



VITALIS TRAINING CENTER

WHS Policy, Procedure, and Form

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Work Health and Safety (WHS) Policy

Purpose

As the principal work health and safety policy, this Policy seeks to set the approach and framework for the Vitalis Training Centre work health and safety management system (WHSMS) as a whole, that is, one of proactivity and ongoing commitment to the provision of a safe and healthy environment for all workers, students and visitors achieved through the proactive identification and management of all health and safety risks associated with the Vitalis Training Centre operations.

Policy Statement

The Vitalis Training Centre has an enduring commitment to the work health and safety of its workers, students, and visitors. The Vitalis Training Centre is also committed to the preservation of its environment from pollution and degradation through the application of environmentally friendly policies and practices. The Vitalis Training Centre work health and safety policies and procedures are driven not only by our commitment to fulfill statutory and regulatory obligations but also by the desire to establish and maintain an environment free from workplace injury and disease. Our people are our strength and their safety both at work and away from work is of paramount importance to us.

Responsibilities

The Vitalis Training Centre

It is the responsibility of the Vitalis Training Centre to ensure that all aspects of the Vitalis Training Centre WHSMS are planned, developed, implemented, and reviewed to provide a safe environment for all whilst ensuring compliance with all applicable work health and safety legislation. The Vitalis Training Centre will support this responsibility through the provision of adequate resources (human, physical, and financial) necessary to fully implement the management system.

Management

In addition to complying with The Vitalis Training Centre WHSMS, Individuals are responsible for supporting and promoting the implementation of the WHSMS as it applies to their departments and/or areas of responsibility. This includes ensuring that work health and safety roles and responsibilities are

integrated into their subordinates' position descriptions and that ongoing execution of work health and safety duties/performance is monitored as part of the performance management process. Managers should also facilitate consultation on work health and safety matters as it applies to the risk management process and in the development and review of safe work procedures.

Workers, contractors, students, and visitors

Workers, students, and visitors are expected to comply with all aspects of the work health and safety management system of the Vitalis Training Centre.

Consequences of non-conformance

Any non-conformance with the WHSMS will not only undermine the Vitalis Training Centre well-meaning intention of providing a safe and healthy environment but may also compromise the work health and safety of others impacted by the Vitalis Training Centre operations or negatively impact the environment. In such instances, disciplinary action may be taken in addition to any penalties imposed through work health and safety legislation in the event of a breach.

Review of Policy

This Policy will be reviewed every 12 months or if required by major workplace changes, results of annual WHSMS audits.

Definitions:

Health – the state in which an individual does not suffer from any disease or injuries as a result of work, work activities, or the work environment.

Work Health and Safety Management System (WHSMS) – The framework that allows the Vitalis Training Centre to consistently identify and control its work health and safety risks, reduce the potential for accidents, help achieve compliance with health and safety legislation, and continually improve its performance. It is collectively made up of but is not limited to the Vitalis Training Centre work health and safety policies, procedures, and plans.

Safety – the state in which the risk of harm (to persons), damage to property or the environment is limited to an acceptable level

Student – is an individual person who is formally enrolled to study at the Vitalis Training Centre. The individual person is that who appears on the Vitalis Training Centre documents such as enrolment, admission, and payment documents.

Worker – a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as

- (a) an employee;
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labor hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a student gaining work experience; or
- (h) a volunteer; or
- (i) a person of a prescribed class.

WHS First Aid and Infection Control Procedure

Purpose

This document outlines details surrounding first aid facilities and personnel in the workplace and the procedure to be followed during a medical situation requiring first aid, to ensure that immediate, appropriate, and adequate first aid treatment is provided for the person suffering injury or illness.

Scope: All workers, students, and visitors

Procedure

First Aid

Decision to call Ambulance

As a general rule, all persons should err on the side of caution. If ever in doubt about a patient's status, call an ambulance. Emergency personnel will ascertain over the phone or in person whether the patient needs to be taken to the hospital.

A patient has the right to refuse to go with paramedics in an ambulance, however, once a patient has made this decision against the advice of paramedics they are obligated to leave The Vitalis premises. The manager shall arrange for a taxi or family member to be contacted to arrange a safe journey home.

