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**Occupational Health and Safety Management Plan**

# Occupational Health & Safety Policy

**Taylor’d Exercise Physiology (TEP)** values a healthy and safe work environment and promotes a Zero Harm attitude in an endeavour to stimulate and positively support all people to achieve outcomes in a safe manner while contributing to operational effectiveness and business sustainability.

**TEP** recognises its moral and legal responsibility to provide and maintain a safe and healthy business practice environment for it’s visitor’s and clients0ipjk;ml . ensuring that the undertaking of the business does not place any person at risk of injury and/or illness.

**TEP** is committed to providing a high standard of Health and Safety and risk management performance that is based on a continual improvement process and best practice principles with an objective of reducing the likelihood of injuries and illness’.

**TEP is committed to the following:**

* Establishing a commitment to leading by example.
* Working and or operating in a safe manner as a key part of business strategy.
* Exercising due diligence in meeting all legal requirements as a minimum, taking into account specific guidelines or standards when a specific law is not defined.
* Providing all instructors written procedures and instructions that will ensure safe systems of work.
* Providing training, information, instruction and supervision to employees and to ensure their safety.
* Adopting a systematic continuous improvement process that responds to incidents and accidents promptly in an effort to identify and eliminate risks in the work place.
* Affirm that in all circumstances, all students have the right to feel and be safe from exploitation and abuse.
* Provide children and young people with appropriate safety and protection whilst in the care of TEP’s instructors and/or volunteers.
* Allow all instructors and/or volunteers to make informed and confident responses to specific child protection issues.
* Ensure that TEP has procedures in place that will protect the children with whom they come into contact with.
* Clearly express the actions TEP will take in the case of any breach of this Policy and Strategy.
* Providing appropriate assistance to all people at **TEP** to facilitate the implementation of this Policy.

The principles in this Policy are applicable to all operations, functions and personnel including Instructors, Students, Volunteers and Visitors at Taylor’d Exercise Physiology.

**Policy Authorised By:** *Owner – Josh Taylor*

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Environmental Policy

At **Taylor’d Exercise Physiology** **(TEP)** we value the natural environment and acknowledge the benefits responsible environmental management delivers our employees, contractors, customers, suppliers and the broader community.

Across all sites and locations, in product sourcing, packaging, handling, disposal of our products and/or liquids we will strive for continuous environmental improvement by the application of our guiding principles:

Reduce

Reuse

Recycle

Replace

**TEP** are committed to the following:

* Meeting all legal obligations and any other requirements to which we subscribe in relation to our environmental performance;
* Establishing objectives, targets and key performance indicators relevant to this policy;
* Maintaining management systems to plan, document, measure, monitor and regularly review our environmental performance.
* Identifying, and assessing the environmental hazards, which arise from our activities, products and services, and effectively managing the risks by applying best practice principles to the prevention of pollution.
* Continually improving our environmental performance through training, regular management review, research, and development;
* Working with, and encouraging our suppliers and contractors to conduct business with us in accordance with this policy.
* Communicating this policy to all staff, contractors and other interested parties.
* Providing appropriate resources to facilitate the implementation of this policy.

**The principles in this policy are applicable to all operations and functions at Taylor’d Exercise Physiology.**

# Workplace Behaviors Policy

**Taylor’d Exercise Physiology (TEP)** is committed to ensuring high expectations of Instructors, Students, Volunteers and Visitors behaviour during time spent in **TEP** environments and/or facilities or engaged in contact with other **TEP** Instructors, Student, Volunteers or Visitors.

**Objective and Scope**

The objective of this policy is to provide a set of guidelines and behavioural expectations for all personnel at **TEP** sites and locations. This policy will provide a guide to acceptable conduct in relation to personal contact and communication in the work environment.

**Vision Statement**

To be the lead enterprise in Child Martial Arts within Australia.

**Respect**

Respect personal differences with regard to, disability, national origin, colour, ethnic origin and religious beliefs or activity. Treat others the way you would like to be treated.

