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The College has a Policy on Occupational Health & Safety in order to protect the health and safety of students, employees and visitors and to comply with the [Occupational Health & Safety Act 2004](#). It is College policy to do all that is practicable and reasonable to protect employees, visitors and students from foreseeable work hazards.

**Occupational Health & Safety Policy**

The College aims to:

1. Provide and maintain safe and healthy working conditions and safe systems of work.
2. Provide adequate information, training, instruction and supervision to enable employees, contractors and students to perform their work safely and efficiently.
3. Maintain a constant interest in health and safety matters relevant to our activities.
4. Provide personal protective equipment for employees where other measures of risk management are not possible.

The promotion of sound and effective health and safety measures is a common objective for management, employees and students.

**Management**

- Is responsible for the effective implementation of the College's Health and Safety Policy.
- Must observe, implement and fulfil its responsibilities under the acts and Regulations that apply to the College.
- Must ensure there are agreed procedures for regular consultation between management and employees.
- Must make regular assessments of health and safety performance and resources.
- Must ensure that all specific policies operating within the College – fire and explosion, purchasing dangerous goods, noise, training, first aid and systems of work – are periodically revised and are consistent with College health and safety objectives.
- Must provide information, training and supervision for all employees in the correct working procedures and in the use of plant, equipment and substances used throughout the College.
- Must be informed of incidents and accidents occurring on the College premises or to College employees so that health and safety performance can be accurately measured.

**Employees and Students**

- Have a duty of working carefully and efficiently and taking the care for which they are capable of their own health and safety and the health and safety of others affected by their actions at work.
- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected health and safety functions.
- Must not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of College employees.
- Must use Personal Protective Equipment (PPE) when provided for specific duties requiring PPE.
- Must in accordance with agreed College procedures for accident and incident reporting, report any unsafe/unhealthy conditions or potential unsafe/unhealthy conditions to Management or the Occupational Health and Safety Committee.

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## Executive Responsibility

The Principal is responsible for the implementation and monitoring of this policy. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

Prior to appointment, any staff member who will be involved in handling potentially dangerous materials or working under potentially dangerous conditions will be required to undergo a medical examination. Each new staff member will be tested to ensure the new staff member is aware of all safety provisions for each task that they will be required to perform.

Each staff member will be given the opportunity to read and understand the College's Occupational Health & Safety Policy and procedures.

All employees will be advised in writing of agreed changes and arrangements to OH&S procedures before their implementation

## Proof of Competency and Training

All new staff and contractors will be required to furnish evidence of competencies and training relevant to their duties prior to commencing employment. The College will keep copies of all documentation relating to competency and training on file. Refer to Record Management Procedure ([SM-041](#)).

## Allergies and Medical Conditions

It is a condition of employment that each new employee must disclose to the college prior to their commencement any pre-existing allergies or medical conditions (e.g. asthma), which may affect their ability to perform their duties of employment or be exacerbated by their required duties..

Employees must disclose to their manager if they develop an allergy or medical condition that may affect their ability to perform their duties of employment and also inform the college if any work tasks they are required to perform may adversely affect their health or existing medical condition

## Occupational Health and Safety Committee

**The Occupational Health and Safety Committee consists of a representative from each functional area and provides the focus for OH&S issues in the College. Its main functions are to:**

- Receive reports from employees, students and visitors regarding OH&S issues
- Investigate reports of OH&S issues
- Receive and review Accident Report Forms
- Advise management of OH&S issues requiring attention
- Prepare a monthly Safety Report to be tabled at Council meetings
- Regularly review the OH&S Policy and Procedures

Present membership of the Committee is:

Chair:	Nick Roe	Academic Representative
Member:	David Bent	Maintenance representative
Member:	Di Hand	Catering & Accommodation representative
Member:	Jenny Wotherspoon	Administration representative
Ex Officio:	Principal	Management representative
	Student representative from each course	

## How are Committee members appointed?

A representative for each work group is elected by the members of that work group. An election for Committee members is conducted each **December**. Nomination forms are issued to all staff

members prior to the election. In the event that two or more members of a work group receive an equal number of votes a new election for that member will be conducted. Student representatives are appointed by the Principal from the student body who are not members of the Student Executive.