Under no circumstances should a staff member/student/contractor, drive a patient in their personal car.

Reporting

For any incident where a WDFAO is required to provide treatment, an Incident/Accident Report form must be completed by the WDFAO (in particular reference to Section 5 Treatment Administered) in conjunction with the injured party and forwarded to the individual relevant manager / State HSE committee chair. The WDFAO is also required to take and keep notes on the incident details including what happened; what first aid was administered and what first aid supplies were used.

Personal information about the health of a worker is confidential. This may include but is not limited to; details of medical conditions, treatment provided, and the results of tests. Disclosure of personal information without the pers.on's consent is unethical and may, in some instances, be illegal

In the event that a person requires further medical attention beyond that which can be provided on a Vitalis Training site and the patient is not able to contact their family or nominee, the manager to which the patient is associated is responsible for arranging for the immediate family or nominee to be notified. This can be assisted through:

- The patient advised an Endeavour representative of the relevant person/s and their contact details and requested the person/s be notified.

If the patient is not conscious:

- The emergency contact information located within the student file; workers personnel file; or clinic visitors file can either be given to the emergency service personnel or used directly by the manager to advise the emergency contact of the incident.

Infection control

Blood or Body Fluid Clean-up

- Disposable gloves (available in first aid kits) must be worn at all times whilst dealing with blood or body fluid and contaminated waste bags and containers.
- All solid materials such as gloves, dressings, and paper towels that have been contaminated with blood or body fluid must be placed inside a BIOHAZARD bag found inside all first aid kits.
- BIOHAZARD bags are to be placed in the appropriate bin located on each campus
- Hands must be washed with soapy water immediately after the clean-up process.

Accidental Contact with Blood or Body Fluid

If a person comes into contact with blood or bodily fluids other than their own (i.e. unprotected first aid treatment or penetration from a needle or syringe), the following process must be undertaken:

- Immediately wash the affected area with warm, soapy water and cover the wound with a dressing;
- Immediately notify the DWFAO or a Manager of the situation;
- Contact a Doctor for advice and/or seek medical attention if recommended; and
- Complete the Incident/Injury Report form.

Information about first aid facilities, services, and emergency procedures should be provided to all workers, students, and visitors to the site through various mechanisms such as; workplace inductions, training courses, newsletters, notice boards, etc.

DWFAO and other individuals who attend to an emergency and render first aid assistance are protected under law from legal actions and claims so long as they act with due care and skill and according to their level of training.

Definitions

BIOHAZARD – is waste which has the potential to cause injury, infection, or public offense and can include, but is not limited to

Human tissue;

- Materials that contain blood or bodily fluids;
- Any other article or matter that is discarded in the course of clinics on-site and that poses a significant risk to the health of a person who comes into contact with it.

DWFAO - Designated Workplace First Aid Officer – A person who has completed the appropriate training and has been appointed by the employer for that role in the workplace

First Aid – The immediate care given to an ill or injured person until more advanced care arrives or the person recovers.

First Aid Qualification – Current First Aid or Occupational First Aid qualification or equivalent recognized competencies.

HSE – Health, Safety, and Environment

Clinic Client and Visitor Safety Policy

Purpose

To protect the health and safety of all clients and other visitors who enter Vitalis Training Centre and clinical environments.

Scope: Vitalis Training Centre, Clinics, Clinic staff, Students, Clients, and Visitors

Policy Statement

The Vitalis Training Centre, its employees, and its students have a legal responsibility to ensure that workplace health and safety obligations are adhered to for all visitors and clinic clients. Clinic clients and visitors to clinics can enter clinic facilities where directed, such as the Reception areas, but will be escorted to treatment areas.

Clinic clients and visitors to clinics are not permitted to enter restricted access areas such as the dispensary, student rooms, and laboratories without staff permission, and if granted permission, must be accompanied by a Vitalis Training Centre staff member.