**Sexual Harassment**

Any form of sexual harassment is totally unacceptable. Sexual harassment can take the form of verbal comments concerning appearance, private life or other issues. It can take the form of unwanted physical contact. **TEP** does not seek to encroach on the normal social interplay between people, however **TEP** is all about respect for your fellow participants, and any form of sexual harassment runs completely counter to this and will not be tolerated.

**Courtesy**

Remember to use manners, acknowledge others, listen to others and be open to different ideas. Do that little extra to assist others. Be aware of the workload of others. Respond promptly to requests from others.

**Recognition**

Give recognition for a job well done. Emphasise success rather than failure. People tend to miss the positives if they are busily searching for the negatives. Recognition does not always have to come from above; it can be given from any level of the organisation.

**Effective Communication**

You are at least 50% responsible for any communication between you another person, and you are 100% responsible for your 50%. Communication is the transfer of information from one source to another so that the information is received with the same intent with which it was meant.

**Teamwork**

**T**ogether **E**veryone **A**chieves **M**ore. Help each other win, and take pride in each other’s victories.

Teamwork is cooperation between members of a group, which allows normal everyday people to achieve amazing results. A Team is a group of people working together for a common purpose.

**Setting an Example**

Live by the same rules you expect other people with whom you work to adhere to. Attitudes, standards, values and behaviours are contagious. Ensure your examples are up to an acceptable standard, and be resistant to a lower level of standard.

**TEP Groups Core Values and Behaviours**

\* Respect, \*Courtesy, \* Recognition, \* Effective Communication, \* Teamwork, \*Setting an Example

# Injury Management Policy

**Taylor’d Exercise Physiology (TEP)** recognises that there are substantial benefits to be gained from injury management principles and practices and is committed to implementing them in all **TEP** operations.

This policy has been developed through consultation with employees and their representatives and all parties have agreed to work co-operatively to achieve its effective implementation.

**TEP** is committed to:

* Providing a healthy and safe workplace, and in the event of an injury or illness, making sure that injury management procedures are followed.
* Assisting injured or ill, employees in their rehabilitation so that they can make a durable return to meaningful work in the shortest practicable time. Time limited suitable duties will be made available to the injured worker, which are consistent with medical advice.
* Ensuring all workers are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.
* Complying with legislative obligations with respect to the standard for rehabilitation.
* Providing the necessary resources to achieve this outcome and holding management accountable for performance under this policy.
* Investigating serious incidents and/or accidents to reduce the likelihood or repeat occurrences.
* Reviewing this policy and procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.

**Aim of Policy**

**The aim of this policy is to ensure:**

* That a culture of acceptance for workplace rehabilitation exists;
* We have a process to support an early safe return of any worker who has an injury/illness;
* That positions relative to Injury Management, Rehabilitation and Return to Work are adequately resourced; and
* Adequate storage is provided for rehabilitation files to maintain confidentiality of this information.

**The principles in this policy are applicable to all operations and functions at Taylor’d Exercise Physiology.**

# Return to Work Policy Policy

**Taylor’d Exercise Physiology (TEP)** will actively participate in establishing a healthy and safe work environment and is committed to assisting employees achieve a safe and affective return to work in a manner that will facilitate their best possible recovery. In keeping with best practice injury management, TEP will focus on early intervention, active case management and outcomes based rehabilitation to enable optimal return to work.

