NATIONAL WORK HEALTH AND SAFETY (WHS) POLICY AND FRAMEWORK

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WORK HEALTH AND SAFETY POLICY

Vision

- Scouts Australia is a community that values each worker's and member's positive contribution to our health and safety performance.

- Our health and safety performance is the result of defined and directed management.

- No person is subject to any illness or injury as a result of our activities.

Objectives

Scouts Australia helps young people be the best they can be by helping them grow in self-confidence and gain valuable leadership and team skills that can be applied in all facets of their life as they grow into constructive citizens. As a diverse and dynamic organisation, Scouts Australia recognises the input and achievements of our volunteers, parents, workers, and especially the children in enabling Scouts Australia to make a valuable contribution to the future direction of our community. In acceptance of our role in contributing to the future of our children and the community, Scouts Australia will drive a health and safety program that actively seeks to manage health and safety risk, constantly learns and develops, and encourages the input of all stakeholders.

Method

To achieve the objectives of this policy, we are committed to:

- Providing a safe and healthy work and activity environment

- Systematically managing hazards and risks through the application of the hierarchy of controls.

- Achieving the highest standards of health and safety through a process of continuous improvement

- Complying with all legislative requirements

- Consulting with stakeholders at all levels to achieve our policy objectives

- Ensuring effective return to work programs for workers

Responsibilities

As the Person Conducting a Business or Undertaking (PCBU), Scouts Australia shall ensure its responsibilities under applicable WHS legislation are understood and met, and so far, as reasonably practicable:

- Ensure the health and safety of workers; and

- Ensure the health and safety of other persons is not put at risk from work being carried out; and

- Provide and maintain a safe working environment without risks to health and safety; and

- Provide and maintain safe plant, and structures; and

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- Provide and maintain safe systems of work; and

- Ensure the safe use, handling and storage of plant, materials and substances; and

- Provide adequate facilities for the welfare of workers; and

- Provide information, training, instruction or supervision that is necessary to protect all persons from risk to their health and safety; and monitor the health of workers and conditions in the workplace to prevent illness or injury arising

Officers will:

Exercise due diligence to ensure Scouts Australia complies with all obligations by:

- Acquiring and keeping up-to-date knowledge of work health and safety matters;

- Gaining an understanding of the operations of Scouts Australia and generally the hazards and risks associated with those operations;

- Providing appropriate resources and processes to eliminate or minimise risks to health and safety;

- Establishing and maintaining processes that receive and consider information regarding incidents, hazards and risks and responding in a timely way to that information; and

- Ensuring that Scouts Australia has, and implements, processes for complying with any duty or obligation under the law.

Workers, volunteers and other stakeholders will:

- Take reasonable care for their own health and safety;

- Take reasonable care that their activities do not adversely affect the health and safety of other persons;

- Inform their supervisor of any hazards, accidents or incidents of which they are aware; and

- Comply with reasonable instructions, policies or procedural requirements.

This policy will be reviewed at intervals of no greater than 24 months from date of endorsement.

Chair, National Executive Committee

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1. INTRODUCTION

For over 100 years 'Scouting' has been an important and integral part of the Australian community, providing non-formal educational and recreational programs that help young people develop emotionally, intellectually, socially, spiritually and physically. The creation of a safe activity environment through the management of hazards and their associated risks has always been at the core of the programs Scouts Australia delivers for young people.

Scouts Australia is a volunteer and community based, Not-For-Profit organisation that recognises the demands and difficulties associated with volunteering as well as its own obligations in terms of the safety and wellbeing of its members and staff whilst engaged in Scouting activities and at the workplace.

The introduction of harmonised Work, Health and Safety (WHS) laws across most Australian legal jurisdictions, along with this WHS Framework, supports all State Branches in adopting an approach to WHS management that is consistent nationally, yet aligns with local legislative requirements.

This WHS Framework has been developed to assist State Branches plan for WHS. By adopting a planned approach to WHS, State Branches will drive continual improvement in their performance and be positioned to achieve their goals and objectives, including compliance with the law.

Importantly, this WHS Framework provides broad guidance for an agreed, common understanding of how WHS will apply across Scouting in Australia.

