

## **OH&S RISK MANAGEMENT CONTROLS AND PROTOCOLS**

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This document is intended to provide basic guidance on risk management controls and protocols to be implemented by SEE-Change to help manage OH&S risks. Please consult the executive officer if unforeseen hazards/issues arise that are not covered in this document. Risk management controls and protocols are to be read in conjunction with SEE-Change’s Occupational Health and Safety Policy and Risk Analysis.

At present, SEE-Change staff and volunteers are insured for activities such as:

- Running programs, talks, workshops, tours and site visits to show people what actions can be carried out and to teach them new skills (e.g. gardening, pelmet making)
- Running regular meetings, including information and decision making meetings
- Managing SEE-Change Inc’s committee affairs and office including administrative and communications tasks
- Attending talks, events, stalls, seminars, conferences and functions

We are not insured for activities such as bike riding, driving cars and manual handling. If your proposed SEE-Change activity does not fall within the basic categories defined in the OH&S risk analysis or you are unsure, you must contact the executive officer (prior to commencing the activity) to discuss associated risks and insurance covers.

### **CONTENTS**

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OH&S RISK MANAGEMENT CONTROLS AND PROTOCOLS – OFFICE WORK .....	2
Computer use and work stations .....	2
Workplace environment – general safety .....	3
OH&S RISK MANAGEMENT CONTROLS AND PROTOCOLS –OUTDOOR AND INDOOR ACTIVITIES.....	4
Use of equipment (e.g. drills, ladders, saws) .....	4
Slips, trips and falls.....	4
OH&S RISK MANAGEMENT CONTROLS AND PROTOCOLS – OUTDOOR ACTIVITIES.....	5
UV radiation .....	5
Outdoor activities – general safety.....	6
OH&S RISK MANAGEMENT CONTROLS AND PROTOCOLS – INDOOR .....	7
Indoor activities - general safety.....	7
	1

## OH&S RISK MANAGEMENT CONTROLS AND PROTOCOLS – OFFICE WORK

### *Computer use and work stations*

Management Controls and Protocols	Responsibility
<ul style="list-style-type: none"> <li>Ensure an office culture that doesn't tolerate excessive work hours and a board that supports employees having a workload that is consistent with available hours</li> </ul>	Committee and staff
<ul style="list-style-type: none"> <li>Purchase and use of ergonomic equipment</li> </ul>	Administrative Officer and Executive Officer
<ul style="list-style-type: none"> <li>Adjust LCD screens to reduce glare and position and tilt screen for mid-screen eye level and to direct reflections below that</li> </ul>	Administrative Officer and Executive Officer
<ul style="list-style-type: none"> <li>Ensure adequate lighting is available to perform tasks</li> </ul>	Administrative Officer and Executive Officer
<ul style="list-style-type: none"> <li>Ensure comfortable seating is provided</li> </ul>	Administrative Officer and Executive Officer
<ul style="list-style-type: none"> <li>Ensure there is sufficient space provided around work stations and the layout of the work area does not impede the safety of staff</li> </ul>	Administrative Officer and Executive Officer
<ul style="list-style-type: none"> <li>Adjust the height of the work surface and chair to suit the work and worker</li> </ul>	Individual worker
<ul style="list-style-type: none"> <li>Adjust chair tilt to suit the work and worker</li> </ul>	Individual worker
<ul style="list-style-type: none"> <li>Place keyboard so that forearms are horizontal and wrists straight</li> </ul>	Individual worker
<ul style="list-style-type: none"> <li>Set the 'eye-to-screen' ratio at a suitable focusing distance (usually between 30 - 60 cm)</li> </ul>	Individual worker
<ul style="list-style-type: none"> <li>Place any document holders close to the monitor screen</li> </ul>	Individual worker
<ul style="list-style-type: none"> <li>Change posture regularly and frequently</li> </ul>	Individual worker
<ul style="list-style-type: none"> <li>Ensure rest breaks and task variation are undertaken regularly</li> </ul>	Individual worker

