exposed
- (b) Assess the risk of injury or harm to a person resulting from each hazard, if any, identified under paragraph (a) and
- (c) Consider the means by which the risk may be reduced
- (d) All hazardous objects and products including ink, cleaning agents, and other chemicals will be labelled (regulation 5.12) and
- (e) Wherever required, information and training on hazardous objects and products will be carried out for all employees

5. EVACUATION PROCEDURE

Office Managers will ensure that:

- (a) a portable fire extinguisher is fixed conveniently and within easy access at a centralised location in the office (regulation 3.9)
- (b) there is an evacuation procedure in place to be followed in the event of fire or other emergency at the workplace (regulation 3.10)
- (c) where practicable, the evacuation procedure is clearly and prominently displayed at the workplace
- (d) where practicable, a diagram showing the location of the exits and position of the diagram in relation to exits is clearly displayed at the workplace
- (e) evacuation training has been carried out at the workplace with all employees in the building
- (f) persons at the workplace who would be required to use fire extinguisher mentioned in point (a) have been trained appropriately

6. WORKPLACE FACILITIES

In accordance with the *Occupational Safety and Health Regulations 1996*, the employer will provide all facilities required for employees to carry out their duties, especially first aid (regulation 3.12), clean drinking water (regulation 3.16) and toilet facilities (regulation 3.20). These are outlined below.

First Aid

Office Managers must see to the immediate treatment or care of a person who is injured or who becomes ill at a workplace, including:

- (a) Provision of first aid facilities as appropriate with regard to:
 - a. Types of hazards employees are exposed to
 - b. Number of employees present in the workplace

- (b) Ensuring that, as far as practicable, persons trained in first aid are available to provide treatment with regard to point a. and b. as outlined in (a).

Workplace

An employer must, as far as practicable, provide each employee with sufficient space in which to work without risk to the employee's safety and health.

Water

Office Managers will ensure clean drinking water is provided for all employees and is readily accessible. Water outlet must be in a place:

- (a) Free from contamination or likelihood of being contaminated
- (b) Separate from toilet facilities
- (c) If water is unfit for drinking, supply is clearly marked 'UNFIT FOR DRINKING'

Air Temperature

Office Managers will ensure that:

- (a) Work practices are arranged so that employees are protected from extremes of heat and cold
- (b) If workplace is within a building or structure that, as far as practicable, heating and cooling are provided to allow employees to work in a comfortable environment

Lighting

Office Managers will ensure lighting for the workplace from natural or artificial sources:

- (a) Is adequate with regard to nature and location of duties being performed
- (b) Is adequate for the movement of persons about the workplace

Seating

If an employee's work is done from sitting position, the employer must provide and maintain seating that is:

- (a) Designed to suit the nature of work performed
- (b) Strongly constructed, stable, comfortable and of suitable size and height for the employee
- (c) Has a backrest or otherwise designed to provide support to the back

If an employee's work is done from a standing position and the employee's work allows the employee to sit from time to time then, to the extent practicable, the employer must provide seating so that employee may sit down for the period when the employee is not performing work.

Toilet Facilities

Employers must ensure that adequate toilet facilities and hand washing facilities are provided and easily accessible by all employees at all times when carrying out their duties in the workplace.

Cleanliness and removal of debris

Office Managers will ensure that:

- (a) Workplace is maintained in clean condition as is necessary to avoid hazards to employees
- (b) Rubbish and debris are removed, including dust as far as practicable

Surfaces and Floors

Office Managers will ensure that all surfaces and floors are:

- (a) Free from any obstruction that may cause a person to trip or fall

7. NOTIFICATION OF INJURY

In accordance with section 19(3) of the Act, the kinds of injuries incurred by an employee to be notified by an employer to the Commissioner include:

- (a) Fracture of skull, spine, pelvis, arm, leg
- (b) Amputation of arm, hand, finger, leg, foot, toe
- (c) Loss of sight in an eye
- (d) Any injury other than the above which is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

Notification of injury should be made using form via [Worksafe Online](#).

8. NOTIFICATION OF DISEASE

In accordance with section 231(2)(a) of the Act, the kinds of disease affecting an employee to be notified by an employer to the Commissioner are:

- (a) Infectious diseases: tuberculosis, viral hepatitis, Legionnaires' disease and HIV, where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection.
- (b) Occupational zoonoses: Q fever, anthrax, leptospiroses and brucellosis, where these diseases are contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcasses or animal waste products.

Notification of disease can be made using the form via [Worksafe Online](#).

9. MOVEMENT AROUND WORKPLACE

Office Managers must ensure that the workplace is arranged so that:

- (a) Persons are able to move safely within the workplace
- (b) Passages for the purpose of enabling persons to move within the workplace are kept free from obstruction at all times.
- (c) Means of emergency evacuation from workplace are kept free from obstruction, enabling safe evacuation from the workplace in the event of an emergency.

10. REVIEW

Policies outlined in this document are subject to review in December 2020.