Scouts Australia holds the safety and well-being of its volunteer members and staff in the highest regard and will continue the tradition of helping young people develop emotionally, intellectually, socially, spiritually and physically in an environment that is consistent with national community expectations for health, safety and wellbeing.

2. WHS DEFINITIONS

Note: Each Branch shall ensure it makes reference to its jurisdiction's legislation when interpreting or applying the National WHS Policy and Framework.

Code of Practice. A Code of Practice provides guidance on how to comply with work health and safety requirements. These codes are developed to assist organisations in the establishment and maintenance of safe workplaces, but they may also form the basis of any notices, directions or subsequent legal proceedings against or on behalf of Scouts Australia for WHS related matters.

Due Diligence. Requires an Officer to take reasonable steps to ensure the business complies with its work, health and safety obligations. This includes having up to date knowledge of WHS matters, understand the general hazards and risks associated with the business, providing the appropriate resources and systems to eliminate or minimise risk, and having in place processes that ensure compliance with the law

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Duty. Refers to an obligation held by all persons for safety. Employers, PCBUs, Officers, Employees and Workers all have an obligation to create and maintain a safe and healthy work place.

Officer. A director or secretary (Corporations Act) or, a person who makes or participates in making decisions that affect the whole, or a substantial part of the business of the corporation, or, has the capacity to significantly affect the corporation's financial standing.

PCBU. A person conducting a business or undertaking. The PCBU has the primary Duty of Care under harmonised WHS legislation. Victorian and Western Australian work health and safety legislation refers to the PCBU as the Employer. This term refers to Scouts Australia (the National Executive Committee) and to each State Branch (the Branch Executive Committee).

Reasonably Practicable. That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- The likelihood of the hazard or the risk concerned occurring;
- The degree of harm that might result from the hazard or risk;
- What the person concerned knows, or ought reasonably to know, about
    - The hazard or risk, and
    - Ways of eliminating or minimising the risk;
- The availability and suitability of ways to eliminate or minimise the risk; and
- After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Regulator. The body responsible for the inspecting and examining work places with a view to enforcing compliance with the WHS legislation applicable in its jurisdiction. The Commonwealth and each state or territory has its own principal body responsible for WHS regulation.

Volunteer. A person who works on a voluntary basis without any kind of remuneration other than out-of-pocket expenses. Volunteers have the same protections and responsibilities as other types of Workers (where applicable in Legislation).

Worker. A person who carries out work in any capacity for a person conducting a business or undertaking (PCBU). This includes employees, Volunteers, subcontractors, outworkers and labour hire. Victorian and Western Australian work health and safety legislation refers to the Worker as the Employee – in those jurisdictions Volunteers are not considered to be Workers. Youth members are participants in a recreational activity, regardless of the youth leadership role they may hold in that recreational activity, and as such are not considered Workers.

Workplace. A place where Workers conduct activities for a person conducting a business or undertaking (PCBU). This includes a Workplace such as a Scout HQ where staff are employed as well as a Scout Hall or Activity Centre where Volunteers, Workers and/or staff may work. In

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Western Australia and Victoria, a workplace refers to the place of work of an employee. Volunteers are not employees.

3. RESPONSIBILITIES

3.1 Scouts Australia as a PCBU (Person Conducting a Business or Undertaking)

Scouts Australia and the State Branches are defined as the PCBU or Employer for the purpose of this framework. Generally, the direct responsibility for the health and safety of the Workers of Scouts Australia rests with the State Branches which are in a position to directly affect the Workplace. As a PCBU, each State Branch of Scouting (and indirectly, the National body) is responsible, for:

- ensuring the health and safety of Workers,
- ensuring people are not put at risk as a result of work being carried out,
- providing safe systems of work,
- the provision and maintenance of plant and substances to ensure and enhance safety in the workplace,
- the provision of information, instruction, training and supervision of safety requirements in the workplace,
- the provision of safe work environments,
- the monitoring of the health of Workers and the conditions of the workplace to ensure health and safety of Workers, and
- providing adequate facilities for the welfare of Workers at workplaces.