The Rehabilitation and Return to Work process is a workplace program that assists injured and/or ill employees to return to work as quickly and safely as possible. Occupational rehabilitation aims to provide an early and safe return to work for employees suffering from work-related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

**TEP** aims to manage the process of rehabilitation by assisting those employees injured at work to recover and return to work. TEP aims to:

* Facilitate a return to work for employees who are injured or ill at work as soon as possible
* Provide information to assist an injured and/or ill employee to return to work
* Determine the needs of the injured and/or ill employee by liaising with the employee, the nominated treating doctor/physio, our workcover insurance provider and other

relevant team members

* Provide early access to rehabilitation services, for example accredited workplace

rehabilitation providers where required

* Develop and implement the injured and/or ill employee’s return to work plan in conjunction with the employee, our workcover insurance provider, the nominated treating doctor/physiotherapist and any workplace rehabilitation provider;
* Provide suitable alternative duties for an injured and/or ill employee as an integral part of the rehabilitation and return to work process
* Consult with employees and where applicable any employee representatives, to assist the rehabilitation and return to work process to operate effectively
* Provide employees with information about workers compensation claims, **TEP** preferred treating doctor/physio and accredited workplace rehabilitation provider
* Maintain records of injury management and return to work statistics and develop responses to continually improve **TEP** health and safety management systems and return to work processes
* Advise injured and/or ill employees of their participation roles and responsibilities so far as return to work is concerned and the effects of non-compliance
* Complete workers compensation forms where required

**The principles in this policy are applicable to all operations and functions at TEP.**

# Workplace Bullying Policy

**Taylor’d Exercise Physiology (TEP)** values a healthy and safe work environment and promotes a Zero Harm attitude in an endeavour to stimulate and positively support all people to achieve outcomes in a safe manner while contributing to operational effectiveness and business sustainability.

**TEP** is committed to ensuring that staff work in an environment where people are treated with mutual respect. It is important for a productive and harmonious workplace that staff is aware of the impact of their behaviours on others.

Bullying in the workplace is inappropriate and unacceptable behaviour. Staff found to have either committed or condoned such behaviour in the workplace will be subject to disciplinary action, which may include the termination of employment.

**Responsibilities**

All personnel at **TEP** have a legal responsibility to care for their own health and safety and that of co-workers and therefore must not engage in acts, which constitute bullying behaviour. In addition, employees are required to follow instructions given by their supervisor/manager relating to the prevention of workplace injuries and illnesses. This applies to measures to prevent workplace bullying which includes monitoring the work environment to ensure acceptable standards of conduct are observed at all times.

**POLICY**

**Taylor’d Exercise Physiology** will not tolerate bullying under any circumstances and will:

* Promote appropriate standards of behaviour at all times.
* Treat complaints of bullying in a sensitive, fair, timely and confidential manner.
* Implement training and awareness raising strategies to ensure all employees know their rights and responsibilities.
* Provide an effective procedure for complaints of bullying to be addressed.
* Encourage the reporting of behaviour, which breaches the bullying policy.
* Ensure protection from victimisation of reprisals for persons reporting bullying.

The principles in this policy are applicable to all operations and functions at TEP.

# Introduction

**Taylor’d Exercise Physiology,** based in the South East Suburb of Narre Warren is independently owned and operated by Josh Taylor, an Exercise Physiologist providing evidence based exercise prescription for various conditions, illnesses and/or injuries.

With an extensive back ground in Sports and Martial Arts (Taekwondo) Josh Taylor has developed a passion for assisting others to be able to return to a normal work and/or lifestyle following injury or illness.

This OHS Management Manual has been developed to ensure that Taylor’d Exercise Physiology operations, Policies and Procedures are in accordance with:

* Occupational Health and Safety Act 2004
* Health and Safety Regulations 2017

This Health and Safety Management Manual has been developed to ensure that **Taylor’d Exercise Physiology** operations, Policies and Procedures are in accordance with relevant state legislation and will follow a similar framework in line with AS4801: 2001 Health and Safety Management Systems.

# Purpose & Scope

This manual applies to all **TEP** employees, contractors and other persons at risk from work practices carried out at **TEP** and failure to comply with the requirements of this manual may result in further action being taken.