## **Accident Reporting and Investigation**

### **Objectives**

To ensure that all work related illnesses, injuries and dangerous occurrences are documented so that:

1. Workers Compensation claims are processed without delay.
2. Adverse trends can be identified and rectified.
3. All accidents and injuries are investigated, the cause identified and procedure altered so that the accident will not be repeated.
4. Appropriate legislative requirements are met.
5. Workplace Occupational Health and Safety is continually improved.

### **First Aid Box Locations**

First Aid Boxes are located in the:

**Kitchen**                                 1 Main Kit plus additional stock in kitchen office  
  2 Portable First Aid Kits  
  1 Portable First Aid Kit for student football/rugby/netball

**Reception Office**                     1 Hikers Kit – in cupboard on wall  
**Indoor Riding Arena**                 1 Portable First Aid Kit in purpose built box – East wall

**McCann Stables**                     1 Portable First Aid Kit in Tack Room

**Farm**   1 Portable First Aid Kit in Maintenance Shed (old farriers shed)  
  1 Hikers Kit in tractor cab

**College Station Wagon**             1 Portable First Aid Kit

### **Accident Report**

It is a statutory requirement that an 'Accident Report Form' ([FORM-121](#)) must be filled out when there is any injury at the workplace and includes visitors and contractors. The form should be completed by the injured person or their Manager and sent to the Chairperson of the College Occupational Health and Safety Committee.

This report should include the following details:

- Who was injured
- When the injury occurred
- Where the injury occurred
- Injury details - first aid given
- How the accident happened

Forms are available in the Academic and Catering & Accommodation Staff Rooms and in the First Aid box in the Indoor Riding Arena. The Form ([FORM-121](#)) can be opened from this link and printed.

### **Serious Injury or Death**

It is a statutory requirement that In the event of serious injury or death or any incident that could have caused death or serious injury, WorkCover Victoria must be immediately notified on **13 23 60**. Further information is available at: [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au).

The Chairperson of the College Occupational Health & Safety Committee and/or the Principal must also be notified. The Principal or Manager of the area where the incident occurred must complete an Incident [Notification Form](#) and the OH&S Committee Chairperson must complete an Investigation Report within 24 hours of the accident. That report must contain details of why the accident occurred and recommendations for preventative action.

## **Providing a Safe and Healthy Workplace**

### **Behaviour**

Irresponsible behaviour will not be tolerated. Showing off, acts of bravado, or anything else involving risk taking contrary to safety standards should be stopped immediately. Continuation of irresponsible behaviour will attract disciplinary action, including termination of employment of staff and expulsion from the college for students.

### **Alcohol and Drugs**

Consuming of alcohol whilst working or in the workplace and the consumption of alcohol to the extent that a person is affected when they commence work is strictly forbidden.

The abuse of illicit and medication drugs, or being in possession of any illicit drug or drugs of dependence without a medical prescription whilst working is strictly forbidden and **can lead to instant dismissal**.

Where the above is reported to, or known to management, the continued employment will be subject to review. Police will be advised of suspicion of the presence of illegal drugs.

When consuming prescription drugs or over-the-counter drugs, read and follow the instructions. Employees should advise management if they are on medication and a note should be placed on the employee's personal file.

### **Smoking**

Smoking is only allowed in the open air and sufficiently remote from external doorways to ensure other people do not suffer from forced inhalation of smoke from cigarettes. Smoking is not permitted in any room, building, vehicle or enclosed area. Employees are encouraged not to smoke at all whilst at work.

Under the [Victorian Tobacco Act 1987](#), smoking is prohibited in enclosed workplaces and licensed areas.

If a person smokes in an enclosed workplace, including licensed facilities the person who smokes may receive a fine or be prosecuted, as may the person in charge of the enclosed workplace at the time.

### **Firearms**

Only registered firearms used by licensed persons and used for eradication of pests and vermin and destruction of livestock are permitted on College property. Use of firearms for these purposes must only be done with express permission of management. The management is not responsible for use of firearms outside these guidelines and/or outside of working hours.

### **Explosives**

No blasting explosives are to be stored or used by any personnel unless they are licensed to use blasting explosives by the relevant state authorities, and with express permission of management.

### **Children**

Children are not allowed in designated work areas such as workshop, shed and yards and all other areas where an average person would assume there is reasonable risk that a child could be injured. All employees must operate vehicles and machinery mindful of children on the farm and around houses etc. No person under the age of 18 years shall operate a motorised vehicle. Parents are responsible for the whereabouts and well-being of their children at all times. Children must be visually supervised at all times when outside their immediate home environment.

