



Spectrum Work Health and Safety Policy

Introduction

Spectrum is committed to ensuring the health, safety and welfare of its staff, contractors and visitor within its working environment. Spectrum encourages all of its staff members to regard accident prevention and working safely as a collective and individual responsibility.

The purpose of this policy is to ensure staff members are aware of their responsibilities as an employee of Spectrum and under the Work, Health and Safety Act 2011 and Work, Health and Safety Regulation 2011.

In fulfilling this responsibility, all members of Spectrum have a duty to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risk of harm.

Spectrum's policy and approach is designed to address the two broad characteristics of the Company's business.

- Employees in our offices.
- Employees at Host Employer sites.

Spectrum recognizes its moral and legal responsibilities under federal and state legislation and endeavors to ensure our operations do not place either Spectrum employees or the wider community at risk of injury or illness.



Objectives

Spectrum has the following Work, Health and Safety (WHS) Policy Objectives:

- To provide a safe and healthy work environment for all employees.
- To make every reasonable effort to prevent accidents, protect its employees from injury and promote the health, safety and welfare of all employees.
- To ensure our casual and temporary staff at customer locations are afforded the same level of health and safety protection as the host employer's permanent staff.

Spectrum will seek to achieve this by:

- Identifying and reducing the risks of all types of work activities that have the potential to result in personal injury or occupational illness. This includes working with the host employer.
- Providing instruction, training and supervision to improve staff and managers understanding of workplace hazards, including safe work practices and emergency procedures
- Involving staff and managers in work health and safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards.
- Ensuring that all staff, contractors and visitors comply with relevant standards and workplace directions to ensure their own and others health and safety in the workplace.
- Providing adequate systems, procedures and resources to effectively manage rehabilitation and return to work processes.
- Establishing a WHS Advisory committee; including staff and management representatives.



Definitions

Definitions for terms used throughout this WHS management system and supporting documentation are provided in the following list.

Accident	An incident where there is an injury, ill health, loss or damage to property, interruption to operations or environmental impairment.
Asbestos	A fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock forming minerals, including actinolite, amosite (brown asbestos), crocidolite (blue asbestos), chrysolite (white asbestos) tremolite or any mixture containing one or more of these.
Competence	The possession of skills and knowledge and the application of them to the standards required in employment
Confined Space	Any enclosed or partially enclosed space that is not intended or designed primarily as a workplace. It may (but need not) have restricted means of entry and exit, an atmosphere with potentially harmful contaminants, an unsafe level of oxygen or stored substances that may cause engulfment. It is a space of any volume as defined by <i>AS 2865 Standard for safe working in a confined space</i> .
Consequence	The likely worst-case outcome of an event expressed qualitatively or quantitatively, being damage, loss, Injury, disadvantage or gain.
Contractor	Any person or company contracted by Spectrum Community Outcomes to provide specific services over a specified period of time or to supplement existing project resources and/or specific project skills.
Current Control	Any system, interlocks, devices, actions or procedures that are already in place to control the hazard.
Emergency	An incident that requires a significant and coordinated response.



Emergency Services	Police Services, NSW Fire Brigade and Rural Fire Services, Ambulance Services, State Emergency Services, Volunteer Rescue Associations
Employee	Any permanent, temporary, casual employee of Spectrum Community Outcomes whether employed directly or through an agency
Environment	Surrounding in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interaction.
Event	An incident or situation that occurs in a particular place during a particular interval of time.
External Rehabilitation	A rehabilitation provider accredited by NSW WorkCover to provide various rehabilitation services to injured employees.
Flammable	Capable of being ignited and of burning.
Hazard	A source or a situation with a potential to harm a person (injury or illness) or damage plant, property or the environment.
Hazard Category	<p>The general types of hazards used to identify the actual hazard exposures related to the item of plant or area being assessed. The categories are:</p> <ul style="list-style-type: none"> • Physical • Chemical • Radiation • Biological • Psychological
Hierarchy of Control	<p>The hierarchal order of preferred risk controls to protect persons, environment, plant and property:</p> <ul style="list-style-type: none"> • Elimination • Substitution • Isolation • Engineering means • Administrative means • Personal Protective Equipment/Clothing (PPE)



