HAZARD IDENTIFICATION AND REPORTING

POLICY NUMBER:  NDIS WHS 3

INTENT

To ensure as far as practicable that any potential hazards are identified and assessed for their level of risk.

DEFINITION

HAZARD: anything with the potential to cause injury, harm or disease, for example a safety hazard, a health hazard or environmental hazard.

POLICY STATEMENTS

- Real Living Options Association Inc. accepts responsibility for ensuring as far as practicable the health and safety of their Employees, Volunteers and visitors while working in an authorised workplace.

- **An Authorised workplace** refers to the place where the employee is based to perform work at the direction of the Real Living Options Association Inc.

- Individuals have an obligation to eliminate, guard against or protect others from any hazards as soon as they are recognised. If the hazards cannot be rectified immediately, the person must report the hazards to the Service Manager or Support Facilitators on the Hazard Identification and Risk Assessment Tool.

- A 'near miss' is an incident that although it did not result in an injury or disease, it had the potential to do so. Reporting of minor incidents and near misses can lead to the prevention of more serious accidents.

PROCEDURES

- If there is imminent danger, the person recognising the danger must:
  
  - Take steps to isolate the danger by direct action, for example closing doors, evacuating the area;
  
  - Restrict entry;
  
  - Contact Real Living Options Association Inc. as soon as practicable.

- If a person is involved in a ‘near miss’ incident it should be recorded using a ‘Minor Incident/Near Miss form’. This should be followed by a hazard identification and risk assessment investigation using the ‘Hazard Identification and Risk Assessment Tool’ before being logged in the ‘Hazard Identification Register’ (See the ‘Workplace Practices’ for each of these steps).

- A ‘Minor Incident/Near Miss form’ and a ‘Hazard Identification and Risk Assessment Tool’ is available from Real Living Options Association Inc. and is also kept in each Participants home.
HAZARD IDENTIFICATION AND REPORTING

- The individual recognising the hazard must complete the relevant sections of the 'Minor Incident/Near Miss form' and the 'Hazard Identification and Risk Assessment Tool' and pass it on to the Service Manager or Support Facilitators.

- The Service Manager must carry out an investigation and make recommendations as to corrective action to the appropriate staff member, Participant and/or their Representative/Nominee where the hazard was recognised. The relevant staff member, Participant and/or Representative/Nominee must ensure as far as practicable that action has been taken to eliminate the cause.

- The relevant staff member, Participant and/or Representative/Nominee must advise the person who reported the hazard of the follow-up actions taken.

- Real Living Options Association Inc. will keep copies of all ‘Minor Incident/Near Miss forms’, ‘Hazard Identification and Risk Assessment Tools’ in a relevant register to use as a tracking system to ensure all actions are completed.

DELEGATIONS

Management Committee

- Ensure as far as practicable that Real Living Options Association Inc. complies with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 and all applicable standards and policies.

Service Manager

- Ensure as far as practicable that all hazards identified are reported and investigated.
- Ensure as far as practicable that all reporting and investigation procedures have been followed. Review the Hazard Identification and Risk Assessment register periodically

Support Facilitator

- Ensure as far as practicable that annual Participant Home Safety inspections are completed.
- Delegate Lifestyle Assistants to complete quarterly Accessibility and Safety of Premises checklists.

Lifestyle Assistants

- Complete Accessibility and Safety Checks as requested by the Support Facilitator or Service Manager

All Employees

- Ensure as far as practicable that all hazards identified are reported and investigated.
HAZARD IDENTIFICATION AND REPORTING

RELATED DOCUMENTATION

Policy WHS 1 - Work Health and Safety
Hazard Identification and Risk Assessment Tool
Hazard Identification and Risk Assessment Register
Lifestyle Assistant Accessibility and Safety of Premises Checklist
Risk Assessment Matrix

REFERENCES

Work Health and Safety Act 2011 (Qld)
Work Health & Safety Regulation 2011 (QLD)

AMENDMENTS/REVIEWS

Amended 20.01.11, Amended 07.06.12, Amended 13.06.13, Amended 27.11.14, Amended 22.03.18