## **Contractors**

Employers have the same responsibilities to contractors or subcontractors they may engage, as they have to employees. Contractors also have responsibilities as an employer for their own employees.

Independent contractors, or any employees of independent contractors, shall be expected to adhere to these operating policies and procedures. All Contractors will be issued with a copy of the [Contractors Compliance Manual](#) when they first arrive on the College site.

## **Vehicles**

### **Road Safety**

All road and vehicle safety regulations enforced by State law apply to all persons using College roads and public roads. Riding on trailers, farm equipment, on and in the trays of vehicles and trucks, and doubling on motorbikes is strictly prohibited. Vehicles, whether company or private, must be registered with the proper authorities. Approved safety helmets must be worn on motorcycles and 4 wheel (Quad) bikes.

### **Road Rules and Licences**

All vehicles, whether company or private, must be covered by appropriate insurance and must comply with State Road Laws whenever used on college property. All drivers and passengers must adhere to these road rules. Only people with current driver's licences and relevant WorkCover licences or permits will be permitted to drive vehicles.

### **Machinery – Tractors – Implements**

All machinery is to be operated in accordance with the manufacturer's specifications as indicated in the operators' manual and all users are to be familiar with the piece of equipment and are licensed and authorised to use it. If the information is not available due to the age of the machine or other factors, supervision and training must be provided until the operator is competent. Operators must be licensed for each type of machinery where required by government legislation.

### **Moving Machinery on Public Roads**

The [Operators Guide](#) to Oversize and Over-mass Vehicle Movement contains the legal requirement for transporting machinery on roads. The following is an example only.

- The vehicle or towed implement must be reduced to its smallest dimension for travel.
- Loads, other than indivisible loads, must be carried within statutory limits.
- An agricultural implement must not carry loads.
- To travel on public roads, a general permit must be obtained from the relevant State authority.
- Appropriate signs, flags and warning lights must be used as set out in the Operators Guide to Oversize and Over-mass Vehicle Movement. These guides are available from the relevant state authority.
- Check out the route the machinery will be travelling along to identify hazards, potential damage to roads or bridges, or interference with normal traffic.
- Check all towing connections and ensure all rear lights and indicators are clearly visible to traffic.
- Move machinery in daylight hours only.
- Make sure you know the rules for your state and have the relevant permits/authority before proceeding.

## **Solar Exposure\Heat Exhaustion**

If duties are conducted outdoors, it is important to take precautions against dehydration and over exposure to the elements, especially during the summer months. Remember: You do not have to

get sunburnt to damage your skin and risk skin cancer. Skin cancers are most related to over exposure to the sun over a period of time. [WorkSafe Guidelines](#) [Cancer Council](#)

## **Protection**

All persons are encouraged to protect themselves against the sun when outdoors.

- Wear protective clothing: a shady hat, long sleeved shirt and trousers.
- Use a sunscreen (minimum SPF 30+) year round and reapply as needed, especially if perspiring.
- Noses, lips, ears, necks, bald heads and backs of hands need extra protection. Check regularly for signs of skin cancer. If uncertain, ask your doctor.
- Carry water in the vehicle, especially in the summer, and drink frequently. It is recommended fluids be taken every 15 minutes in hot conditions or during strenuous activity. Lack of perspiration is a sign of extensive dehydration.

## **Chemical Safety and Hazardous Substances Policy**

### **Education**

All users must have Agricultural Chemical Accreditation, e.g. [Victoria Agricultural Chemical Users Permit](#) (ACUP).

Prior to the use of any hazardous product all relevant employees will be instructed in the use of that product and the safety precautions required.

### **Safety in Mixing and Handling Pesticides\Herbicides\Dips etc**

#### **Protective Clothing**

The appropriate protective clothing must be worn when conducting operations using agricultural chemicals.

All chemicals must be used in accordance with registered labels. Read the label and the Material Safety Data Sheets (MSDS), available from the supplier. The Material Safety Data Sheets provide detailed information on treatment and symptoms as well as chemical data.

Chemicals can enter the body through:

- skin contact including eyes
- inhalation of fumes, vapours and dusts
- accidental absorption while eating, drinking or smoking

#### **Read the Label**

It is each individual's responsibility to read the label of the agricultural chemicals he/she is handling and comply with the directions thereon.