Hot Work	<p>The use or operation of any of the following:</p> <ul style="list-style-type: none"> • Welding or flame cutting equipment • Grinders, electric drills, or other non-flameproof electrical equipment • Hot tapping equipment • Spark ignition engines or non-approved compression ignition engines • Machines, naked lights, cigarettes, cigarette lighters, Flames or sparks • Hand tools that may create a spark • Non-flameproof electrical cables, cords, switches, lights, connectors or fittings. • Any other thing that is likely to produce a source of ignition or be an ignition source.
Incident	<p>Any unplanned and/or undesired event that results in or has the potential to result in injury, illness, damage, to or loss of property, interruption of operations or environmental impairment. An incident includes a near miss.</p>
Incident Investigation	<p>The undertaking of an investigation of a workplace incident</p>
Injured Employee	<p>A Spectrum Community Focus employee who has sustained a workplace injury or illness.</p>
Injury Management	<p>The rehabilitation process devised to assist an injured employee to return to work as soon as reasonably practicable and safely following a workplace injury</p>
Injury Management Plan	<p>A plan to coordinate and manage those aspects of injury management that concern the treatment, rehabilitation and/or retraining of an injured employee to achieve a timely, safe and sustainable return to work.</p>
Material Safety Data Sheet (MSDS)	<p>A document that provides information on the identification, health hazards, precautions for use and safe handling of a specific substance and which complies with NOHSC: 3001.</p>



Nominated Treating Doctor	The treating doctor nominated by the injured employee for the purpose of managing and coordinating his/her medical treatment, rehabilitation and return to work.
PCBU	Any person or entity that conducts a business or undertaking. This may be an individual, a corporation, or a charitable organization
Proposed Control Measures	Measures identified using the Hierarchy of Controls that could improve the level of control of the risk.
Rehabilitation	The managed process of maintaining injured or ill employees in, or returning them to, suitable employment.
Responsible Person	A person who has the necessary skills, knowledge, experience and certification (if required) to assume the direct control of the work once receiving authorization from the Authorised Person.
Return to Work Plan	An agreement between an injured employee/self-insurer nominated treating doctor, and where required, rehabilitation provider that sets out the nature and duration of the return to work activities
Return to Work Program	A program must be established by an employer/ self-insurer in accordance with <i>Section 52 of the Workplace Injury Management and Workers Compensation Act 2001</i> and relevant WorkCover Guidelines.
Risk	The chance of something happening that will have an impact upon objectives. It is measured in terms of the combination of the likelihood of occurrences and consequences of a specified hazard or hazardous event.
Risk Acceptance	An informed decision to accept the consequences and the likelihood of a particular risk.
Risk Assessment	The process of estimating the magnitude of risk and deciding whether the risk is tolerable



Risk Avoidance	An informed decision to avoid becoming involved in a risk situation.
Risk Control	The step of the risk management process that involves the implementation of policies, standards, procedures and physical changes to eliminate or minimize adverse risks.
Risk Evaluation	The process used to determine risk management priorities by comparing the level of risk against predetermined standards, target risk levels or other criteria.
Risk Management	The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.
Safety	A state in which the risk of injury or illness (harm) to persons or damage is limited to an acceptable level.
Significant Injury	Any workplace injury that is likely to result in the employee's incapacity for normal duties for a continuous period of seven or more calendar days.
Suitable Duties	Productive and meaningful work in accordance with medical recommendations and the Injury Management System.
Visitor	Any person who is at a Spectrum Community Focus workplace to typically for a short duration (i.e. attend a meeting, discussions, inspection, or other purpose).
WorkCover	The NSW government authority responsible for the administration of the OHS&IM of all NSW workers as well as workers compensation.
Work Related Injury/Illness	An injury sustained by an employee arising out of or in the course of employment for which compensation is or may be payable under the Workplace Injury Management and Compensation Act 1998.



