

HEALTH AND SAFETY POLICY

Synopsis

Sense2 is committed to providing and maintaining a safe and healthy workplace for all staff, and to providing the information, training and supervision needed to achieve this.

Sense2 will take responsibility for health and safety procedures, however, employees need to be aware of their responsibilities and comply with the business' health and safety policy.

Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in the workplace health and safety system.
- Sticking to correct procedures and equipment.
- Wearing protective clothing and equipment as and when required.
- Reporting any pain or discomfort as soon as possible.
- Ensuring all accidents and incidents are reported.
- Helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist.
- Telling your manager immediately of any health and safety concerns.
- Keeping the work place tidy to minimize the risk of any trips and falls.

Your participation is much appreciated and please read the following document for more detail on our policy

Sense2 Occupational Health and Safety Policy

Sense2 recognizes and is committed to provide and maintain a safe, healthy and comfortable work environment for its staff, volunteers and other visitors.

Sense2 believes that a well-managed health and safety program is an integral part of good management practice.

Staff have an obligation to ensure that they are thoroughly familiar with the content of our policy.

Sense2 is committed to OH & S in fulfilling its responsibilities; to summarize, Sense2 will:

- Comply with all statutory rules and accepted codes and practices relating to health and safety.
- Set short and long term goals and specific responsibilities in the management of health and safety.
- Develop OH & S policies, procedures and guidelines.

- Ensure all staff understand and take responsibility for the health and safety process.
- Provide information, instruction, training and supervision to ensure that staff are aware of safe work practices, emergency procedures and any risks to health and safety in their work environment.
- Consult with staff on issues relating to health and safety.

Sense2 will ensure that staff have a practical knowledge of and take responsibility for:

- Hazard identification, risk assessment and risk control.
- Health and safety legislation, regulations and recognized standards.
- Specific health and safety issues within the workplace.
- Investigation of all diseases, injuries, near misses and accidents and formulate appropriate preventative action.
- Regularly monitor and review the implementation of and compliance with OH & S policies.

Sense2 is committed to providing:

- Safe equipment and working procedures including adequate ventilation, safe electrical connections, appropriate resources, clear passageways, etc.
- Good facilities for the welfare of workers such as ergonomically sound furniture, kitchen and dining area, washrooms, first aid kit.

Staff Responsibilities and Involvement in OH & S

The OH & S Act places obligations on employees to take care of their own health and the health and safety of others who may be affected by their acts or omissions at the workplace.

It also provides for the involvement of employees in dealing with health and safety issues. Sense2 encourages and supports staff and volunteers involvement through input into establishing policies and procedures that deal with OH & S issues. Staff receive information, instruction and ongoing supervision on likely hazards stresses of the job.

If a staff member is inexperienced in the use of a piece of equipment, training will be provided. All staff and volunteers are expected to:

- Practice safe working habits.
- Report unsafe working conditions or equipment.
- Keep their immediate work area in a safe and orderly condition.
- Take care of others.
- Co-operate with Sense2 management in meeting the requirements of the OH & S Act.
- Accord the health and safety of non employees, visitors, etc. a high priority.
- Immediately report any hazards or faulty equipment to management.

Sense2 management is obliged to and will:

- Consult with the Health and Safety Representative on all proposed changes to the workplace and equipment and practices used in the workplace that may affect health and safety and welfare of staff.
- Provide the health and safety representative with access to any information on actual or potential hazards and the health, safety and welfare of staff.
- Provide such facilities and assistance as are necessary.

Training

Sense2 has a commitment to providing training on a yearly basis for all staff in safe work practices.

Relevant staff and volunteers are trained in the principles of OH & S management together with the appropriate hazard controls that are relevant to their area.

Such training and information will include:

- A legislative overview relevant to the workplace (including employer responsibility).
- Consultative processes and issue resolution.
- Hazard identification, risk assessment and risk control.
- Incident and accident investigation.

Occupational Stress

Sense2 recognizes that hazards in the workplace are not just physical or chemical but can also exist in the way the organization functions and the way in which its work is organized.

Occupational stress is a major concern and one that Sense2 aims to minimize through good practice in management and operation of the organization. Staff are encouraged to do whatever is in their control to identify and manage potential stress risks.

Smoke Free Workplace

Sense2 is smoke-free in all public and individual work areas.
It also promotes and supports healthy choices in the workplace.