# Process

The purpose of the OHSM Plan is to establish and maintain an affective Safety System. **TEP** is committed to implementing a structured approach to safety in order to achieve a consistently high standard of business performance by incorporating:

* Customer service
* Management responsibility
* Resource management
* Service
* Measurement & Evaluation
* Document and data control
* Records management

By using and adopting the Worksafe Victoria’s model of an effective Occupational Health and Safety Management System, **TEP** will be able to measure and evaluate their current OH&S / Risk Management Systems enabling them to tailor specific processes to their business whilst ensuring legislative compliance. **TEP** will use the following framework to embed a strong safety culture within the business:

1. **Top Management Commitment and Policy**

The policy is the basis upon which measurable objectives and targets of improved safety management will be developed, communicated and implemented helping to create safer work environments.

1. **Planning** - Working closely with employees to create a health and safety plan, objectives and targets including controls and a reporting framework that enables hazards/risks arising from work activities to be identified, and minimised or eliminated.
2. **Implementation** – Ensuring OHS Performance Management System and processes are visible to employees and relevant to all business activities.
3. **Measurement and Evaluation** – **TEP** will establish the necessary tools and reporting process to be able to measure, monitor, escalate and evaluate their health and safety processes providing measurable systems that can verify systems performance.
4. **Review and Improvement** – **TEP** will now have the ability to continually improve safety management processes and systems demonstrating compliance with legal requirements and enhancing business reputation.

# Documentation Requirements

The OHS Manual is controlled and accessed electronically by Taylor’d Exercise Physiology.

Taylor’d Exercise Physiology will manage all aspects of OHS Documentation.

OHS documentation includes:

* This Manual and all documents cross-referenced from it.

# 11. Legal Compliance

Information contained in this manual apply to all employees, visitors and clients while they are present in the building/facility or grounds occupied or managed by Taylor’d Exercise Physiology irrespective of their relationship with the business.

These policies and procedures have been designed to work in conjunction with the legal requirements of the business operations in Victoria.

The content of this OHS Manual has been aligned with key elements from:

* AS/NZS 4801 Occupational Health & Safety Management Systems
* Occupational Health and Safety Act (Victoria) 2004
* Occupational Health and Safety Regulations (Victoria) 2017

For further information please refer to the Legal Compliance Procedure retained by Taylor’d Exercise Physiology: *TEPOHS Legal Compliance Procedure*

# Hazard Identification Risk Assessment & Control

The purpose of any OHS risk assessment is to ensure that, for any identified hazards/risks, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare. Control measures for OHS hazards should be implemented as required using the following hierarchy of risk controls, in order of preference these measures relate to:

* Elimination (removal of the hazard)
* Substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one within is not hazardous)
* Isolation (isolate the hazard from people)
* Engineering (e.g. barriers)
* Administrative (e.g. provision of training, policies and procedures, signage)
* Personal protective equipment (e.g. gloves).

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of an OHS incident or a change of environment, process or requirement. Current risk assessments will ensure that the goal of eliminating or minimising the risk workers may be exposed to is reduced.

For further information please refer to the HIRAC Procedure retained by Taylor’d Exercise Physiology: *TEPOHS Hazard Identification Risk Assessment & Control Procedure*

# Issue Resolution

Wherever possible, any OHS concerns will be resolved through consultation between workers, their representatives and/or their manager/s. If the concern cannot be resolved, then it can be referred to Management for resolution. Where the issue remains unresolved the default procedure for issue resolution set out in the Issue Resolution Procedure must be followed. If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can request the involvement of that states regulatory authority i.e. For Victoria refer to Worksafe Victoria, to appoint an inspector to assist in resolving the matter.

For further information please refer to the Issue Resolution Procedure retained by Taylor’d Exercise Physiology: *TEPOHS Issue Resolution Procedure*

# Document Control & Records Management

Taylor’d Exercise Physiology will establish the following for the generation and management of OHS and business documents and records:

* All records created will be retained in soft copy with Taylor’d Exercise Physiology
* Create a record control register to capture the following information:
  + Issue number
  + Document title
  + Initial issue date

All printed documents are considered uncontrolled.

The documents are to be approved by Management only.

External documents such as Law Guides, Standards and Legislation are controlled through subscription to on-line databases, which maintain up-to date versions of all documents.

