

ST JOHN AMBULANCE (NSW)

Health and Safety Policy

December 2023



ST JOHN NSW VALUES



Our values define who we are. They guide our actions and behaviour. They influence the way we work with each other, our customers and communities.



RESPECT

We are ambassadors for St John. We are respected for the work that we do and the way that we do it. We recognise our strength comes from our diversity. We have the courage to be authentic and true.



INTEGRITY

We do the right thing. We are honest and trustworthy. We are accountable for our actions and take ownership of our shared goals. We are there when you need us. You can depend on us.



LEADERSHIP

We are the custodians of our future. We enable our teams to grow and succeed. We lead by example and learn from our mistakes. Our passion and commitment engage and inspire.



COMMUNICATION

We are sincere in our voice and actions. We share ideas and listen to each other, our customers and community. We are open and transparent in all that we do.



COLLABORATION

We work best when we work together. We care for our colleagues and our community. We take initiative, generate new ideas and embrace change. We share success. Together we can make a difference.

1. INTRODUCTION

St John Ambulance (NSW) is committed to providing and maintaining a safe and healthy workplace, for volunteers, members, staff, contractors, clients, customers and others who may be involved in our work, so far as is reasonably practicable. Volunteers, members, staff, contractors, clients, customers and others who may be involved in our work, must conduct themselves in a safe manner.

St John Ambulance (NSW) has a low-risk appetite for health and safety incidents. This policy applies to all Team Members of St John Ambulance NSW and others such as students, contractors and visitors undertaking associated activities within the organisation.

2. DEFINITIONS

Hazards: A hazard is something that has the potential to cause harm.

Psychosocial Hazards: A hazard that arises from, or relates to the design or management of work, work environment, workplace interactions or behaviours, and may cause psychological harm.

Incident: An event that has led to or could have led to an injury or illness. Incidents include near misses, accidents, and injuries or illness.

Notifiable incident: Is as defined in the Work Health and Safety Act 2011 and as such means an incident involving the death of a person, serious injury or illness of a person, or potentially dangerous incident.

Injury or illness: The result of physical or mental harm

Risk: A risk is the likelihood that death, injury, or illness might result because of a hazard.

WHS Committee: A group of WHS representatives in accordance with the Work Health and Safety Act (NSW) 2011.

WHS: Work Health and Safety

Workplace: Any place where Team Members carry out work for St John Ambulance NSW including any place where a Team Member goes or is likely to go, whilst understating duties.

3. MANGEMENT OF RISKS

St John Ambulance will ensure the implementation of a risk management approach to managing health and safety and make every effort, where reasonably practicable, to eliminate, minimise or control risk from hazards, including psychosocial hazards.

4. RESPONSIBILITIES

4.1 Chief Executive Officer

The Chief Executive Officer has the duties of an Officer under WHS Act and has ultimate responsibility for providing a safe and healthy working environment for St John Ambulance NSW staff members, volunteers, students, contractors and visitors.

4.2 Management

All St John Ambulance NSW Managers are to take action to ensure:

- Engaging with their teams to ensure that Team Members feel supported and able to perform their roles in a safe and healthy manner, including ensuring that all Team Members are appropriately trained and supervised.
- Providing a safe working environment by establishing and maintaining safe workplaces and practices through policies, procedures, instructions and adequate resources to enable the safe conduct of operations.
- Actively involved in early identification, assessment and control of hazards and, where required, investigation of incidents to determine root causes and corrective actions.
- Collaborative consultation and communication between Team Members and engaging with relevant stakeholders to actively support our safety goals and objectives.
- Implementing prevention, risk and hazard management systems which meet the organisation's risk exposure as well as identifying, promoting and continuously improving health and safety performance.

4.3 Team Members (Volunteers and Staff Members)

Team Members including Staff Members and Volunteers undertaking work or duties are required to:

- Take reasonable care and be responsible for their own health and safety.
- Be fit and able for duty.
- Ensure that all relevant training is completed.
- Ensure the use of all equipment is completed in an appropriate and safe manner.
- Follow all work, health & safety procedures and policies.
- Immediately report all incidents, near misses, hazards and risks through to the Work Health and Safety Partner.
- Wear personal protective equipment where required.
- Know their workplace evacuation procedures.
- Challenge unsafe behaviours in others.
- Recognising their own abilities and ask for help.

4.4 Students, Contractors and Visitors

All students, contractors and visitors, while visiting or conducting business at St John Ambulance NSW workplaces are to:

- Take reasonable care of their own health and safety, and that their acts or omissions do not adversely affect the health and safety of others.
- Follow all procedures in relation to work, health and safety.
- Complete with any reasonable safety instructions or lawful direction as far as they are reasonably able.
- Report all incidents and hazards.

5. CONSULTATION

St John Ambulance NSW will consult with its Team Members who are, or are likely to be, directly affected by a matter relating to work health or safety, as well as its WHS representatives and WHS Committee.

6. INCIDENT REPORTING

All Team Members must report WHS incidents to the Work, Health & Safety Partner via the Incident Report Form, located on the Members Website Resources tab, and email it through to health.safety@stjohnnsw.com.au and incidents@stjohnnsw.com.au as soon as reasonably practical but not to exceed 48 hours.

Any reportable incidents that occur in St John Ambulance NSW workplaces must be notified to SafeWork NSW immediately after becoming aware of a notifiable incident. A notifiable incident includes fatality, serious injury or illness or potentially dangerous incident.

7. POLICY BREACHES

A breach of this policy may lead to disciplinary action including termination of employment and volunteer membership.

8. REFERENCES

This policy is to be read in conjunction with the following legislation:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

This Policy should be read in conjunction with the following policies within the St John Ambulance NSW:

- Health & Safety Incident Management Policy
- Workplace Rehabilitation Policy and Procedure
- Fatigue Management Policy

9. CONTACT

If you would like further information, please contact the Work Health & Safety Partner through health.safety@stjohnnsw.com.au.

This Policy will be reviewed every 3 years or as required.



ST JOHN AMBULANCE (NSW)

WEBSITE

www.stjohnnsw.com.au

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