General WHS Policy for Staff

The Work Health and Safety Advisory Committee

A Work Health and Safety committee has been formed to cover staff in all offices of Spectrum as a means by which management at Spectrum can consult with employees on work health and safety issues.

The Committee is comprised of elected employee representatives- from Spectrum Community Focus and Spectrum Community Outcomes, and a representative from Spectrum management. The management representative will have the necessary power to authorise actions recommended by the Committee to be carried out.

The Work Health and Safety program

Spectrum, in consultation with the Committee, will implement and maintain a program of activities and procedures which will be continually reviewed and effectively carried out, including conducting regular inspections of the workplace aimed at preventing accidents and incidents.

This program relates to all aspects of Work Health and Safety including:

- WHS training and education;
- Review of work design, workplace design and standard work methods;
- Changes to work methods and practice, including those associated with technological change;
- Safety rules, including penalties;
- Emergency procedures and drills;
- Provision of Personal Protective Equipment (PPE), services and facilities in accordance to current WHS legislation;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses; and
- Provision of information to employees.



Roles and Responsibilities

Responsibilities of Managers

Management have the responsibility to:

- Identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;
- Ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced;
- Encourage dialogue in addressing safety issues;
- Design, purchase, install and maintain a safe working site and machinery;
- Develop and implement safe systems of work;
- Provide adequate safety information, training and supervision.

Responsibilities of Supervisors

Managers and supervisors are responsible and accountable for the safety of staff, clients, contractors and company products and services under their control and have the responsibility to:

- Ensure that the workplace under their control is safe and without risks to health - the supervisor will always be held accountable for identifying any unsafe or unhealthy conditions or behaviour;
- Ensure that the behaviour of all persons in the workplace is safe and without risks to health;
- Attempt to remedy all problems relating to Work health and safety. If the supervisor does not have the authority to fix the problem, they will be held accountable for reporting the matter promptly - together with any recommendations for remedial action - to a supervisor or manager who does have the necessary authority. The supervisor or manager who does have the necessary authority will be held accountable for taking prompt remedial action to eliminate any unsafe or unhealthy conditions or behavior.



Responsibilities of employees

All employees have the responsibility to:

- Adhere to safe work practices, instructions and rules;
- Immediately report any unsafe work condition or equipment to management;
- Refrain from actions and behaviors, not limited to, misuse, damage, refuse to use, or interference with anything provided in the interest of Work health and safety;
- Perform all work duties in a manner which ensures individual health and safety and that of all other employees;
- Encourage fellow employees to create and maintain a safe and healthy work environment;
- Co-operate with all other employees to enable the health and safety responsibilities of all employees are accomplished.

Responsibilities in regard to participants and visitors

Staff will ensure:

- All health and safety rules and procedures are adhered too;
- Facilities and equipment that are used or may be used by participants are in good condition and working order;
- The environment meets legal and community standards of acceptance, especially in regard to noise control, cleanliness, hygiene, smoke-free and ergonomically friendly;
- Information on relevant WHS issues is included in training courses and induction processes;
- The participants take reasonable care for the health and safety of others;
- Emergency procedures and exit routes are clearly marked throughout the workplace with evacuation procedures in place and displayed



Role of the Work Health and Safety Officer

The WHS Representative

- Be a permanent and full time member of staff wherever possible and undergo relevant WHS training and will in turn conduct training for management, staff and participants;
- Be provided with access to information relating to WHS issues, actual and potential workplace hazards and the implementation of measures to make the workplace safer;
- Be familiar with the requirements of the relevant WHS legislation

The functions of the WHS Representative

- To inspect all or any section of the workplace at times; and immediately in the event of an accident, hazardous situation, dangerous occurrence or immediate risk to the health and safety of any person;
- Accompany a Work Cover delegate on an inspection of the workplace.
- Establish a workplace WHS committee in accordance with legal requirements.
- Provide support to employees in dealing with management concerning health and safety issues.
- Continue to review measures to ensure work place safe.
- Responsible for the effective recording system for reporting both accidents and hazards in the workplace.
- Ensuring all fire safety equipment is visible and conducts fire and emergency drills periodically.
- Ensure first aid kits are regularly stocked and available as required.
- Conduct ongoing training in health and safety topics with management, staff and candidates and keep current with changes in relevant legislation.