OHS records are controlled in accordance legislative requirements. Nominated persons shall have responsibility for holding, storing, retaining and disposition of related records.

Taylor’d Exercise Physiology will ensure records are kept in line with specific legislative requirements for health monitoring data, injury records, Risk Assessments, Client Reports & Personal Information and other specified matters. Records will be kept for the required timeframe (Approx. 5 years) and will be accessible for review by any applicable Regulatory bodies and/or Health and Safety professionals as appropriate.

For further information please refer to the Document Control Procedure retained by Taylor’d Exercise Physiology: *TEPOHS Document Control Procedure*

For further information please refer to the Records Management Procedure retained by Taylor’d Exercise Physiology: *TEPOHS Records Management Procedure*

# Incident Reporting & Investigation

Taylor’d Exercise Physiology requires all visitors and clients to report incidents as they occur in an effort for Taylor’d Exercise Physiology to actively investigate contributing factors and implement control measures where necessary to attempt to either reduce the likelihood of a recurrence or eliminate the risk entirely. All visitors and clients are required to complete an incident report form if a hazard/injury/incident occurs, and:

* Advise Taylor’d Exercise Physiology of the incident or injury or hazard
* The form should be completed even when an injury has not occurred, that is, in the event of a near miss
* All recorded incidents are retained within Taylor’d Exercise Physiology for record keeping purposes
* Internal reporting of any hazard/Incident should occur and is separate from reporting of notifiable incidents to Worksafe Victoria.

The Hazard/Injury/Incident Report form hard copies are available from management.

For further information please refer to the Incident Reporting & Investigation Procedure retained by Taylor’d Exercise Physiology: *TEPOHS Incident Reporting & Investigation Procedure*

**Guidance Notes**

# Slips, Trips, Falls

Taylor’d Exercise Physiology will manage hazards associated with slips, trips and falls by:

* Conducting site inspections as required
* Checking for hazards that could cause someone to slip, trip or fall by doing a visual check
* Ensuring workers keep the site tidy as part of the written site rules

# First Aid

First aid is the provision of initial care for an illness or injury and generally consists of a series of simple and in some cases, potentially life-saving techniques that can be done with minimal equipment. Taylor’d Exercise Physiology has a moral and legal obligation to provide first aid services to workers, visitors and others.

**Aim**

To minimise the negative effects of an incident/injury by providing first aid resources and trained First Aid Officers.

**Principle**

Taylor’d Exercise Physiology will use the guidelines as outlined in the Worksafe Code of Practice for First Aidto ensure the provision of a prompt, coordinated First Aid response in the following ways:

* Meet and/or exceed legislative requirements
* Identify and assess the potential for an injury/incident occurring by:
  + Observing tasks/work performed/work environment
  + Consulting with workers/Health and Safety Representatives/Officers
  + Reviewing near misses and past injury/incident reports
  + Reviewing MSDS for hazardous chemicals
  + Other means as necessary
* Determine suitable resources based on the nature of the work, hazards, size and location and number and composition of persons at the workplace
* Specify minimum requirements based on risk. For example:
  + Type, contents and number of kits
  + Number and location of FAO’s (including remote locations)
  + Provision of First Aid kits
* Advertise location of First Aid Kits
* Advertise location and contact details for FAO’s
* Regularly audit contents of kits and contact details
* Document all treatment, injuries and illness
* Appointing, training and replacing FAO’s as required
* Ensure FAO’s:
  + Receive adequate training from Registered Training Organisation
  + Able to perform First Aid duties
  + Willing to provide First Aid treatment as required.

# Related Documents

* Occupational Health and Safety Act 2004
* Occupational Health and Safety Regulations 2017

# Associated Documents

**As identified in the body of this document under each procedure.**

# Revision Control

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| --- | --- | --- | --- | --- |
| **Issue** | **Author** | **Approver** | **Release Date** | **Change Summary** |
| 1 | Troy Henson |  | 23/10/2019 | New Document |