In most circumstances, the day-to-day management and control of an activity, workplace or campsite will not directly reside with the PCBU. This does not diminish the responsibilities of the PCBU, but rather places a greater onus on the PCBU to establish and utilise effective systems of management. These systems of management must be based on the principles of continuous improvement and shall facilitate communication and consultation, provision of information, education and training, development and implementation of appropriate procedures and policy, management of risk, and monitoring and review of management system performance.

3.2 Scouts Australia Officers & Workers

Officers

The Officers of the Scout Association are defined as the key personnel at the National and Branch levels. This typically includes the National and Branch Chief Commissioners & Chairmen, the National and Branch Chief Executive Officers (and equivalents), and Members of the National Executive Committee, and the Branch Executive Committees. Other key individuals such as the Chairmen of a National and Branch Finance Committee (or honorary Treasurer) may be considered an Officer.

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An Officer is defined under the Corporations Act 2001 as:

(a)   a director or secretary of the corporation; or

(b)   a person:

(i)   who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or

(ii)   who has the capacity to affect significantly the corporation's financial standing; or in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors or the corporation

(c) a receiver, or receiver and manager, of the property of the corporation; or

(d) an administrator of the corporation; or

(e) an administrator of a deed of company arrangement executed by the corporation; or

(f) a liquidator of the corporation; or

(g) a trustee or other person administering a compromise or arrangement made between the corporation and someone else.

Officers have the specific responsibility to exercise due diligence to ensure the PCBU complies with its health and safety duties and responsibilities. An Officer must personally take reasonable steps to:

- Acquire and keep current information on WHS matters,

- Understand the nature of the work and associated hazards and risks of the Workplace,

- Ensure the PCBU has and uses the appropriate resources to eliminate and reduce risks to health and safety,

- Ensure that the PCBU has the appropriate processes to receive and consider information about incidents, hazards and risks, and to respond in a timely manner,

- Ensure the PCBU has, and implements, processes for complying with its duties and obligations, and

- Implement a culture of due diligence in terms of WHS within the PBCU.

Workers

Workers must take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other people. They must comply and cooperate with any reasonable WHS direction given by Scouts Australia. Additionally, they may cease work if they have a reasonable concern about a serious risk to their health or safety. When this occurs, they are to notify their Branch through the Branch reporting chain as soon as possible.

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4. LEGISLATIVE FRAMEWORK

4.1 Commonwealth and State Legislation

Key components of Australia's WHS regulatory framework are State, Territory and Commonwealth Acts and Regulations.

Each Branch shall ensure it makes reference to its jurisdiction's legislation when interpreting or applying the National WHS Policy and Framework.

Information related to this legislation, support in implementing its requirements, or access to the legislation itself is available through the State, Territory and Commonwealth regulators as follows:

Commonwealth

Comcare

Phone 1300 366 979

Website: www.comcare.gov.au

Queensland

Workplace Health and Safety Queensland

Phone 1300 362 128

Website: www.worksafe.qld.gov.au

ACT

WorkSafe ACT

Phone 02 62073000

Website: www.worksafe.act.gov.au

South Australia

SafeWork SA

Phone 1300 365 255

Website: www.safework.sa.gov.au

New South Wales

SafeWork NSW

Phone 13 10 50

Website: www.safework.nsw.gov.au

Tasmania

WorkSafe Tasmania

Phone 1300366 322

Website: www.worksafe.tas.gov.au

Northern Territory

NT WorkSafe

Phone 1800 019 115

Website:

www.worksafe.nt.gov.au

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Victoria WorkSafe Victoria

Phone 1800 136 089

Website: www.worksafe.vic.gov.au

Western Australia

WorkSafe WA

Phone 1300 307 877

Website:
www.commerce.wa.gov.au/WorkSafe/

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4.2   Codes Of Practice and Compliance Codes

Codes of Practice or Compliance Codes (Code) are available to assist Scouts Australia and State Branches effectively manage risk and establish compliance with local WHS legislation. Essentially, a Code presents the minimum standard against which the PCBU is measured should a prosecution commence. They are used in addition to the Act and Regulations and should always be followed, unless there is another solution which achieves the same or a better standard of health and safety in your workplace.