#### **Hygiene**

Before eating, drinking or smoking wash thoroughly and move away from potential sources of contamination.

#### **Disposal**

Used containers are to be disposed of according to the label and in the [AgSafe](#) approved manner.

Agricultural chemical containers will be rinsed out and handled in the approved manner prior to disposal of containers. (i.e. double rinsed, punctured and crushed. Recyclable containers to be returned to point of purchase - e.g. Roundup).

Any unlabelled containers are not to be used but disposed of in the AgSafe approved manner (as above).

## **Spillages**

Spillage of chemical will be cleaned up in accordance with directions on the label. If a spillage occurs call the employer/manager straight away and instigate clean up procedure.

## **Washing Facilities**

Ensure that adequate quantities of washing water are carried on all mix trailers, planters, and cultivators applying agricultural chemicals.

## **Chemical Storage**

All chemicals will be securely stored in accordance with the Hazardous substances regulations. Chemical compounds will be kept locked at all times when unattended.

Unauthorised personnel, children and animals are banned from access to chemical compounds and chemical dump areas.

## **Spraying**

- Spray with minimal drift and preferably in low wind conditions.
- Never spray in high wind conditions.
- Preferably use a suction method of transferring chemicals to a spray tank.
- Prevent nozzles from becoming blocked by using the correct filters and chemical formulation and ensure that water and equipment are clear.
- Clear blocked nozzles using a soft bristle brush, or compressed air. Never suck or blow blocked nozzles to clear them.

## **Confined Spaces Policy**

### **Definitions of Confined Space**

The general definition of a confined space at a place of work is a space of any volume that a person may at any time enter or be allowed to enter and in which:

1. the atmosphere is liable to be contaminated at any time by dust, fumes, mist, vapour, gas or other harmful substances; or
2. the atmosphere is liable at any time to be oxygen deficient.

### **Examples of Confined Spaces**

1. Storage tanks, tank cars, process vessels, boilers, pressure vessels, silos and other tank like compartments usually having only a manhole entry.
2. Open topped spaces of more than 1.5 metres in depth, such as pits, dips or septic tanks that are not subject to good natural ventilation.
3. Pipes, sewers, tunnels, shafts, ducts and similar structures.
4. Any spaces entered through a small hatchway or manhole, tanks, cellular double bottom tanks, ducts and oil tanks.

## **Entry**

No person shall enter a confined space in which excessive heat is present. Such a space must be sufficiently cooled by ventilation or other means before entry is permitted. No person shall enter a confined space unless another competent adult is present and remains outside the confined space.

## **Uncertainty**

Where an employee is uncertain of circumstances or action to take prior to entering a confined space the employer/manager must be contacted for advice and final direction.



## Manual Handling

Correct lifting principles are as follows:

1. Size up the load. Is it too heavy for you? Consider the bulk of the load, as well as its mass or weight. If in doubt, assistance or mechanical aids may be necessary.
2. Ensure that the lifting area is clear, tidy and free from obstacles. Check for nails, sharp edges, grease and other hazards (to prevent slipping, tripping, falling or injury during the lift).
3. Wear protective clothing such as gloves or footwear suitable for the material to be moved.
4. Position your feet. Feet should be parted about the width of your hips. (correct foot position maintains balance and stability and aids upward thrust from your ankle, knee and trunk muscles.)
5. Face in the intended direction of travel.
6. Position your body close to the heaviest part of the load.
7. Knees bent, preferably not much more than about 90°.
8. Trunk should be inclined forward, maintaining the natural shape of the back (enabling the back bones to remain locked together and provide a strong structure).
9. Take a firm hold, using the palms of your hands and not fingertips for heavy loads. If possible keep the arms and elbows about shoulder width. The hold must be secure and comfortable. (For objects such as boxes, hold the diagonally opposite corners of the bottom of the box).
10. Keep the head and chin tucked in, so as to continue the normal back line.
11. Lift with the strongest muscles of the trunk and legs. Movements should be smooth and never sudden or jerky. Lift slowly and avoid twisting.