Clinic clients and visitors to clinics have the following obligations under the Work Health and Safety Acts of all Australian States and Territories:

- To comply with instructions given for health and safety at the Vitalis Training Centre Clinics
- To use any relevant protective equipment provided by Vitalis Training Centre Clinics
- Not to wilfully or recklessly interfere with or misuse any areas or equipment in Vitalis Training Centre Clinics
- Not to wilfully place at risk the health and safety of anyone at Vitalis Training Centre Clinics
- Not to wilfully injure themselves on Vitalis Training Centre Clinic premises.

Restricted Access Clinic Areas

Clinic clients and visitors to clinics wishing to enter restricted clinic areas must first obtain verbal permission from the appropriate Vitalis Training Centre Clinic staff person or supervisor.

Maintenance Personnel or Company Representatives

All maintenance personnel or company representatives visiting Vitalis Training Centre Clinics must be accompanied by an appropriate Vitalis Training Centre Clinic staff member. If the visitors are required to stay in clinic areas while normal work is proceeding they must be provided with appropriate protective equipment if required and be warned of any particular risks in the areas they are attending and briefed on what to do in an emergency.

Permission to Visit Restricted Areas

When granting permission for persons to visit areas of campus that are generally restricted, the following should be considered:

- The risks to the visitors or clinic clients within clinics
- The necessity for personal protective equipment
- The ongoing activities in the clinics
- Supervision by Vitalis Training Centre staff to escort and be responsible for visitors to clinics
- The security of the clinic plant and equipment
- The barricading of any hazardous plant and equipment.

Security for Visitors or Clients of the Clinics

Vitalis Training Centre Clinic staff are responsible for all safety and security measures for their areas of responsibility.

They will ensure that:

- Security measures are in place to restrict access where appropriate
- Approved signage is provided where entry is restricted to Vitalis Training Centre staff only
- Visitors have the necessary permission to enter restricted areas
- Vitalis Training Centre staff and enrolled students are aware of their responsibility to ensure the health and safety of clinic clients and visitors to Vitalis Training Centre Clinics.

Definitions

Clinic client - A person who attends a Vitalis Training Centre Clinic for the purpose of clinical consultation.

Visitor - A person who is not a staff member or enrolled student who attends a Vitalis Training Centre Clinic for a valid reason e.g.: an accompanying person for clinic client, maintenance personnel, etc.

Children – Persons under the age of 16.

Mature Minors – Persons aged between 16 and 18.

(Note: other Vitalis Training Center policies may define children as persons of a different age depending on the underpinning legislative requirements).

Student – is an individual person who is formally enrolled to study at the Vitalis Training Centre. The individual person who appears on the Vitalis Training Centre’s documents such as enrolment, admission, and payment documents

Incident / Accident Report Form

This form is to be completed in the event of any incident whether an injury has occurred or not.

WORKERS SUBMIT FORM TO YOUR MANAGER
VISITORS/CONTRACTORS/STUDENTS SUBMIT FORMS TO YOUR LECTURER

SECTION 1-6 MUST BE COMPLETED BY THE INDIVIDUAL AFFECTED			
Status:			
<input type="checkbox"/> Worker	<input type="checkbox"/> Student	<input type="checkbox"/> Visitor	<input type="checkbox"/> Other
<input type="checkbox"/> Incident Only (near miss)	<input type="checkbox"/> Accident (injury)	<input type="checkbox"/> Notifiable injury	
Where a notifiable injury has occurred (See Appendix A) the HR Director must be immediately notified.			
1. DETAILS OF THE PERSON DIRECTLY INVOLVED			
Name:		Phone (H):	(W):
Address:		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	
		Date of Birth:	
Email Address:		Position:	
Work Arrangement:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Volunteer
	<input type="checkbox"/> Casual/temp	<input type="checkbox"/> Contact Academic	<input type="checkbox"/> N/A
Reports to (if worker):			
2. DETAILS OF WITNESSE/S			
Name:		Phone (H):	(W):
Address:			
3. DETAILS OF INCIDENT			
Date:	Time:	Campus Location:	
Specific Location of Incident/ Accidents:			
Describe what happened and how:			
4. DETAILS OF INJURY			
Nature of injury (eg burn, cut, sprain):			
Cause of injury (eg fall, slip, or trip):			
Location on the body (eg back, left forearm):			
Agency (eg chair, another person, hot water):			