The Codes have a strong focus on the principles of Risk Management. It is these principles that underpin contemporary WHS legislation, hence the eminence that is given to the Codes in the Courts. Importantly, these Codes provide useful and pertinent information for a range of tasks and operations and should always be referred to when seeking guidance on the management of risk.

A representative sample of Codes may be found in Appendix A – Sample Codes of Practice.

4.3   Working With Inspectors

Each State's WHS regulatory body's Inspectors will have certain Powers of Entry. It important to note that this differs from the Right of Entry permit exercised by Union representatives.

The Inspectors may enter a place at work without prior notice, at any time, without consent. After entry they must take all reasonable attempts to notify the PCBU, person in control of the workplace or an HSR, unless this would defeat the purpose of the entry.

Inspectors have a broad range of powers within the workplace and may do any or all of the following:

- Inspect, examine and make enquiries. This includes documents and electronic records,
- Take measurements, photographs or conduct tests,
- Remove samples or items for testing without paying for it. The Inspector must provide a receipt, and
- Require a person at the worksite to provide reasonable help in exercising their powers.

The Inspector must produce their identity card upon request.

The Inspector has a range of enforcement measures.

1. Issue an Improvement Notice – The Improvement Notice is issued to remedy or prevent a contravention of the relevant Act. It generally explains the contravention and presents a date by which the contravention must be rectified,

2. Issue a Prohibition Notice – The Prohibition Notice is issued when the Inspector believes an activity that is or is occurring, about to occur, involves a serious risk to a person's health and safety. The Prohibition Notice differs from the Improvement Notice as it enables the Inspector to direct a cessation of the activity or require a modification to the conduct of that activity, and

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3. Issue a Non-Disturbance Notice – This notice requires a person to preserve or prevent the disturbance of a site to facilitate the Inspector's exercise of their powers.

Failure to comply with the requirements of these notices may be considered a criminal action.

Guidance.

Where any formal notice from a WHS regulatory body is received at any level of Scouts Australia, this notice is to be advised to the Branch HQ (CEO or equivalent) as soon as possible. Additionally, if a person purporting to be a WHS Inspector requests entry to your premises at any time, you are obliged to allow access. In all cases you must request and view identification. You should then report the fact you have given such access directly to the Branch HQ (CEO/GM or equivalent). The Branch will attempt to further ascertain the bone-fides of an Inspector with the relevant regulatory authority. Inspectors given such access are to be accompanied by a Scout representative at all times.

As so often is the case in these matters, communication is the key to Scouts Australia's success in achieving safe work environments for all members, helpers and employees. It is also the key to the achievement of high levels of compliance and on-going relationship with the various State regulatory authorities.

It is recommended that each State Branch maintain a constructive dialogue with its regulatory authority. Any regulatory action should be viewed as an opportunity for improvement and all reasonable requirements of the Inspector should be openly discussed with the Inspector and complied with. Every opportunity should be taken to assist the regulator understand the unique environment in which Scouts Australia operates.

5.   RISK ASSESSMENT

General Policy

Scouts Australia and the State Branches, have an obligation to manage risks in their workplaces.

Effective risk management starts with a commitment to health and safety from Scouts Australia's leadership team supported by the active involvement of its Workers. A safe and healthy workplace does not happen by chance or guesswork. You have to think about what could go wrong at your workplace and what the consequences could be. Then you must do whatever you can (in other words, whatever is 'reasonably practicable') to eliminate or minimise health and safety risks arising from your business or undertaking.

This section will provide Scouts Australia Workers with a broad understanding of the process before they refer to a Code of Practice.

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5.1   Hazard Identification

A hazard is anything that can cause harm or damage to a person or equipment. It is important to identify all situations or events where this could happen. Ways of identifying hazards include:

- Conducting and recording regular, systematic inspections,
- Reviewing past incidents where things haven't gone as expected,
- Observing how Scouts Australia conduct its activities,
- Trying to predict potential hazards by asking 'what if?' questions,
- Seeking opinions from people within the workplace, or involved in the activity concerned, this may be during regular meetings or through other targeted methods, and
- Having independent people assist in identifying hazards

Hazards must be actively identified. Times when this must occur include:

- Before performing a task/work activity,
- Before using a site for an activity,
- Before and during the installation, erection, commissioning, or alteration of plant or structures,
- Before changes to practices and systems are introduced,
- Before hazardous substances are introduced,
- Whilst work is carried out, and
- When relevant health and safety information becomes available.