Role and functions of Rehabilitation Officer

Refer to *Rehabilitation and Return to Work Policy* - Spectrum Work Health & Safety Policy.



Incident/Hazard Reporting Procedures for Spectrum Staff

- All incidents/hazards must be reported using the Incident/Hazard Report form to the WHS representative or manager in their absence.
- Complete a First Aid Report Form when accessing the first aid kit; recording such details as date, name, time, description of symptoms and treatment provided. These forms should be kept in close proximity to the first aid kit.
- Report all near misses, incidents or potential dangers to the WHS officer.
- Raise any issues pertaining to WHS with the WHS officer or at staff meetings for general discussion.
- Be able to conduct a safety check using the Spectrum Safety Checklist pertaining to specific work environments, adhering to WHS legislation.
- All accidents and hazards must be recorded in a journal kept on the premises.

General WHS Procedures for Staff

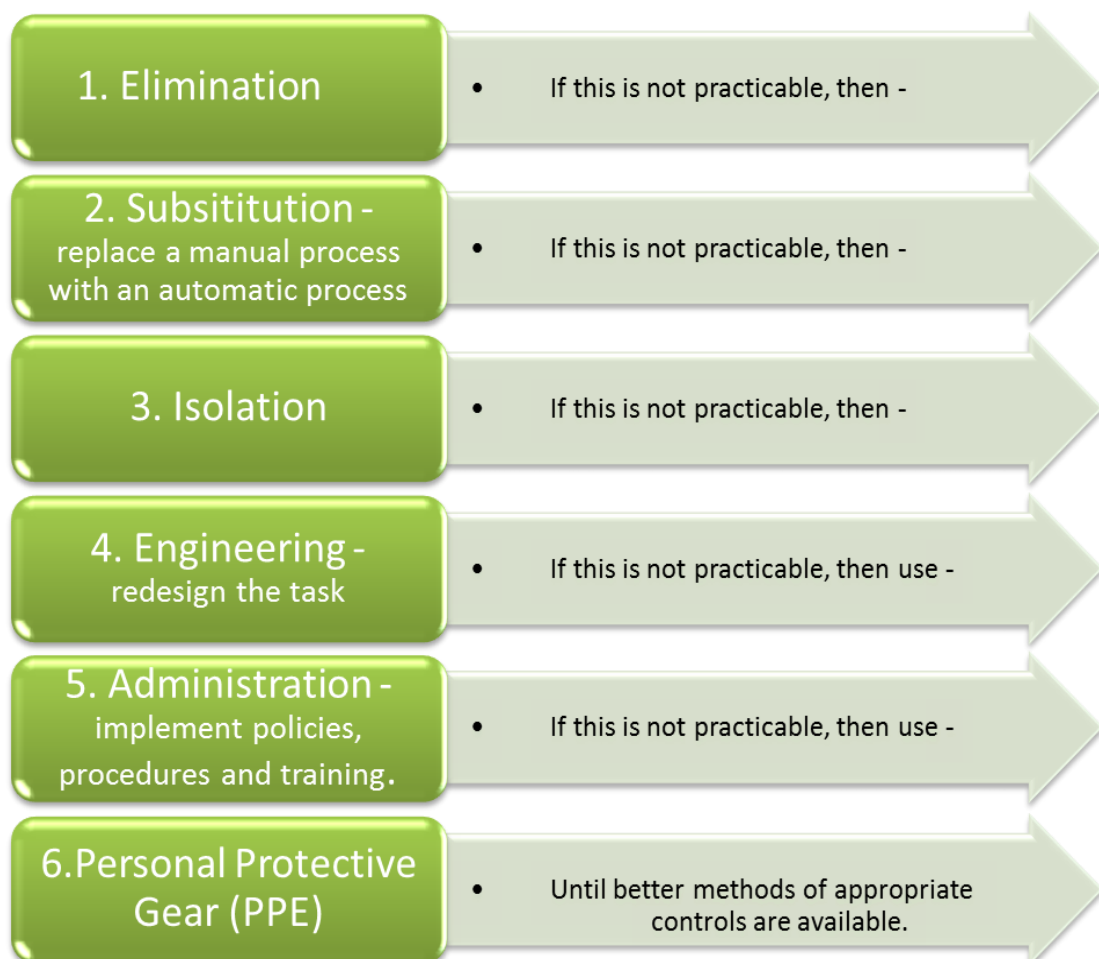
- Read any memo, bulletin or information given to you by the WHS officer and attend all training sessions, emergency drills and information sessions as required.
- Support the role of the WHS officer by assisting with the induction of new staff and the supervision of participants and visitors.
- Participate in the formulation of guidelines or procedures specific to equipment, sites or work methods.
- Do not interfere with or misuse things provided for the health, safety or welfare of the persons at work.
- Do not obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of persons in the workplace.
- Do not refuse any reasonable request to assist in giving aid or preventing a risk to health and safety.
- All employees are required to notify the WHS officer of any and all incidents/hazards within the workplace inclusive of deaths, serious incidents and dangerous occurrences.