Safe Work Practices:

- a. Guard the sharp edges of furniture to prevent personal injury.
- b. Practice good housekeeping. Keep floors free of items that might cause tripping. Keep waste cans out of the way; do not overfill them.
- c. Prevent slipping accident by cleaning up spills immediately.
- d. Report all defects such as loose tiles, broken steps, railings and doors immediately to the Office Manager.
- e. Keep razor blades, tacks, and other sharp objects in closed containers.
- f. Use the proper tool for the job at hand (e.g. a staple remover to remove staples).

- g. Do not overload electrical outlets. Do not plug a multiple outlet strip i.e. an extension cord with multiple electrical receptacles into a second multiple outlet strip.
- h. Report immediately, any damaged electrical cords, broken switches, loose connections, or bare wires to the Office Manager.
- i. Unplug any office machine that smokes, sparks, or delivers an electrical shock. Have it inspected by the appropriate repair personnel.
- j. Avoid overloading the top drawers of filing cabinets to avoid the possible tipping of the cabinet when the drawers are opened. Open one drawer of the file cabinet at a time to prevent tipping. File cabinets should be placed where their use will not interfere with office traffic patterns.
- k. Keep file and desk drawers closed when not in use to help prevent tripping accidents.
- l. Be sure to use proper lifting techniques. Make arrangements with personnel skilled in moving to shift furniture and other heavy objects.
- m. Use only safety step stools or ladders for climbing. Don't stand on swivel chairs or use them as step stools.
- n. Be careful with flammable liquids. Only the quantity needed for use should be in the work place. They should be kept and used in a ventilated area, away from excessive heat or ignition sources.
- o. Office doors shall be free of obstructions at all times to permit exits in case of an emergency.
- p. If it is necessary to run a cable or electrical cord across the floor, a cable cover must be used to protect the wiring and prevent tripping.
- q. Do not cover air vents or obstruct airflow from registers. Do not place furniture, equipment, or materials in locations that will interfere with air movement around thermostats.
- r. Report any observed pest control problems to the Office Manager.

Office Safety

All work performed in offices at the Sense2 offices will be conducted using safe work practices.

Office and administrative areas will be maintained free of recognized hazards.

- The Sense2 offices environment will be as safe, non institutional, accessible, comfortable and welcoming as possible.
- Sense2 will also be mindful of creating an environment that will be non-threatening: staff have the right to be free from physical, emotional and verbal abuse.
- Staff should be sensitive to the needs and different behaviors of others without compromising the above.
- Noise should be kept to a minimum in situations where the office is a shared environment.
- Good facilities including a staff room and/or kitchen area and appropriate food stuffs (milk, sugar, tea and instant coffee) will be provided for staff amenities for rest periods and meals breaks.

Workplace Violence

- Violence in the workplace is totally unacceptable.
- All visitors and staff have the right to feel safe and to participate in programs and services in a non- threatening environment.
- A visitor who is violent will be asked to leave the workplace immediately. The incident may require making a report to the Police, if the act of violence amounted to a criminal offence.
- A staff member who is violent or abusive will be subject to disciplinary action.
- Any behavior, which constitutes a crime, is subject to legal remedy and criminal or civil justice.

Procedures for Infection Control of Infectious Diseases (Including Hepatitis B And HIV/AIDS)

Cases of infectious diseases such as HIV and Hepatitis B in workplaces will be very rare.

However, it is important to re-emphasize basic hygiene and first aid procedures. These are relevant to many diseases and should be generally applied - not only to deal with the HIV or Hepatitis virus. Standard (Universal) precautions should be applied to all staff regardless of their infection status. These precautions should be regarded as good hygiene practices and routinely adhered to as the basic level of infection control.

They include:

- The routine washing of hands using soap and running water (including before and after the routine use of gloves).
- The use of protective barriers such as latex gloves when dealing with body fluids, appropriate disposal of soiled material and needles/syringes.
- And the cleaning of surfaces that have been in contact with bodily fluids.
- The Office Manager should ensure that the workplace has its first aid cupboard stocked with a supply of 70% alcoholic chlorhexidine solution for disinfectant purposes.
- All staff should be reminded of the need for care in dealing with blood/body fluids and cases of external bleeding.

The following routine precautions should be observed when assisting any client, supplier or another staff member who has sustained a cut or similar injury involving a blood spill or when dealing with any other body fluid such as vomit, saliva, urine and faeces:

- Use disposable latex gloves when handling blood or other body fluids. Thoroughly wash lower arms and any other parts of the body in contact with or splashed by blood

or fluids. After removing gloves, thoroughly wash hands. Use soap and running water when washing.