Examples of hazards and related risks include:

Hazard	Related Risk
Fall distance	Potential injury resulting from a fall.
Weight of a load	Potential injury resulting from over stressing the body
Electricity	Electric shock or electrocution
Sharp edges	Laceration after contact with a sharp edge
Hot surfaces	Burn after contact with hot surface
Welding fumes	Toxic effect of inhalation of fumes
Irritant chemicals	Reaction on contact with skin

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5.2   Analysing Risk

Analysing risks is a way of determining the likelihood or potential of a hazard causing injury or ill health. The number of people exposed to the hazard and the length and frequency of exposure will also influence the level of risk. After identifying a hazard, an assessment of its associated risks must be performed.

This step requires you to:

a) Estimate consequences (how bad could the injury be) - Insignificant, Minor, Significant, Major, or Catastrophic. As a guide:

   • Insignificant indicates no injuries

   • Minor indicates first aid injury

   • Significant indicates medical treatment is required

   • Major indicates hospital admission or permanent disability

   • Catastrophic indicates fatality

b) Estimate the likelihood of the consequence, taking into account any existing controls that are in place. As a guide:

   • Almost certain indicates the event is expected to occur in most circumstances

   • Likely indicates the event will probably occur in most circumstances

   • Possible indicates the event should occur at some time

   • Unlikely indicates the event could occur at sometime

   • Rare indicates the event will only occur in exceptional circumstances

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5.3   Evaluating Risk

Scouts Australia's Risk Management System provides a matrix (Table 1 Risk Matrix) and detail on evaluating the level of risk.

Combine the Consequences and the Likelihood to arrive at an estimated level of risk. This is done by finding the column that reflects the Consequences you have identified and cross referencing it with the row that reflects the Likelihood you have identified.

Likelihood	Consequence				
	Insignificant	Minor	Significant	Major	Catastrophic
Almost Certain	Medium	High	High	High	High
Likely	Medium	Medium	Medium	High	High
Possible	Low	Medium	Medium	Medium	High
Unlikely	Low	Low	Low	Medium	High
Rare	Low	Low	Low	Medium	Medium

Table 1 Risk Matrix

As an example, if an activity has the potential to produce an incident that results in a broken arm, the Consequence may be considered Significant. If you expect it the incident to occur every time you run the activity, then the Likelihood is Almost Certain. If you move across the columns to find Significant and then move down that column until it intersects with the Almost Certain row, you will arrive at a box that is identified as HIGH. This would indicate the activity is a high risk.

5.4   Treating Risk

Health and safety legislation provides Scouts Australia with a convenient tool to understand the methods required to treat risk. This tool is referred to as the Hierarchy of Controls and must be followed in all risk assessments. As a hierarchy it has the preferred method at the top and then works down in order until it reaches the least preferred method of treating the risk.

The hierarchy of controls is:

- Eliminate the hazard (Remove noisy equipment. Don't conduct the activity)

- Substitute the hazard with something of a lesser risk (Buy smaller, lighter packages. Vacuum rather than sweep)

- Isolate the hazard (Place barriers around the activity to prevent access)

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- Use engineering controls (Use mats as padding. Use harnesses when falls could result in an injury)

- Use administrative controls (Use procedures. Signage. Training)

- Use personal protective clothing or equipment (Dust masks, safety glasses, Hi-Viz vests)

Your method of treating risk may use more than one element of the hierarchy of controls, but you should always start at the top of the hierarchy to seek the most effective control. The two lower-level controls should only be used as a support to higher level controls and should not be relied on in isolation.