**Remember: A bent back is weak and can be easily injured. Use common sense. If it is too heavy leave it or use mechanical means to do the lifting. [On the Farm](#)**

## Farm Workplaces

### Workshop

1. Wear approved safety equipment at all times when using equipment e.g. goggles and earmuffs for the grinder, leather gloves when welding etc.
2. Keep work areas, passageways and exits free of debris. Do not store articles in these areas where emergency exit or safe thoroughfare is impeded.
3. Consult manuals/safety instructions before using unfamiliar equipment.
4. Ensure safety cut out switches and earth leakage systems are operational.
5. Inspect electrical cords - extension leads for damage such as fraying. Store these items properly and carefully to avoid damage. Replace any damaged cords/equipment.

### Shearing Shed

The following rules are to be followed in the shearing shed:

1. All belts and drives are to be guarded to deny bodily access to working parts.
2. All safety equipment must be fitted to equipment and working e.g. clutches in short guts, safety guards on wool press.
3. The grinders in the shearing shed will be guarded and safety glasses will be worn.
4. No chemicals, including lousicides and drenches will be permitted in the meal area, and only on the shearing board with the employers/managers and shearers approval.
5. Appropriate personal protective equipment will be provided and used when applying chemicals.
6. A mechanism for suspending back aid/harnesses is to be provided for those shearers who wish to use one.
7. As a general rule, if you need to raise your voice in order to be heard in the shearing shed then this would indicate a noise level that could be a problem. As far as possible the hazard is to be reduced or eliminated.

## **Yards – Cattle Sheep and Horses**

- Ensure yards are uncluttered, railings, gate latches etc. are secure. Make sure sharp objects are removed and that the layout and workings of the yards are understood by new employees. e.g. Loading ramp - escape ways (cattle yards).
- Make sure you are properly dressed for the conditions and operations to be carried out, e.g. dipping, branding etc.

## **Work on Horseback**

- Plan ahead, consider safe work practices. Get assistance if necessary.
- Be suitably dressed - leather soled riding boots are recommended as they are designed to easily slip out of the stirrup in the case of an accident. Do not use boots that have been repaired with half soles. Jeans, jodhpurs or long trousers will prevent chafing and a hat will provide protection from the sun.
- A safety approved riding helmet (e.g. polo or pony club style) is to be worn at all times.
- Respect horses, they have the strength, speed and ability to cause injury.
- Concentrate and be alert - you can never be sure how a horse will react in a given situation.
- Bridles and bits should be kept in good repair and fitted so that the horse is comfortable.
- Saddles and girths should be kept in good repair, and oiled regularly.
- Keep saddlecloths free from burrs and other foreign material.

## **Moving Stock on Public Roads**

- Appropriate State rules must be followed. For example, appropriate signage should be used before moving stock on public roads.
- When moving walking stock on a public road over a distance of less than one kilometre (1 km) or when grazing stock on a public roadway, stock warning signs must be displayed at places on the road not more than 500 metres, and less than 200 metres away from the movement of the stock - front and back. A responsible person must be in attendance with the stock at all times.
- If moving walking stock more than 1 km a stock warning sign stating stock for next 5 km must be displayed.
- Walking stock may only be moved on a public roadway between sunrise and sunset.
- Supervise stock to prevent them accessing neighbouring paddocks or creating a hazard for motorists and other road users.

## **Handling Dead Stock and Offal**

Care should be taken when handling dead stock and offal, as these are potential sources of disease and infection. Dead stock and offal should be disposed of in a pit, burnt or buried, as soon as possible. Prevent dogs from accessing carcasses. Ensure correct hand washing procedures are followed after disposing of carcasses.

## **Electricity and Electrical Work**

- A qualified electrician will do all electrical work.
- Check cables and cords of electrical equipment for fraying.
- When using extension leads, always fully unwind to prevent overheating and fusing.
- When replacing fuses, ensure the power supply has been disconnected.
- Never load or unload animals or other produce under power lines where you can reach or touch the power lines.

## Power Lines

## “Look up and Live”

- The overhead high tension power lines can be extremely dangerous.
- Tall farm machinery - headers, augers and tractors fitted with radio antennae - become instant killers if they contact high-voltage power lines. In the right atmospheric conditions, the machinery doesn't even have to touch the power lines, simply being too close - sometimes as much as a metre away - can evoke a fatal “flashover”.
- Serious injury or death can occur from an auger or tip-truck touching an overhead line. Conductive farm machinery and equipment should remain at least three metres away from power lines carrying up to 132 kV and at least six metres from power lines carrying more than 132 kV.
- Before operating tall equipment near power lines check the voltage and safe working distance from them with the local electricity supply authority.