***Workplace environment – general safety***

Management Controls and Protocols	Responsibility
<ul style="list-style-type: none"> <li>Ensure buildings and workplaces comply with relevant Australian Standards, Building Codes and regulations</li> </ul>	Downer Community Centre (DCC)
<ul style="list-style-type: none"> <li>Modify the workplace or equipment if needed to ensure safety of staff is not impeded</li> </ul>	Office staff
<ul style="list-style-type: none"> <li>Ensure regular checks, inspections and maintenance of lighting, temperature, electrical cords and wiring, equipment, floor and wall surfaces, doors and locks, exits and passageways etc</li> </ul>	DCC, office staff
<ul style="list-style-type: none"> <li>Ensure good housekeeping and waste disposal</li> </ul>	Office staff
<ul style="list-style-type: none"> <li>Develop clear evacuation procedures including clear signposting</li> </ul>	Office staff
<ul style="list-style-type: none"> <li>Ensure effective reporting procedures and corrective action</li> </ul>	DCC, office staff
<ul style="list-style-type: none"> <li>Ensure extinguishers and smoke alarms are installed and regularly maintained</li> </ul>	DCC, office staff
<ul style="list-style-type: none"> <li>Ensure effective and regular maintenance of equipment used</li> </ul>	DCC, office staff
<ul style="list-style-type: none"> <li>Ensure there is a nominated person to deal with emergencies who has up to date first aid qualifications</li> </ul>	Executive officer
<ul style="list-style-type: none"> <li>Ensure there is access to a first aid kit</li> </ul>	Executive officer

## OH&S RISK MANAGEMENT CONTROLS AND PROTOCOLS – OUTDOOR AND INDOOR ACTIVITIES

### *Use of equipment (e.g. drills, ladders, saws)*

Management Controls and Protocols	Responsibility
<ul style="list-style-type: none"> <li>Consult committee and/or executive officer prior to commencing/organising activity</li> </ul>	Local group committee representative
<ul style="list-style-type: none"> <li>Purchase suitable equipment</li> </ul>	Equipment owner
<ul style="list-style-type: none"> <li>Ensure effective and regular maintenance of equipment used</li> </ul>	Equipment owner
<ul style="list-style-type: none"> <li>Ensure safety tags and any necessary permits are obtained</li> </ul>	Equipment owner
<ul style="list-style-type: none"> <li>Ensure only trained, competent operators use equipment</li> </ul>	Event organiser/s and equipment owner
<ul style="list-style-type: none"> <li>Provide information, training, relevant operating manuals and relevant information to potential users of equipment</li> </ul>	Event organiser/s and equipment owner
<ul style="list-style-type: none"> <li>Ensure participants are made aware of general risks and how to minimise them</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Ensure all attendees have appropriate clothing and personal protective equipment, e.g. gloves, goggles, safety boots</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Ensure activities are only carried out in appropriate weather conditions</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Ensure that the activity is cancelled if undue risk is expected</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Ensure there is a nominated person to deal with emergencies who has up to date first aid qualifications</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Ensure there is access to a first aid kit</li> </ul>	Event organiser/s

### *Slips, trips and falls*

Management Controls and Protocols	Responsibility
<ul style="list-style-type: none"> <li>Consult committee member and/or executive officer prior to commencing/organising activity</li> </ul>	Local group committee representative
<ul style="list-style-type: none"> <li>Increase the friction of floor coverings and minimise differences in floor levels if necessary</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Use non-slip material or surfaces on stairs and ramps, in wet areas</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Secure matting or carpet</li> </ul>	Event organiser
<ul style="list-style-type: none"> <li>Ensure adequate lighting</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Minimise potential for wet surfaces e.g. provide umbrella storage, absorbent mats at entrances</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Provide and use storage space to avoid materials being placed in aisles/walkways</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Remove trip hazards by providing, for example, ducting for power, telephone and computer cabling and fixing worn or</li> </ul>	Event organiser/s

ripped carpet	
• Remove all dust, grease and detergent when cleaning floors	Event organiser/s
• Ensure warnings or instructions are displayed	Event organiser/s
• Ensure any spills are immediately mopped up	Event organiser/s
• Ensure good housekeeping at all times	Event organiser/s
• Report major hazards to the venue owner and/or SEE-Change office	Event organiser/s
• Wear appropriate work shoes with grip soles	Event organiser/s
• Ensure participants are made aware of general risks and how to minimise them	Event organiser/s
• Ensure you have safety procedures in place to safely transport participants or volunteers to hospital	Event organiser/s
• Ensure that the activity is cancelled if undue risk is expected	Event organiser/s
• Ensure there is a nominated person to deal with emergencies who has up to date first aid qualifications	Event organiser/s
• Ensure there is access to a first aid kit	Event organiser/s

