

## Further information and training

The Safety, Health and Environment Team is committed to achieving and maintaining a healthy and safe work environment for all. Injury management is provided within this service.

**OH&S Coordinator** Ph: 8422 6554

**Injury Management Coordinator** Ph: 8422 6556

**OHS, QA & Risk Senior Manager** Ph: 8422 6551

**OHS Administrative Assistant** Ph: 8422 6555

### Workplace Health & Safety Representatives

Contact your Team Leader, Manager or Supervisor for further details.

### Peak Occupational Health & Safety Committee

Minutes are available on the Minda Portal.

**SafeworkSA** General Ph: 1300 365 255

This service is available Monday to Friday to callers within SA

**Workcover** All enquiries: 13 18 55

**Australian Industrial Relations Commission (AIRC)** Direct hotline: 8308 9863

**Equal Opportunity Commission of South Australia** Ph: 8207 1977

# We Can Do It

## Minda, a safer place to work and live

An employee must take reasonable care to protect the employee's own health and safety at work and avoid adversely affecting the health or safety of any other person through an act or omission at work.

## Occupational Health, Safety & Welfare

The Occupational Health, Safety & Welfare Act 1986 SA (OHS&W Act) and the Occupational, Safety and Welfare Regulations 1995 (SA) require that Minda has a duty of care to provide a safe working environment.

Minda must ensure, so far as reasonably practicable, that the employee is, while at work, safe from injury and risks to health. Minda will maintain and assess work practices and procedures to ensure employees and any other person who could be adversely affected by the performance of work, are provided with safe systems of work.



The South Australian Government Interpreting and Translating Centre provides a wide range of interpreting services.

For further information please contact:

Phone: +61 8 8226 1990

Fax: +61 8 8226 1992

[www.translate.sa.gov.au](http://www.translate.sa.gov.au)



The provision of employment assistance services to people with intellectual disabilities is funded by the Australian Government under the Disability Employment Assistance Program.



Government of South Australia  
Department for Families and Communities

## Minda Incorporated

King George Avenue  
Brighton, SA 5048

Phone: 8422 6200

Fax: 8422 6330

[www.mindainc.com.au](http://www.mindainc.com.au)



# Occupational Health and Safety



We Can Do It

■ Inclusion ■ Respect ■ Choice

We Can Do It

# Occupational Health and Safety

## Employer Responsibilities

### Under the OHS&W Act employers are responsible for providing

- A safe working environment
- Safe systems of work
- Plant equipment and substances in a safe condition
- First aid advice for the treatment of work related injuries and health problems
- Adequate OHS&W information, instruction, training and supervision
- Adequate human and financial resources to implement OHS&W strategies
- Safe and timely return to work programs for all injured employees
- Systems to record workplace related injuries.

### Prevention

Minda has a legal obligation to provide a safe working environment. The best way to minimise the personal and economic impact of claims is to avoid injuries wherever possible. Service areas are encouraged to work together to identify potential workplace hazards and reduce the number and severity of injuries by reducing or eliminating these hazards where possible.

### Provide training and information

Provide and maintain records of training to ensure that all employees receive correct instruction, are trained efficiently and that supervision is of a high standard.

## Health and Safety Committees

Health and Safety Committees are set up to help resolve health, safety and welfare issues that arise in the workplace. The committee is a means to consult employees on developing or proposing changes to the workplace or any policies, practices or procedures that could affect the health, safety or welfare of employees.

### Committees

- Help resolve health, safety and welfare issues that arise at the workplace
- Develop, review and distribute health, safety and welfare policies, practices and procedures
- Consult employees on any proposed changes to the workplace or any policies, practices or procedures that could affect the health, safety or welfare of employees.

## Reporting Accidents and Incidents

All serious work related injuries or OHS incidents must be reported to the OHS Coordinator immediately for possible notification to SafeWork SA (for legislative compliance). These may include injuries that require admittance to hospital as an inpatient or an injury from exposure to any substance that causes acute symptoms. Regardless, it is essential that all workplace incidents or injuries must be reported to the OH&S Coordinator within 24 hours. Accident/Incident Report and Investigation forms are available on the Minda Portal.

## Your workplace obligations

- Take reasonable care to protect your own health and safety at work
- Avoid adversely affecting the health and safety of any other person
- Use personal protective equipment supplied
- Comply with reasonable instructions
- Report all accidents, near misses or injuries
- Recognise and report any hazards
- Ask for help if you need it.

All employees are entitled to work in an environment that is safe and free from harassment or discrimination.

### Employees have a right to access basic information about

- Workplace health, safety and compensation
- Discrimination
- Sexual harassment and workplace bullying
- Unions and employee associations.

## Manual Handling

Prevention and control of work-related musculoskeletal (muscles, joints and bones) disorders is currently one of Minda's major health and safety priorities. Manual handling is any activity involving the use of muscular force (or effort) to lift, move, push, pull, carry, hold or restrain any object, including a person or animal.

Remember to use the Safe Operating Procedure and ask for assistance if you are required to use any equipment including but not limited to lifters, wheel-chairs, commercial equipment or manual handling techniques that you do not know how to perform.

**Ask your Team Leader, Supervisor or Manager to assist you to access appropriate training or a Safe Operating Procedure to support you to complete workplace tasks in a safe manner.**