## Presence of Asbestos in College Buildings

Regular Audits of asbestos material are carried out at Marcus Oldham College by Environmental Health Services (Australia) Pty Ltd.

These audits are conducted in accordance with the Victorian Occupational Health and Safety (Asbestos) Regulations of 1992 and are designed to identify location, extent, type and condition of asbestos materials, assess the risk to exposure and recommend actions to minimise risk. The most recent Asbestos Audit was completed in 2011. Copies of this report are held by the Principal and the Building Project Officer.

## Health Risk

While all asbestos represents a health *hazard*, in that there is potential for harm, it only represents a health *risk* when it is airborne. Asbestos in stable materials does not represent a health risk until it is disturbed and releases fibres into the air. The mere presence of asbestos materials does not indicate that a health risk exists. No asbestos on College in its present condition was found to represent a health risk.

NOTE: A program of asbestos roofing material removal was completed in October 2005. All asbestos roofing material at the College has been removed.

## Management Strategies

1. All staff and students at the College are advised of the presence of asbestos and its present condition.
2. Where practicable, all occurrences of asbestos material are labelled appropriately.
3. In buildings where asbestos is present, no alterations, reconstruction or demolition work will be carried out until an inspection and report by a qualified person of possible disturbance to asbestos material is carried out and any appropriate rectification or removal has occurred.
4. A copy of the Asbestos Audit Report and Recommendations is available by request from the Principal.
5. Forward management of asbestos will include;
  - regular inspection of asbestos sites to review condition and adequacy of labelling
  - review of the asbestos audit every three years
  - continual maintenance of asbestos materials to retain at Priority 3 or 4
  - all changes of building use and building reconstruction to be appraised with regard to disturbance of asbestos materials
  - removal of asbestos materials if condition changes to Priority 2

## Actions

1. Familiarise yourself with the locations of asbestos material in College Buildings
2. Report any observed disturbance of asbestos material to the Building Development Officer
3. Advise persons whose actions may disturb asbestos material, of the presence of asbestos. Such actions may include persons entering enclosed areas where asbestos is present.

## Occupational Rehabilitation Program

The College is committed:

- To ensure that the occupational rehabilitation process is commenced as soon as possible after an injury in a manner consistent with medical judgement.
- The establishment of a return to work plan for any injured worker who is unable to work for 20 or more days.
- To ensure confidentiality of worker's information during return to work and any occupational rehabilitation is maintained.
- To provide weekly review of return to work activities in consultation with the worker to ensure that progress is continuing towards a complete recovery.
- To ensure that return to work as soon as possible by an injured worker is a normal practice and expectation
- To provide suitable duties / employment for an injured worker, as an integral part of the rehabilitation process.
- To ensure that participation in the rehabilitation program will not, of itself, prejudice an injured worker

Employees Shall:

- Take reasonable care in the performance of work, so as to prevent injuries to self and to others
- Co-operate with the employer to enable rehabilitation obligations imposed by Section 156(2)(B) of the Accident Compensation Act 1985 and the Accident Compensation (Occupational Rehabilitation and Risk Management) Regulation 1993 to be met
- Co-operate in reasonable workplace changes designed to assist in occupational rehabilitation of fellow workers following injury
- Notify the employer of an injury as soon as possible

Each worker who sustains an injury shall have the choice of treating doctor, be provided with occupational rehabilitation assistance if required; and access to an interpreter where necessary.

Non-participation of an injured worker in a return to work plan may result in reduced weekly benefits.

### Return-to-Work following an injury in the Work place

The designated Return to Work (RtW) Coordinator is **Lyn Cameron**.

The following link to WorkCover provides information on [Return to Work Plans](#)

Management will facilitate reasonable access to the workplace by an approved provider who may be involved in occupational rehabilitation, so as to enable familiarity with the workplace.

Management will ensure ready access to the injured worker's approved provider at all stages of the occupational rehabilitation program, including the initial workplace assessment.

1. Management will:
  - Develop individual return to work plans for injured workers
  - Ensure each return to work plan is managed effectively
2. Workers participating in a RtW Plan will be regularly informed of their rights and responsibilities and of company policies on occupational rehabilitation and will be consulted through the Occupational Health and Safety Committee and the RtW Coordinator.
3. Any disputes over occupational rehabilitation will be referred to the Occupational Health and Safety Committee who shall make a recommendation to the Principal.