6. COMMUNICATION AND CONSULTATION

General Policy

Scouts Australia and the State Branches, have an obligation to communicate and collaboratively consult with their Workers on any matters that may affect their health and safety in Scouts Australia's Workplaces. The views of Workers are to be taken into consideration when making decisions that may affect them - including WHS decisions. Within Scouts Australia and the State Branches, this process is already supported by the extensive network of existing committee structures and the operational consultative mechanisms within Scouts Australia. The success of this network in managing WHS, is the result of the mutual collaboration and support that naturally occurs within the culture of Scouts Australia.

Every Branch Executive Committee is to include 'WHS' as a standard Agenda item for its formal meetings. This is to be replicated at Regional, District and Group levels in Scouting using the existing networks in each Branch. The Agenda Item should include, but not be limited to; Policy amendments, safety reminders, WHS incidents, Safety representations and recommendations; at all levels of the Association. Through this network, the PCBU, Officers and Workers are able to collaborate, consult and communicate on WHS matters.

Should circumstances develop that Workers specifically request the establishment of a formal Health and Safety Representative network to represent workers in WHS matters and the establishment of Health and Safety Committee to facilitate consultation in the workplace, the following guidelines should be considered and applied within current local jurisdictional requirements.

The Health & Safety Representative (HSR)

A HSR is elected by a particular work group to represent the health and safety interests of that group. The election process is highly regulated and the specific format and documentation should be sourced from the local regulator immediately a request to elect an HSR is made.

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Health and Safety Committees (HSC)

When requested by a HSR or Workers, the Branch should facilitate the establishment of a HSC. The requirements for requesting a HSC vary slightly across jurisdictions.

Essentially, the function of the HSC is to provide a forum where Workers and the PCBU can cooperate to establish and maintain safer workplaces.

7. INCIDENT MANAGEMENT

General Policy

The purpose of incident management is to control the impact of injuries or damage. This may require contacting emergency services or taking other measures to prevent further harm. Scouts Australia and all Branches should have a documented set of protocols available to all Workers and Volunteers that prescribes and explains their roles in the event of an incident.

An incident is an occurrence that may have involved: The potential for injury, damage financial loss, or media scrutiny; or

- The occurrence of injury, damage financial loss, or media scrutiny

For all incidents that have the potential to cause significant harm to any person affected by Scout activities your Branch should be advised of the incident as soon as possible to ensure the appropriate support and guidance is available.

Branches should make provision to ensure that if doubt exists about making a report, or of the correct process to be followed in the case of a WHS matter, guidance is available through the next highest supervisory level and/or directly from Branch HQ.

7.1 Immediate Action

The purpose of incident management is to control the impact of injuries or damage. This may require contacting emergency services or taking other measures to prevent further harm.

If an injury has been sustained, first aid treatment should be given immediately.

7.2 What is the difference between a Reportable Incident and a Notifiable Incident?

A Reportable Incident is any incident that presents risk of significant harm to any person affected by or engaged in Scouts activities. These incidents are reported through your chain of command on an approved Incident Report form and are used for internal WHS management processes.

A Notifiable Incident is a Reportable Incident in which the relevant regulator must be notified by the PCBU. The notification must occur immediately after becoming aware of the event.

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Notifiable Incidents are incidents of significant gravity and typically include incidents involving:

- Death
- Amputation
- Serious head or eye injuries
- Spinal injury
- Loss of bodily function
- Serious laceration
- Explosions
- Electric shock
- Uncontrolled escape of gas
- Collapse of a structure
- Collapse of an excavation

Note: Each Branch shall ensure it makes reference to its jurisdiction's specific definition of a Notifiable Incident.

7.3   Preserving the Scene

In the case of a Notifiable Incident, it is the responsibility of the person with management or control of the particular workplace in question to, as best as reasonably practicable, ensure that the site where the incident occurred is not disturbed until the WHS regulator arrives at the site or formally releases the site. This may mean staying or leaving a responsible member behind to ensure that the site is not disturbed.

Once the WHS Regulator has been advised of a Notifiable Incident, and the circumstances have been investigated by the WHS Regulator (if the regulator so decides), the Point of Contact for further correspondence and action should be the CEO (or equivalent) of that Branch. Of course, the CEO will consult with the State regulator, the Chief Commissioner and the Branch Executive Committee at all stages from reporting through to outcome.