5. TREATMENT ADMINISTERED				
First Administered:	<input type="checkbox"/> Yes (if yes, please complete details below)			<input type="checkbox"/> No
First Aider Name:	Referred to:			
Treatment:				
6. INDIVIDUAL SIGNATURE				
Signature:			Date:	
Received by- Name:	Signature:		Date:	
7. REFERRAL FOR FURTHER TREATMENT				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, state date:		Time:
Outcome:				
<input type="checkbox"/> Treated by doctor	<input type="checkbox"/> Hospitalized	<input type="checkbox"/> Workers' compensation claims generated		
<input type="checkbox"/> Return to normal duties	<input type="checkbox"/> Alternative duties required	<input type="checkbox"/> Rehabilitation Required		
8. INCIDENT INVESTIGATION (comments to include casual factors):				
9. RISK ASSESSMENT (refer to the following page for instructions on how to complete this section):				
Risk Assessment rating: (Low, Medium, High or Extreme – medium, high or extreme require further investigation)				
Likelihood of recurrence:				
Severity of outcome:				
Level of risk:				
(If further investigation is required please refer to the Investigation and Action form and attach the completed form)				
10. ACTIONS TO PREVENT RECURRENCE				
Action	By whom	By when	Date completed	Signature
Signed (Manager):		Name:		Date:
<input type="checkbox"/> Feedback provided to the person involved			Date:	
Once you are satisfied all actions are completed, please forward to the state HSE committee chair for overall sign-off and closure.				

Risk assessment

A risk assessment needs to be conducted and appropriate corrective actions implemented for all reported incidents/accidents. Hazards/ risks are prioritized in accordance with the level of risk determined as follows:

To conduct a risk assessment:

1. Estimate the consequences of a similar incident, bearing in mind existing control measures e.g.
Q: if the injury reported was a burn from the hot water tap which has no warning signs, what would the likely consequence be if this incident happened again? **A:** Most likely to be an **insignificant** injury (nil or first aid treatment)
2. Estimate the likelihood of a similar incident occurring, bearing in mind existing control measures.
Q: Based on the above example, what would be the probability of someone else getting burnt by the same tap? Remember there are no warning signs, also consider exposure when determining probability e.g. up to 50 people use this tap on a daily basis. **A: Almost Certain** that this would happen again
3. Determine the risk score (using consequence & likelihood outcomes) and the convergence point in the matrix. Based on the above example the risk rating would be **H - High**
4. Based on the resulting risk rating, you can determine whether the hazard poses a low, moderate, high, or extreme risk which helps determine what type of control measures and how quickly these need to be implemented.

LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT (first aid injury) 1	MINOR (Medical treatment required) 2	MODERATE (Lost time injury of 7 days or less, hospitalization required) 3	MAJOR (Lost time injury of 7 days or greater, serious injury) 4	CATASTROPHI C (Fatality or permanent injury or loss of limb) 5
A (almost certain) (is expected to occur)	H	H	E	E	E
B (likely) (will probably occur)	M	H	H	E	E
C (possible) (might occur sometime)	L	M	H	E	E
D (unlikely) (could occur at some time)	L	L	M	H	E
E (rare) (may occur only in exceptional circumstances)	L	L	M	H	H

Legend

Risk Points	
Extreme Risk	Immediate action required. Must be managed by senior management with a detailed plan. Immediate and urgent action is required.
High Risk	Senior management attention needed. Action required immediately.
Moderate Risk	Management responsibility must be specified. Action required within 1 month.
Low Risk	Manage by routine procedures. Action required within 3 months.

Appendix A

A notifiable injury is one that results in any of the following: death, serious illness or injury of a person, a dangerous event.

A serious injury or illness is defined as the person requiring:

- Immediate treatment as an in-patient in a hospital; or
- Immediate treatment for any of the following; the amputation of any part of his or her body; a serious head injury; a serious eye injury; a
- serious burn; the separation of his or her skin from an underlying tissue; a spinal injury; the loss of a bodily function or serious lacerations; or
- Medical treatment within 48 hours of exposure to a substance