



Occupation Health & Safety Policy

Purpose and Scope

This policy is designed to assure that all staff and volunteers (referred to as “workers”) of Adventure WA Support Services are knowledgeable about their health and safety responsibilities within the workplace. It highlights best practices in areas potentially hazardous to worker safety, aiming to minimize accidents and injuries in the workplace.

Adventure WA Support Services Responsibility

- Furnish a secure working environment for all workers;
- Establish and enforce procedures for safe working practices;
- Offer sufficient information, training, and supervision to ensure the safety of all workers;
- Endeavor to mitigate or eradicate workplace risks.

Workers’ Responsibility

- Look after their own health and safety and also safeguard others in the workplace;
- Adhere to reasonable directives from supervisors;
- Comply with Adventure WA Support Services’ policies and procedures designed for worker protection;
- Remain vigilant of potential risks in the workplace;
- Assess risks prudently before undertaking tasks;
- Aim to minimize or eliminate workplace risks whenever feasible;
- Promptly report any risks, incidents, or injuries to supervisors.

Policy

1. General Safety and Wellbeing

- Regular breaks are crucial as fatigue can impair judgment;
- Wear closed, suitable shoes during Adventure WA Support Services events/programs;
- Dress appropriately for the activity, being cautious with jewelry or clothing that participants could grab;
- Apply sunscreen, wear a hat, and use adequate sun protection when working outdoors;
- Stay hydrated and maintain regular meals.

2. Emotional Wellbeing

- Continuously monitor your physical, mental, and emotional wellbeing while working;
- If experiencing health issues, notify your supervisor immediately and take necessary health improvement measures;
- Remain attentive to the wellbeing of colleagues and participants, reporting concerns when necessary.

3. Supporting Participants with Manual Handling Activities

- Only trained workers can engage in manual handling activities, utilizing correct practices and functioning equipment;
- Two workers are required for transferring participants, e.g., from wheelchair to bed;
- Manual handling should not strain workers; reassess posture and positioning if discomfort occurs.



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4. Supporting Participants with Personal Care Activities

- Assist participants with personal care as specified in their profiles;
- Wear non-slip shoes in wet areas, like bathrooms, and use personal protective equipment when necessary;
- Ensure all equipment, such as shower chairs, is functional and clean.

5. Supporting Participants Who Use Wheelchairs

- Engage wheelchair brakes when stationary and release them before moving;
- Request help if needed to move a wheelchair, and watch for uneven surfaces;
- Follow safe practices for loading wheelchairs into vehicles and securing wheelchair-using passengers during transit.

6. Occupational Violence

- Maintain Positive Behaviour Support plans for participants with known challenging behaviors to understand and mitigate potential risks.
- Assign experienced and confident workers to participants known for behavioral challenges to ensure effective and safe support is provided.
- In instances where participants exhibit risky behavior towards staff or others, immediate action may be taken, including sending them home from the program. Future participation will be reassessed and determined based on individual case review.
- Employ restrictive practices only as a last resort when participants pose significant risks to themselves, workers, other participants, or the public.

REVISIONS

JAN 15th 2023 - ORIGINAL DRAFTED

NEXT REVISION DUE: 15/01/2024