## OH&S RISK MANAGEMENT CONTROLS AND PROTOCOLS – OUTDOOR ACTIVITIES

### *UV radiation*

Management Controls and Protocols	Responsibility
• Consult committee member and/or executive officer prior to commencing/organising activity	Local group committee representative
• Work in shaded areas as much as possible (trees, structures, awnings, canopies/sails, tents or umbrellas)	Event organiser/s
• Ensure volunteer work/rest schedules are maintained	Event organiser/s
• Schedule outdoor work in early morning or late afternoon	Event organiser/s
• Ensure as much as practicable that participants wear appropriate clothing - loose, long sleeved shirts, broad brimmed hats, wrap around sunglasses, maximum protection sun screen	Event organiser/s
• Ensure participants are made aware of general risks and how to minimise them	Event organiser/s

### ***Outdoor activities – general safety***

<b>Management Controls and Protocols</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• Consult committee member and/or executive officer prior to commencing/organising activity</li> </ul>	Local group committee representative
<ul style="list-style-type: none"> <li>• If using a formal venue, ensure you have copies of any existing site safety rules and that you communicate important aspects to event participants (e.g. evacuation procedures)</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• Follow any necessary procedures identified and communicated by the site owner</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• If using the site for the first time, complete a local site induction led by site owner (or carried out on your own if site is public property)</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• Complete self-site inspection prior to every event/activity and document or remove any potential risks. For example, ensure:               <ul style="list-style-type: none"> <li>○ there is adequate space to perform the activity</li> <li>○ there is adequate lighting</li> <li>○ there are no potential trip hazards or other hazards (e.g. falling branches)</li> <li>○ exits are free from obstruction and are clearly signed</li> <li>○ participants have access to toilets</li> <li>○ warnings or instructions are displayed</li> <li>○ weather is appropriate and there is appropriate shelter available (e.g. from wind, rain, sun)</li> <li>○ etc</li> </ul> </li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• Contact SEE-Change office for a copy of our public liability certificate if needed</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• Ensure participants are made aware of general risks (due to location and activity) and how to minimise them</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• Ensure you have safety procedures in place to safely transport participants or volunteers to hospital</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• Ensure that the activity is cancelled if undue risk is expected</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• Ensure there is a nominated person to deal with emergencies who has up to date first aid qualifications</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• Ensure there is access to a first aid kit</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• Ensure any potentially dangerous equipment or appliances are stored out of reach of children and participants</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>• Report major hazards to the venue owner and/or SEE-Change office</li> </ul>	Event organiser/s

## OH&S RISK MANAGEMENT CONTROLS AND PROTOCOLS – INDOOR

### *Indoor activities - general safety*

Management Controls and Protocols	Responsibility
<ul style="list-style-type: none"> <li>Consult committee member and/or executive officer prior to commencing/organising activity</li> </ul>	Local group committee representative
<ul style="list-style-type: none"> <li>If using a formal venue, ensure you have copies of any existing site safety rules and that you communicate important aspects to event participants (e.g. evacuation procedures)</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Follow any necessary procedures identified and communicated by the venue owner</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>If using the site for the first time, complete a venue induction led by venue owner</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Complete self-site inspection prior to every event/activity and document or remove any potential risks. For example, ensure:               <ul style="list-style-type: none"> <li>there is adequate space to perform the activity</li> <li>exits are free from obstruction, easily opened and are clearly signed</li> <li>passageways are free from obstruction</li> <li>there are an adequate number of toilets</li> <li>there is adequate lighting</li> <li>floor surfaces are free from slip and trip hazards</li> <li>steps, landings and ramps are in good condition</li> <li>there are an adequate number of bins</li> <li>sprinklers and fire alarms are fitted</li> <li>there are no obvious unsafe or broken plugs, sockets, cords or switches</li> <li>the space is clean and tidy</li> <li>the temperature is comfortable</li> <li>warnings or instructions are displayed etc</li> </ul> </li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Contact SEE-Change office for a copy of the public liability certificate if needed</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Ensure participants are made aware of general risks and how to minimise them</li> </ul>	Event organiser
<ul style="list-style-type: none"> <li>Ensure you have safety procedures in place to safely transport participants or volunteers to hospital</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Ensure that the activity is cancelled if undue risk is expected</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Ensure there is a nominated person to deal with emergencies who has up to date first aid qualifications</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Ensure there is access to a first aid kit</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Ensure any potentially dangerous equipment or appliances are stored out of reach of children and participants</li> </ul>	Event organiser/s
<ul style="list-style-type: none"> <li>Report major hazards to the venue owner and/or SEE-Change</li> </ul>	Event organiser/s