Guidance

Reports should be made as quickly as possible through the Scouting chain-of-reporting in order for the Branch HQ (the CEO or equivalent) to determine if the work regulatory body for WHS in your State should be advised.

If in doubt, report the incident immediately through your chain of command and seek guidance from the next level of the Scouting structure, and or, directly from the Branch HQ.

The Branch CEO (or equivalent) would normally determine if an incident is considered Notifiable and make a report of a Notifiable Incident to the regulatory authority on behalf of the PCBU per the Branch reporting policy.

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7.4 Incident Reporting

Each Branch is to maintain an Incident Reporting process which will incorporate the procedures to be followed for all Leaders, helpers and business operations to report Reportable Incidents.

It is important to make a report as quickly as possible with the underlying principle that by making a timely report, future injury or loss may be avoided.

8. INCIDENT ANALYSIS AND CORRECTIVE ACTIONS

8.1 Incident Analysis

The purpose of an Incident Analysis is to identify the root causes of an incident and then put in place corrective actions to prevent it happening again. An Incident Analysis should not be used to blame a person for an incident, but rather focuses on systemic failures that enabled the incident to occur.

Each Branch is to develop an Incident Analysis process in support of its Incident reporting protocols which will incorporate the procedures to be followed for all Leaders, helpers and business operations when conducting an incident analysis.

8.2 Corrective Actions

Corrective actions (sometimes referred to as corrective and preventative actions) are those measures put in place to stop a similar incident occurring again. These do not differ from the treatment measures put in place during the risk management process and should follow the same hierarchy of controls.

Importantly, after identifying the corrective actions, the actions must be allocated to someone who has the ability to rectify the problem. This may be a person at the local level, or require action at the Branch level. Always discuss this with the person you are assigning the action to. It is also suggested that an estimated time frame be provided to enable a review of progress towards implementing the corrective action.

8.3 Communicating Results of an Incident Analysis

Once a WHS matter has either been reported and/or finalised and the Branch believes there may be value in sharing the occurrence with other Branches of Scouting, a report (including the outcome if known at the time) should be submitted to the National Office for evaluation and wider dissemination if deemed appropriate.

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9.   WHS TRAINING

To ensure the Scouts Australia and State Branches are able to meet WHS obligations and strive to continually improve performance, it is vital to ensure Workers at all levels have the necessary skills and knowledge to meet their responsibilities through the provision of education and training.

Leaders and Supervisors have an obligation to ensure the workplace health and safety of all Workers and other people under their control by preventing or minimising their exposure to risk. To meet this obligation, Leaders and Supervisors are expected to:

- be familiar with legal requirements and standards and ensure Workers and other people under their control are operating within these requirements;

- include relevant health and safety information in all training; and

- ensure all Workers are confirmed as competent to conduct their tasks or activities prior to that task or activity commencing.

Scouts Australia provides training to Leaders, Workers and members to enable them to meet their workplace health and safety responsibilities, and participate in Scouting events and activities safely.

All new and existing Workers shall complete induction training on commencement and have this training refreshed on a regular basis or when significant organisational changes occur.

Leaders and Supervisors are expected to provide training to Workers and members on the job. This type of training should be used to introduce new or redesigned standard work processes and associated equipment.

Formal, structured training sessions are provided to Scouts Australia Workers and members to improve knowledge and skills in relation to workplace health and safety.

The training provided should be evaluated and reviewed by Scouts Australia or the State Branch to ensure it is meeting current requirements.

Full records of any training conducted should be retained by Scouts Australia or the State Branch.

10.   CONTROLLING OF DOCUMENTED INFORMATION

Documented information stemming from, or required, by the WHS Management System requires a level of control to ensure that it is available for use when and where needed, and it is protected from loss of confidentiality, improper use, or loss of integrity

For the effective control of documented information, each Branch should consider the following activities:

- The distribution method of documents.

- Access to documents

- Storage and preservation of documents Version control

- Retention and disposal of documents

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- Preventing unintended use of obsolete documents

11. INSPECTIONS AND AUDITS

Inspections and audits are an effective way of measuring your WHS performance. They answer the question "How are we doing in managing WHS?"