Risk Management

PCBU's and employees are required to **identify** and **report** any foreseeable hazards that may arise in the workplace.

The risk of harm arising from the identified hazard must be assessed.

Once assessed, the hazard must be attempted to be **eliminated**; or if this is not feasible, control or isolate the risk by implementing measures to lessen the risk of harm to the lowest possible level. Below are the steps that must be taken when assessing and managing risk within the workplace.



Where a decision has been made to implement a control measure, both managers, supervisors and ultimately the WHS Officer will be responsible for this and for reviewing the effectiveness of the control measure.



Temporary Staff at Host Employer's Sites

Work Health and Safety Program Purpose

In respect to Spectrums Temporary Staff at host PCBU's sites the following policy applies:

- The nature of Spectrums business means that we do not have complete control over the safety of the environment that our temporary staff works in. Spectrum also recognizes that each of our customers will have variations in their health and safety instructions. However there are certain standards that Spectrum expects its customers to adhere to. Spectrum therefore insists that our customers themselves have implemented procedures to meet set legislative standards.
- The purpose of the Work Health and Safety Program is to outline the process involved in ensuring Spectrum's ongoing dedication and commitment to providing a duty of care and acting with due diligence, in compliance with Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.
- To ensure documented procedures and regular assessment of those procedures remain compliant with legislation; and training provided adequately addresses and meets the needs of our external and internal staff and clients.



Process Overview

Candidate Induction

Candidates attend an appropriate generic induction, which includes watching Work Safety Essential videos and fill in a questionnaire to ascertain the understanding of WHS procedures in general. Videos and online content cover key areas relating to specific job functions as:

- Manual handling
- Hazardous substances
- Noise
- Confined Spaces
- Falls
- High Risk work
- Incident reporting procedures
- The importance of the use of personal protective equipment (PPE)
- Hazard identification
- Risk assessment
- Stress management
- Employee safety obligations

Candidates need to provide adequate certification that will be cited at the interview before placement in site-specific duties.

Candidates list all appropriate safety gear they possess to ascertain what equipment and instruction is required to be provided/acquired in order to perform the position in compliance to WHS legislation.

Candidates complete a WHS questionnaire specific to job functions and are advised of Spectrum WHS policies and conditions of employment.

Client Site Inspection

Before placement of employees, a representative from Spectrum will visit the client's site and complete a Work Health & Safety site inspection to ensure that the client can adequately meet its obligations to provide a duty of care. A standardised Client WHS Site Inspection form is used.

