

Alison Marriott, Speech Pathologist

P.O. Box 670 Montacute S.A. 5134
Marriott Speech Pathology ABN: 50 324 391738

Original: March 25th 2019

Work Health and Safety Policy

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| Authorised by | Alison Marriott, Speech Pathologist |
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| Document location | NDIS Administration |
| Description | This policy sets out the principles, objectives and responsibilities for Alison Marriott Speech Pathologist to minimise and manage any occupational work health and safety issues |

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Speech Pathologist (AMSP)

Work Health and Safety Policy

1. Related Documents

AMSP Risk Management Policy and Procedures

AMSP Incident Management Policy

AMSP Complaints Management Policy

NDIS Reportable Incident Report Forms –Immediate and 5-day AMSP Home Pre-visit check list

Policy statement

AMSP is committed to providing, as far as is practicable, a workplace that is safe, has safe systems of work and is without risks to the health and wellbeing of staff and clients.

AMSP staff will be properly informed and adequately protected so as to minimise the risk of illness, accident or injury at work by promoting good occupational safety and health practices which are consistent with legislative requirements.

AMSP will be registered with Return to Work SA (RTWSA) with the appointment of employee to the company.

2. Obligations

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations.

Management is committed to ensuring we meet the standards of the Work Health and Safety Act 2012, the Work Health and Safety Regulations 2012 and applicable Codes of Practice and Australian Standards as far as possible.

Alison Marriott,

Speech Pathologist

3. Responsibilities

Management will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.
- A detailed log of any incidents or work place related occurrences which require attention or may require referral to RTWSA

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Workers when they are appointed has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to Alison Marriott or delegate.

4. Application of this policy

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.