



V I C T O R I A

AUSTRALIAN DENTAL ASSOCIATION VICTORIAN BRANCH INC.

ADMINISTRATIVE BRANCH POLICY STATEMENT 4.06

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Purpose

1. The purpose of this policy is to set out principles and procedures (consistent with the Victorian *Occupational Health and Safety Act 2004* and the *Occupational Health and Safety Regulations 2007*) to minimise risk related to Occupational Health and Safety to ADAVB staff, contractors, volunteers and visitors.

Scope

2. This policy applies to all ADAVB staff, contractors, volunteers and visitors, at the ADAVB Office and, where appropriate, at external venues.

Definitions

3. For the purposes of this policy, the following definitions are used:
 - Contractor: A person or company that undertakes a contract to provide materials or labour to perform a service or do a job either at ADAVB premises or venues hired or used by the ADAVB for Branch events
 - Manual Handling: includes lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining any animate or inanimate object
 - Supervising Staff: a person who supervises or controls the work of staff or volunteers
 - Visitor: a person who attends the ADAVB or an ADAVB function offsite, or is affected by the ADAVB's activities and has no official appointment or engagement with the ADAVB
 - Volunteer: a person who voluntarily offers himself or herself for a service or undertaking either at the ADAVB premises or venues hired or used by the ADAVB for Branch events.

General Principles

4. The ADAVB, under Occupational Health and Safety Duty of Care and legislative responsibility, recognises its obligation to execute all reasonable precautions and actions necessary to protect employees, contractors and volunteers in the performance of their duties for and on behalf of the Branch

5. The ADAVB will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work. The ADAVB shall endeavour to execute this responsibility by:
 - Developing and maintaining safe systems of work, and a safe working environment
 - Consulting with employees on health and safety
 - Providing information and training for employees
 - Assessing all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks
 - Removing unacceptable risks to safety
 - Providing employees and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas).
6. The ADAVB shall extend the same endeavour to visitors and persons lawfully entering venues hired or used by the ADAVB for Branch events.
7. Staff or contractors using personal equipment for work purposes shall ensure that such equipment complies with the relevant safety standards.

OHS Guidelines for ADAVB staff

8. OHS, Manual Handling Guidelines and Guidelines on office ergonomics for staff are included as Appendix 1, and an incident report form is included as Appendix 2.

Electrical equipment

9. Under Australian Standard 3760, all electrical equipment is tagged and tested by a licensed tester on an annual basis.

Occupational Health and Safety Representative

10. It is not currently a legislative requirement for Victorian businesses to have a nominated Health and Safety Representative (HSR). ADAVB staff can, however, nominate to elect a HSR through the ADAVB CEO if they wish.

Fires and other emergencies

11. In the event of fire or other emergency situations, staff and visitors should only take immediate valuables and use the stairs to exit the building to the assembly point in accordance with emergency evacuation procedures advised by the Owners' Corporation.
12. Fire wardens will provide instructions regarding safe return to the premises.

13. Current floor and fire wardens are listed in the OHS Guidelines for staff at [Appendix 1](#).
14. Fire wardens will undergo annual refresher training.

External Contractors

15. ADAVB will request from external contractors' information on both their OH&S policy and Public Liability insurance.

First Aid

16. The current First Aid Officer (FAO) is listed in the OHS Guidelines for staff at [Appendix 1](#).
17. Duties of the FAO include:
 - Initial treatment of injuries and illnesses
 - Recording details of first aid given
 - Understanding and explaining relevant OHS legislation.
18. A First Aid kit is kept on the premises and maintained by a member of ADAVB staff.
19. An Incident Form is included in the OHS Guidelines for Staff at [Appendix 1](#).
20. A small portable First Aid kit is taken to each event held off site.

Manual Handling

21. ADAVB seeks to eliminate manual handling hazards in the ADAVB office and at sites being used for ADAVB events, however where this is not practicable, to control the risks of harm arising from these hazards to the lowest practicable levels.
22. ADAVB seeks to comply with the National Standard on Manual Handling.
23. Manual Handling Guidelines are included in the OHS Guidelines for staff at [Appendix 1](#).

Smoking

24. Smoking in ADAVB premises is prohibited.

Working from home

25. The requirements and responsibilities outlined in this policy apply when staff work from home.
26. All staff must complete a self-assessment 'work from home worksite inspection' prior to working from home (See [Appendix 3](#)).
27. When working from home, staff are responsible for any cost associated with the provision of a safe workspace.
28. Staff should report any personal injury incurred whilst working at home.

Related policies

29. This policy should be read in conjunction with ADAVB policy BPS 4.02 Equal Opportunity.

Review

30. This policy will be reviewed and updated within three (3) years of the issue date, or earlier if any changes indicate a need for a review.

Branch Policy Statement No.	4.06
Adopted by Council	
Reviewed by Constitution and Policy Committee	22 October 2013, 23 June 2014, 22 February 2018
Amended by Council	24 March 2014, 21 July 2014, 26 March 2018
Relevant Rules	
Relevant By-Laws	

[Appendix 1](#) ADAVB Occupational Health and Safety Guidelines for Staff

[Appendix 2](#) Incident report form

[Appendix 3](#) Working from home self-assessment form