Job Description

At time of placement of a Spectrum employee, the consultant is to ensure that a detailed job description, stating all relevant duties, supervision, level of training and qualifications is ascertained and communicated to the



candidate before acceptance of the assignment to allow for the candidate to be adequately and appropriately matched.

An Initial Job Analysis of client sites is also completed upon placement of a Spectrum employee.

Risk Assessment

Consultants will regularly make contact with our candidates, the client and visit the site regularly, in due diligence, to ensure that the client is continually meeting duty of care obligations and to ensure that any changes to the assignment are noted and addressed. A standardised client care procedure is followed and workplace assessment undertaken at each site inspection.

Work Health and Safety Committee

Regular meeting of the committee to ensure that duty of care obligations are met, assessed, and improvements recommended. Candidates and clients invited to attend.

Incident Accident Reporting

Procedures for incident reporting must be adhered to and all staff are to be adequately trained in and informed of any changes to the reporting procedure. The WHS Committee is to regularly assess and recommend improvements.

Discontinue Supply

Spectrum may, under certain circumstances discontinue to supply staff to a client on the basis of WHS issues E.g. If the client routinely ignore issues such as the following:

- Temporary employees not provided site specific induction to the same level as the client's permanent staff;
- Temporary staff being asked to use equipment for which they have received no training;
- Temporary staff being requested to continue to work during inclement weather, while the host employer's permanent staff is not required to do so because of increased WHS risks.

Authority for this action rests with the General Manager who would prudently consult with the Chairman of the Board and Chief Executive Officer before acting.



Rehabilitation and Return to Work

Commitment

As an organisation, Spectrum is committed to the following actions in due diligence, to fulfil our health and safety obligations under the Work Health and Safety Act 2011.

- Spectrum is committed to preventing injury and illness by ensuring our clients provide a safe and healthy working environment for our employees.
- Spectrum is committed to ensuring that injury management activities commence as soon as possible after injury and every effort is made to provide suitable and meaningful duties consistent with the nature of the injury/illness, after seeking appropriate medical judgement.
- Spectrum is committed to providing support throughout the rehabilitation process to minimise the effects of the injury and ensure that an early return to work is normal practice and expectation.
- Spectrum is committed to providing suitable duties/employment for an injured employee as soon as is safely possible, as an integral part of the rehabilitation process.
- Spectrum will consult with employees and where appropriate our clients to ensure that our return to work program operates effectively.
- Spectrum will ensure that participation in a return to work program will not, of itself, prejudice an injured employee.

Procedure for Action When an Injury Occurs.

Notification

When an injury occurs, it is the employee's responsibility to notify their Supervisor of any injury as soon as is practicable.

Once an injury is reported and Spectrum will ensure that the injured person receives appropriate first aid and/or medical treatment as soon as possible and will conduct an investigation to prevent a recurrence.

Spectrum will notify their insurer of any injury within 24 hours of notification.



Follow-up after injury

The designated Rehabilitation Coordinator will cooperate in developing and complying with an injury management plan for an injured worker. The Rehabilitation Coordinator will maintain a case file and protect the confidentiality of the information on this file.

Finding Suitable Duties

When the injured employee is, according to medical judgement, capable of return to work, an individual return to work plan will be developed offering suitable duties which will be identified after consultation with relevant parties and will be specified in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.

Involving a Rehabilitation Provider

Rehabilitation provider(s) are available to assist when required in the rehabilitation of those employees who suffer a workplace injury or illness. Rehabilitation providers are recommended by the insurer and every attempt will be made to find a provider in a convenient location for the injured employee. Injured employees will, however, retain the right to nominate an accredited provider of their own choice.

Consultation

Employees will be informed of their rights and responsibilities and of Company policies on rehabilitation. Such consultation will be effected through Work Health & Safety Committees.

Disputes

Spectrum accepts the need to consult with employees on disputes and to contact the insurer, Work Cover, or an Injury Management Consultant.