Inspections are often conducted against a set of criteria, usually based on legislation and standards and assessing if the organisation, or apart of the organisation is meeting expectations. Basic inspections can be conducted at the local level, with a view to housekeeping, use of equipment or buildings, or maintenance. They can be formal or ad hoc.

When an inspection is conducted against legislative requirements, it is recommended that external expertise be engaged in completing a formal report to provide independence and confidence for Scouts Australia, State Branches and at the local level.

Audits differ considerably from inspections and are a formal assessment of the WHS Management System, or its components. The basic purpose of a WHS audit is to ensure that procedures and behaviours are in an alignment—is Scouts Australia really doing what its procedures require of it.

Formal WHS audits are usually conducted by an external party. Internal experts may audit the system, but it should be noted this often introduces a bias to the result. Internal auditing is generally used to prepare for an external audit.

12. REPORTS, REVIEW, & SYSTEM PERFORMANCE

The previous sections demonstrate that an effective WHS Management System generates a great deal of data. The question then is "What does Scouts Australia do with this data to improve its performance?"

For individual Groups and enterprises, the amount of data collected may appear quite small; yet collectively these small quantities of data provide a critical insight into Scouts Australia's WHS performance and drives WHS planning.

Each Branch, State or National should endeavour to collate information and present it to their Executive Committee in a manner that draws a clear picture of the WHS performance.

Examples of data that could be collected include:

- Number of facilities that have had a WHS Inspection

- The number of incidents reported

- The number of incidents that have been analysed

- The number of incidents involving the regulator

- The number of facility requests for improvements stemming from inspections

This data can be presented graphically with short notes to support Branch WHS planning,

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by reviewing performance against expectations and identifying strengths and weaknesses in current WHS planning methods and outcomes.

APPENDIX A – SAMPLE CODES OF PRACTICE

- Cash In Transit (QLD, NSW)

- Communicating Occupational Health and Safety Across Languages (Vic)

- Construction Work (Tas, NT, ACT)

- Control of Noise In the Music Industry (WA)

- Control of Workplace Hazardous Substances (WA)

- Conveyers-Safety requirements AS 1755 – Australian Standards (SA)

- First Aid in the Workplace (SA, QLD, NSW, Vic, Tas, NT, ACT)

- Hazardous Manual Tasks (SA, QLD, NSW, NT, ACT, CWealth)

- Hazardous Substances (Vic)

- How to Manage and Control Asbestos in the Workplace (SA, QLD, NSW, Tas, NT, ACT, CWealth)

- How to Manage Work Health and Safety Risks (SA, QLD, NSW, Tas, NT, ACT, CWealth)

- Labelling of Workplace Hazardous Chemicals (SA, QLD, Tas, NT, CWealth)

- Management and Control of Asbestos in Workplaces (WA)

- Managing Asbestos in Workplaces (Vic)

- Managing Electrical Risks in the Workplace (SA, NSW, Tas, ACT)

- Managing Noise at Workplaces (WA)

- Managing Risk of Falls at Workplaces (SA, QLD, Tas, NT, ACT, CWealth)

- Managing Risks of Hazardous Chemicals in the Workplace (SA, QLD, NSW, Tas)

- Managing Risks of Plant in the Workplace (SA, QLD, NSW, Tas, ACT)

- Managing Work Environment and Facilities (SA, QLD, NSW, Tas, NT, ACT, CWealth)

- Manual Handling (Vic)

- Safe Design and Operation of Tractors (QLD)

- Safe Design of Structures (QLD, NSW, Tas, ACT)

- Safeguarding of Machinery and Plant (WA)

- Violence, Aggression and Bullying at Work (WA)

- Work Health and Safety Consultation Co-operation and Co-ordination (SA, QLD, NSW, Tas, NT, ACT, CWealth)

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These examples and a full range of Codes can be obtained through the relevant State regulator. It is important to understand that these Codes represent the standard upon which Scouts Australia (and any other organisation) will be evaluated. Scouts Australia may already have and maintain higher standards than those contained above, and where this is the case, the Scouts Australia or State Branch standard is to apply.

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