

## Safety at Cancer Council SA

### Orientation

To ensure that safety is at the forefront of every individual, each employee and volunteer is provided with an 'Orientation' morning with Human Resources to emphasise that safety in the workplace is everyone's responsibility. It is encouraged at the orientation that all staff report any incident as a matter of normal practice and to familiarise themselves with the available information on the intranet. Safety items covered during the session include:

- incidents/accidents reporting
- workstation ergonomics
- manual handling
- OHS&W Committee/HSR's
- First Aid Officers
- discrimination
- bullying and harassment
- fair treatment procedure

In addition, to the orientation, each individual signs a document to acknowledge their understanding and commitment to adhere to safety in the workplace.

### Resources

The organisation provides a number of information resources on safety which is available via the intranet. In the event of a safety matter, staff may obtain the appropriate information and follow the relevant policy and procedure. Resources include:

#### **Policies**

- Safety Policy
- OHS Committee Terms of Reference
- Drugs and Alcohol

#### **Procedures**

- Manual Handling Procedure
- Manual Handling Risk Assessment Form
- Volunteer Drivers Manual Handling
- Asbestos Procedure
- Hazardous Substances Procedures
- Keyboard Workstation Assessment Form
- Incident Reporting and Investigation Procedure
- Incident/Accident Report Form
- Incident/Accident – Motor Vehicle Report form
- First Aid Procedure
- Personal Threat Procedure
- Injury Management Procedure
- Claims Management Procedure
- Emergency Response Procedure

## Training

### **Bullying, harassment and sexual harassment**

Every second year, the organisation undertakes mandatory training to ensure that the workplace is free from Bullying, Harassment and Sexual Harassment.

### **Asbestos handling**

Asbestos training is provided as required.

### **Fire Warden**

The Emergency Response Officers are provided training to familiarise themselves on the appropriate action in the event of an emergency.

### **Cancer Council Helpline**

Helpline counsellors are provided with training to deal with the nature of calls received.

### **First Aid**

The organisation supports staff as First Aid Officers.

### **Manual handling**

Manual handling training is offered annually to all staff and volunteers however is mandatory to staff who work in the motels, warehouse and resources area.

## Health and Safety Representatives

A team of Health and Safety Representatives (HSR's) are appointed for a 3 year term. HSR attend training to remain compliant with legislation.

## OHS&W Committee

The OHS&W Committee met bi monthly with the minutes posted onto the intranet.

## Other safety practices

During the course of the year the organisation arranges events to occur to keep safety in mind:

- electrical safety tagging
- evacuation drills – twice a year
- Hazardous Substances Register is located in downstairs kitchen
- sign in of all visitors before entering the building.

## OHS&W performance

The Board of Directors receive a report at each meeting outlining the incidents and near misses that have occurred, the cause of the incident, the immediate actions taken in response to the event, the actions taken to manage the risk of reoccurrence.