



Work Health & Safety

Policy and Procedure

1. PURPOSE

The Multiple Sclerosis Limited (MS) Work Health & Safety (WHS) Policy encompasses the commitment, objectives and accountabilities of the organisation to its team members in regards to a safe working environment so far as is practicable.

The objectives of this policy are to:

- Ensure WHS is an integral element in the activities and culture of MS and that we are leaders in providing safe workplaces, facilities and structures.
- Specify the key actions and responsibilities of MS Team members and health and safety representatives (HSRs) for ensuring all people attending MS sites are safe from injury and risk to health while on any premises conducting MS business.
- Ensure the safe use, handling and storage of plant, equipment, structures and substances.
- Provide and maintain safe systems of work.
- Provide adequate information through training, instruction and/or supervision that is necessary to protect and work safely without risks to health to all MS team members.
- Embed a culture of 'no blame' in the achievement of and commitment to a safe and healthy work environment; and monitor the health and welfare of MS team members and the conditions of workplaces to prevent illness / injury.
- Ensure MS meets the requirements of relevant OHS & WHS Legislation, Regulations and Codes of Compliance/Practice through its policies and practices.

1. SCOPE

This policy applies to all MS Team members, volunteers, labour-hire personnel, contractors, customers and visitors.

2. LEGISLATIVE CONTEXT

MS is required to comply with a wide variety of legislation which is detailed within the Acts and Standards Policy and Procedure.

3. POLICY

There are 3 key Principles of WHS management:

- 1) Engagement of all MS team members in WHS programs.
- 2) Ensuring processes are in place to identify, report, assess, manage and reduce WHS risks.
- 3) Alignment of the Hazard management program with core MS systems.

4. PROCEDURE

| PROCEDURE | | Responsibility |
|------------|---|---------------------|
| 1 | Engagement of all MS team members in WHS programs | |
| 1.1 | MS has an operating WHS committee with a Committee Charter. MS is committed to consulting and cooperating with all relevant parties. | HR |
| 1.2 | MS promotes good WHS practices by encouraging MS team members to: <ul style="list-style-type: none"> • familiarise themselves with MS' health and safety policies as part of their induction process • take reasonable care for their own health and safety at all times • take reasonable care to ensure their acts or omissions do not adversely affect the health and safety of other people • report any incidents, including near misses, unsafe work practices and hazards in their working environment in a timely manner. | All MS team members |
| 1.3 | In line with MS' Learning and Development Policy & Procedure: Nominated MS team members must attend Mandatory WHS training scheduled and attendance records are implemented and documented. | HR |

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| 2 | Identifying, reporting, assessing, managing and reducing WHS risks | |
| 2.1 | WHS walk-arounds are conducted at MS-run sites using approved checklists monthly with all identified issues actioned appropriately. | HSRs |
| 2.2 | All WHS issues identified are reported: <ul style="list-style-type: none"> to HSRs in the designated work group and subsequently these are reported to the WHS Committee and/or reported individually via the MS Maintenance system or the MS Incident reporting system | All MS team members |
| 2.3 | Assessing WHS risks WHS risks are assessed by managers and HSRs following the Hierarchy of Control in development of actions to address issues. Managers and HSRs should review risk controls and consult with MS team members when: <ul style="list-style-type: none"> changes are made to a workplace changes are made to the way work is done – processes, tasks and service recipients' needs new tools or equipment are introduced. | Managers, Work Health & Safety committee and HSRs |
| 2.4 | Manage and reduce known risks, such as: <ul style="list-style-type: none"> Providing Personal Protective Equipment (PPE) to prevent injury or illness while performing tasks. Providing suitable equipment to prevent manual handling injuries while performing tasks. | Managers, Work Health & Safety committee and HSR's |
| 2.5 | Workstation Assessments MS Team members may request a workstation assessment if a qualifying medical condition exists. Individuals should contact Human Resources to obtain further information and the assessment request form. | Human Resources |
| 2.6 | Hazard and incident investigations <ul style="list-style-type: none"> All investigations are undertaken in line with the MS Incident Management policy. | Managers |
| 2.7 | Issue Resolution <ul style="list-style-type: none"> WHS issues should be resolved at the local level between MS team members and their managers/supervisors through consultation as soon as practicable after they have been raised. Where issues cannot be resolved, or are not resolved satisfactorily, they should be referred to the WHS Committee for consideration. Where issues cannot be resolved, or are not resolved satisfactorily by the WHS Committee they should be referred to the Executive. | |
| 2.8 | All contractors servicing MS sites are advised by the departmental manager or delegate of the Health and Safety Policy before commencing work. | Facilities Manager |
| 3 | Alignment of Hazardous Management program with core MS systems | |
| 3.1 | WHS systems are monitored at an organisational level. | MS Board and Exec members |

5. SUPPORTING DOCUMENTATION

| Forms (all forms to be reviewed at same time as policy review undertaken) | Location |
|---|-----------------|
| WHS walk-around Checklist | Basecamp |
| Manual Handling Work Instruction | Basecamp |
| Incident Management Policy & Procedure | Basecamp |
| Fire Safety & Emergency Evacuation Policy | Basecamp |
| WHS Committee Charter | Basecamp |
| Workstation Assessment Request | Human Resources |

6. KNOWLEDGE MANAGEMENT

| Staff Group | Level of knowledge required | Training source |
|----------------------|-----------------------------|----------------------|
| Executive & Managers | Detailed understanding | Independent learning |
| Front-line staff | Detailed understanding | 1:1 with Manager |

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7. COMPLIANCE MEASUREMENT

| Measure | Target | Frequency | Tool | Responsibility |
|---|---------------|------------------|---------------------------------|-----------------------|
| Key WHS policies & procedures read by new employees upon commencement | 100% | Ongoing | Key Policy Acknowledgement form | HR |

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