



DOWN SOUTH THERAPY

Duty of Care Policy

Version 1.0
3 April 2017



Making Choices and Decisions Policy

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1.1. Purpose

Down South Therapy (DST) is committed to ensuring where possible a safe work environment for all staff, contractors and visitors engaged in activities directed by the organisation. Down South Therapy shall develop, conduct, review and refine its procedures to promote a productive and safe working environment in order to support its Duty of Care requirements under the Occupational Safety and Health Act.

It is the objective of Down South Therapy to ensure compliance with all relevant sections of the Occupational Safety and Health Act 1984; Equal Opportunity Act, Privacy Legislation, and relevant industrial relations legislative requirements applicable to our activities.

1.2. Scope

This policy relates to all Down South Therapy (Down South Therapy) activities and applies to all employees, contractors, students, advocates, Directors and others who may act on behalf of Down South Therapy.

1.3. Application of Policy

Down South Therapy is committed to providing a safe work environment that is free from any form of discrimination or harassment and in providing such an environment, considers its duty of care to staff, contractors and visitors to site as having been executed.

The Occupational Health and Safety Act 1984 imposes statutory duties of care for employers, workers and others. Duty of care is a broad concept, which essentially requires all reasonable and practicable action:

- By employers that will ensure the health and safety of workers at work
- By workers to ensure the health and safety of persons not in their employment and members of the public from risks arising from the conduct of their undertakings
- By persons in control of workplaces used by non-workers to ensure their health and safety

1.4. Performance Standards

The following performance standards must be met to ensure that the procedures specified are implemented effectively:

- 1) Operational policies and procedures addressing OHS issues are reviewed on an annual basis in line with the organisations Risk Management Plan.
- 2) Staff and contractors are provided with information, instruction, training and supervision in their performance of safe work practices.
- 3) Staff and contractors are aware and provide feedback on potential workplace hazards and



procedures are put in place to minimise risk.

- 4) Staff and contractors are provided with appropriate protective equipment and training in its use where necessary.
- 5) Accidents and incidents are reported by staff and contractors to management and appropriate action is taken to minimise future risk.
- 6) Staff and contractors are proactive in ensuring their own health and safety.
- 7) Staff and contractors are aware of health and safety instructions and follow such routinely.

1.5. Procedures

The following procedures are to be implemented to ensure that the organisation meets its policy objective of Duty of Care.

Responsibilities

Management:

- Provide safe systems of work.
- Provide information, instruction, training and supervision.
- Consult and co-operate.
- Provide safe equipment and substances.
- Report accidents.

Workers/Contractors:

- Ensure his/her own health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Will not conduct themselves in such a manner as to bully, harass or discriminate against any fellow worker or person with whom a working relationship exists.
- Follow health and safety instructions.
- Take good care of equipment.
- Report hazards.
- Report work-related injuries or harm to health.
- Co-operate with the employer, enabling the organisation to carry out its duty under relevant legislation.
- Staff and Contractors who breach their obligations under this Policy will be subject to disciplinary action and/or termination.

3.1 Duty of Care Commencement Date: 3 rd April 2017	Version: 1 Review Period: 2 Year	Uncontrolled Copy When Printed	Page 4 of 4
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