- Wipe down benches or other items in contact with blood or body fluids with cold water and detergent and then with an approved disinfectant, for example household bleach (sodium hypochlorite), freshly diluted to 0.5%.
- Wash/sponge carpeted areas with soap and cold water. – Place disposable items and wastes after contact with blood or body fluids in a plastic bag and seal for disposal.
- Thoroughly wash instruments (e.g. scissors) in cold tap water to remove any blood. Instruments can be effectively sterilized by soaking them for 30 minutes in household bleach.

Client and Staff confidentiality and Infectious Diseases

It is important that all employees understand what giving/receiving confidential information regarding a client or another staff member's medical condition or information of a personal nature means. There is no legal obligation for persons infected with a contagious/infectious disease, such as HIV or Hepatitis B, to inform the workplace. However, some staff may choose to inform management of their condition. The directors must respect the confidentiality of such advice.

First Aid

Sense2 recognizes that in accordance with Occupational Safety and Health Sense2 premises.

To achieve these responsibilities, Sense2 shall, as far as is reasonably practicable, provide services such as:

- a) Trained and certificated first aiders.
- b) First aid supplies.
- c) Emergency/evacuation procedures. All staff and volunteers will be provided with practical instruction
 - First aid facilities in the workplace.
 - The location of the first aid kit.
 - The names and work locations of trained first aiders.
 - Procedures to be followed when first aid is required.

First Aid Kit

- A First Aid Kit is kept in the kitchen.
- The Office Manager is responsible for ensuring it remains stocked and up to date.
- Kit contents must be replenished as soon as possible after use. Office Manager to be advised when stock needs replacing.
- Monthly inventory checks should be made and recorded to determine if the contents are as listed and have not

deteriorated.

All first aid injuries and treatments must be recorded and reported immediately to the OH & S Representative.

Environmentally Sustainable Workplace

Sustaining the environment means organizing ways of working ways minimize environmental damage. This includes minimizing the use of non-renewable energy and resources.

Staff at Sense2 are encouraged to become actively involved in protecting their working environment and the health of the planet and to limit the use of resources such as paper, electricity and plastic in the workplace.

Care should be taken that products used at Sense2 are, wherever possible, environmentally friendly. Chemical cleaners and insecticides should be avoided.

Plastic containers and bags should be used sparingly.

Sense2 will recycle all glass, plastic and paper waste where possible. Staff and volunteers are encouraged to re use and recycle as many resources as possible. Staff are encouraged to minimize paper use through recycling paper in the workplace and using both sides of paper before disposal.

Sense2 will, wherever possible, purchase products with high recycle content. Sense2 will conserve energy through:

- Checking energy ratings before buying new equipment.
- Turning off lights, office equipment when not in use (this also helps reduce green house emissions).
- Reduce water use by installing dual flush cisterns.

In the kitchen staff and volunteers are encouraged to use ceramic mugs not plastic cups.

Infectious Waste Collection and Disposal

All staff are advised that the handling of discarded syringes and potentially infectious waste should not be undertaken unless appropriate training has been completed.

Untrained staff should report the finding of discarded waste to the OH & S Representative as soon as possible.

In the event of a needle stick injury, staff should follow these procedures:

1. Immediately wash the area with an approved antiseptic.
2. Flush area under running water for 3-4 minutes.
3. Squeeze the injury and cause it to bleed.
4. Report the injury immediately after above steps have been completed.
5. Seek medical advice.

Fire Emergency

Every employee must know the location of fire extinguishers and fire blankets and be familiar with the fire alarm system.

The first person to observe a fire should:

1. Immediately sound the fire alarm by activating nearest fire alarm pull station.
2. Report fire to the Fire Brigade 000.
3. If possible, use available fire extinguishers to extinguish or contain the fire. If the fire is fuelled by a natural gas or LP gas leak, the gas supply should be shut off prior to extinguishing the fire.
4. Immediately evacuate area should initial fire fighting attempts fail. Shut off gas supplies, etc. Close door to area to contain fire.

General Emergency Guidelines

In the event of an emergency situation these two guidelines are as follows:

1. Assess Risk to Yourself and Others
 - a) Think before acting.
2. Protect Yourself and Others
 - b) If necessary, remove yourself and others from the area.
 - c) Immediately remove any contaminated clothing and wash any part of body contaminated by chemicals or radioactive materials. Do not spread the contamination to clean areas.
 - d) Attend to anyone injured.
 - e) Close off area to personnel (e.g. close doors, post warnings).
 - f) Turn off any potential ignition sources.
 - g) Cover spilled powders with suitable liquids to reduce dust.
 - h) Notify management.