

DEMENTIA ALLIANCE INTERNATIONAL

WORKPLACE HEALTH AND SAFETY POLICY

Workplace Health & Safety (WH&S)

Policy

Dementia Alliance International recognises that the health and safety of all employees, paid and unpaid, as well as members, care partners and visitors is the responsibility of the Board. In fulfilling this policy, the Board has a duty to provide and maintain so far as is practicable a working environment that is safe and without risks to health and includes:

- Providing and maintaining safe equipment and systems of work
- Making and monitoring arrangements for the safe use, handling, storage and transport of equipment and substances
- Maintaining the workplace in a safe and healthy condition
- Providing adequate facilities to protect the welfare of all employees
- Providing information and training for all employees, enabling them to work in a safe and healthy manner.

The Board is committed to regular consultations with members and employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

Procedure

Recognising the hazards occurring in the field of Dementia Advocacy, DAI will take every practicable step to provide and maintain a safe and healthy environment for all staff (both paid and unpaid), clients and visitors. To this end:

Board

- is responsible for the effective implementation of this policy, and must observe, implement and fulfil its responsibilities under the Acts and Regulations under which DAI operates
- must make regular assessments of health and safety performance and resources
- must be informed of any incidents or accidents that occur on DAI's premises or programs, or to DAI staff so that health and safety performance can accurately be gauged

Staff – Both paid and unpaid

- have a duty to take care of their own health and safety and of the health and safety of others affected by their actions of work
- should comply with the safety procedures and directions agreed between Board, Manager and staff
- must not wilfully interfere or misuse items or facilities provided in the interests of health, safety and welfare of DAI staff
- must, in accordance with DAI's policies and procedures for incident and accident reporting, report potential and actual hazards, as well as all incidents and accidents to the CEO.

This policy will be regularly reviewed in the light of legislation and operational changes.

The Board of Directors seeks cooperation from all staff in realising health and safety objectives and creating a safe work environment. All staff will be advised of agreed changes and arrangements for their implementation.

External Venues

DAI should be assess for venues used for member activities prior to the staging of the activity. If any safety issues or risks are identified the , as appropriate, is consulted as to whether the venue or facility should be used. The decision and reasons are recorded on the form.

1. Accidents and Incidents

Accidents, however minor, and near-miss accidents and other incidents that posed or could have posed a threat to the safety of staff, members, care partners or any other person, are reported on an *Incident Report Form*. The incident report is immediately given to the CEO. The CEO will action or monitor the incident and follow up where necessary, recording all information on the incident form. Incidents are reported to the Board Monthly.

2. Injury Management

Staff members who sustain an injury at work that prevents them from carrying out their normal duties are supported in a return to work program that is appropriate to their injury and abilities and meets the needs of the organisation. The CEO liaises with the staff person in developing the most appropriate program. The CEO is guided by the Medical Practitioner or Health Professional who is overseeing the staff person's recovery. External expert assistance is sought if required.

The assets register is updated as assets are purchased or decommissioned. The register is reviewed in line with Financial Accountability and Reporting requirements.

3. Insurance

DAI arranges all insurances required by funding providers including:

- Public liability
- Workers' compensation (N/A)
- Directors' and Officers' Liability
- Professional indemnity insurance
- Volunteer insurance – personal accident and public liability

Administration ensures that current Certificates of Currency are available for all insurances.