



St Vincent de Paul Society Wellington Area

A cup of water given in my name | The hand of Christ blesses the cup

The hand of love offers the cup | The hand of suffering receives

People helping People

HEALTH AND SAFETY POLICY

1. Purpose

This policy has been written to clarify the roles of management, staff, volunteers and visitors about health and safety. If you have any questions about this policy, please see the Manger/ Secretary. The forms mentioned below, and additional health and safety information, can be obtained from the Manger/ Secretary.

2. Obligations of the Employer

- Provide a safe work environment for staff and volunteers, facilities for health and safety (equipment, first aid etc.), ensure equipment is safe for use, develop procedures for dealing with emergencies.
- Identify, assess and manage hazards, by eliminating, isolating or minimizing.
- Provide and make accessible, and ensure the use of protective equipment (eg safety boots, eye and hearing protection, gloves)
- Give information on emergencies, hazards and safety equipment– this must be given in a form in which it can be understood, and employees must be provided with ready access to information.
- Report serious harm accidents to OSH.
- Provide Health and Safety training and supervision and opportunities to participate in Health and Safety (Note that Employers are not required to provide volunteers with training and supervision or opportunities to participate in Health and Safety).
- Where volunteers are not covered by the above definition (eg. Conference volunteers, community workers, collectors), managers must take all practicable steps to ensure the safety of volunteers while they perform work, and this involves considering hazards when planning activities.
- For people in the vicinity for recreation or leisure, or people lawfully at work on the site (eg contractors), or clients (or paying customers) with permission to be there, employers are required to take all practicable steps to ensure that no hazard on the site causes harm.
- For all others, where an employer has authorised the person to be at the site or has been advised that the person will be at the site, the employer must take all practicable steps to notify them of significant hazards which would not, in the ordinary course of events, be reasonably expected to be in a place of work of that type.

3. Obligations for Volunteers and Employees

- Volunteers and employees are required to ensure that no action or inaction on their part causes harm to themselves or others.
- Employees and Volunteers are responsible for reporting hazards or potential hazards identified during normal working duties.
- Employees and Volunteers must report hazards immediately and work injuries or illness within 24 hours.
- Work safely; follow health and safety procedures.



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4. Employees and Volunteers:

- Receive ongoing training in health, safety and rehabilitation issues – this training should be documented (see section 8)
- Can be elected as a Health and Safety Representative (see section 7.3)
- Can be involved in hazard audit and hazard management (see section 4)
- Could raise Health and Safety issues at staff meetings or via other communication channels
- Can voice health, safety and rehabilitation concerns to The Health and Safety Officer if they are not satisfied with their Manager's response
- Have personal information stored confidentially in accordance with the Health Information Privacy Code 1994 and the Privacy Act 1993.
- Have a chosen representative or support person at any meeting to discuss the management of their injury.
- Can submit a formal request to review any decisions about the ACC claim that the employee does not agree with and would like to have reconsidered by an independent person.
- Provide medical certification for time off work to your Manager.
- Actively participate in a rehabilitation programme that is based on appropriate assessment and considers the employee's personal views and goals; be fully involved in all decisions and actions relating to treatment and rehabilitation to ensure normal life is resumed as early as possible.
- Keep your Manager fully informed about progress and assistance sought.
- Authorise your employer to obtain medical and other records that are or may be relevant to the claim.

5. What to do if you require medical assistance

- Tell your Manager about the accident and complete the appropriate sections of an injury report form (HSE 5.1) as soon as possible. Give this to your Manager.
- If you are injured and require care, you should visit a health provider as soon as possible in order to make an injury claim. If the injury occurred at work, tell your treatment provider that it is a work injury and the name and phone number of The Wellington District St Vincent de Paul Society.
- You need to visit a doctor, physiotherapist, dentist or other treatment provider to fill out an ACC claim form. Any approved treatment provider can help you make a claim – it doesn't have to be a doctor. However, ACC may need to get a second opinion from your doctor before they accept your claim. Your treatment provider will tell you whether ACC is likely to accept your claim. You usually pay part of the fee for most types of treatment. If your treatment provider asks you to fill in a claim form, they usually only charge you part of their normal fee. ACC pays the rest if your claim is accepted. Neither ACC or St Vincent de Paul Society Wellington District are required to reimburse you for the amount you are required to pay. Fees can vary, please check first how much you may have to pay yourself. For further information see Entitlements below.



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- You will receive information about your ACC claim from ACC. It is their job to decide about whether your claim has ACC cover, and if it does, to tell you about and provide the recovery and rehabilitation support you are entitled to.
- If you need assistance at home or work, or additional treatment (e.g. non-urgent treatment, a second course of treatment, elective surgery etc) because of your injury, you should discuss this with an ACC Case Manager.
- Obtain a copy of the Accident Insurance Treatment Certificate from your Doctor – this form provides information about your treatment and fitness for work. Provide a copy of this certificate to your Manager – this is essential. Your Doctor will send a copy to ACC.

6. What to do if you are experiencing discomfort:

- If you experience fatigue, pain or discomfort associated with the work you do, or difficulty in doing any part of your job, report this to your direct Manager immediately.
- Use the Notice of Discomfort (HSE 6.1) form to let your Manager know.
- For a problem that you think may be a work-related injury you always have a right to see your own GP first. However, by reporting problems early it is hoped workplace intervention will stop the problem becoming serious enough to need a doctor's help.
- If you do need to see a doctor, and have not already reported this problem, complete an injury report (HSE 5.1) and give this to your Manager. You will need to tell your Manager, even if you have already completed a work injury report.
- If your doctor thinks that your problem may be an injury caused by work, he or she will make an ACC claim by completing an Accident Insurance Treatment Certificate. Provide a copy of the Accident Insurance Treatment Certificate to your Manager.

7. Visiting clients on their premises

Where possible, visiting should be completed in pairs.

Ensure someone at your centre knows;

- your cell phone number
- where you are, and when you are due back; and
- what to do if you have not returned (or phoned in) at a certain time (i.e. phone your cell phone, if no response after 15 minutes phone manager and trace your route, if no response phone police)
- Carry a cell phone
- Use the front door if possible – the most visible entrance
- Park your vehicle visibly
- Keep your car keys (and wallet) on your person (i.e. do not casually place them on a table in the client's home)



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- Check possible exits from the home
- Check for possible hazards or risks on entering, this includes dogs
- Dogs are to be handled by authorised dog handlers or with the express authority of an authorised person
- If sitting, sit near the closest exit – do not put the client between you and the door
- If the situation looks or feels risky, do not stay
- Avoid visiting outside of normal business hours
- Keep your cell phone turned on and phone the police if necessary.

Tell your direct manager or the Manager/ Secretary about the accident and complete the appropriate sections of an Accident/Incident Report form as soon as practicable. Give this to your manager or the Manager/ Secretary.

8. Relevant Legislation

[Health & Safety at Work Act](#)

[Health Information Privacy Code 1994](#)

[Privacy Act 1993](#)

9. Related Policies

Complaints Policy

Client Behaviour Policy

Volunteer Management Policy

Effective Date:	11 February 2019
Next Review Date:	1 April 2020
Signed off by:	Manager/ Secretary