



The Buddhist Society of Western Australia (Inc.)

*www.bswa.org*

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## **Dhammaloka Workplace Safety Induction Policy and Checklist**

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## **PURPOSE**

This workplace checklist has been developed to help formalise a safety induction to the workplace for our new staff, volunteers, and contractors. This supplements any specific orientation and induction relevant to your job or role.

## **POLICY**

The Buddhist Society of Western Australia (BSWA) is committed to inducting all new employees, volunteers, committee members, and contractors to help ensure that they have a smooth introduction into their role. This includes familiarising new workers to workplace safety and our shared responsibilities.

The BSWA is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and complying with our occupational health and safety obligations.

New employees, volunteers, committee members, and contractors must review this checklist and sign the form below before commencing work. Signed forms are to be filed with the Administration Officer of the BSWA.

## **RESPONSIBILITIES OF THE BUDDHIST SOCIETY OF WESTERN AUSTRALIA (INC.)**

The BSWA has a Duty of Care to ensure a safe workplace as specified in the Western Australian Occupational Safety and Health Act 1984. Responsibilities include:

- Provide and maintain safe workplaces, plant and systems of work so workers are not exposed to hazards, including information on and provision of equipment to assist with the maintenance of safety on the job.
- Ensure safety and health in relation to plant and hazardous substances, including provision of clear information about hazards, expectations, and instructions on how to complete the job safely.
- Provide orientation and induction and specific training on new or innovative procedures expected on the job.
- Consult and co-operate with safety and health representatives (if any) and employees about safety and health;
- Offer supervision of each job.
- To have procedures for the identification and recording of hazards, incidents, and accidents with your supervisor & the BSWA.
- Maintain adequate Workers Compensation and Liability Insurance.
- Provide of Personal Protective Equipment (PPE) where required (including the maintenance, cleaning & replacement where required).
- Provide access to safety information (M.S.D.S. sheets) in relation to hazardous substances and dangerous goods.
- To ensure worker safe entrance and exits from the workplace at all times.

## **RESPONSIBILITIES OF EMPLOYEES, CONTRACTORS AND VOLUNTEERS:**

Employees, Volunteers, Contractors, and Tradesmen (Electricians, Plumbers, Installers, Painters, Plasterers, Locksmiths, Carpenters, Grano Workers, Glaziers, Carpet Layers, etc) have duties and responsibilities under the Occupational Safety and Health Act 1984 when working for the BSWA.

Details on these responsibilities can be found on Western Australia's Department of Mines, Industry Regulation and Safety website: <https://www.commerce.wa.gov.au/worksafe/employees-your-rights-and-responsibilities>

When working for the BSWA, it is the responsibility of employees, contractors and volunteers to observe the following requirements:

- To maintain their own safety and health at work and to avoid adversely affecting the safety and health of others at the workplace through any act or failure to act.
- To make sure your actions do not cause injury or harm to others;
- To comply with any reasonable request or instruction of the BSWA;
- To follow the BSWA's instructions on safety and health and ask for assistance if you do not understand the information;
- To respect and use where necessary personal protective equipment (PPE) and use such protective equipment in the correct manner as instructed, and report any concerns on use of PPE;
- To report any hazards, accidents or injuries that occur at the site;
- To cooperate with BSWA in meeting Duty of Care obligations under the Occupational Safety and Health Act 1984;
- Not to carry out any activity at the job that they have not been requested or trained to do;
- Hold a current construction Blue Card or White Card Safety awareness certificate if applicable;
- To comply with the BSWA's full terms and conditions of purchase orders if applicable;
- Review, understand, and sign this form and any other forms required as part of your induction process;.

Contractors, workers, and volunteers are obliged to comply with the above duties under the Occupational Safety and Health Act 1984. Workers who fail to comply with the above duties may be in breach of the Act and therefore may face severe civil or criminal penalties.

## WORKPLACE SAFETY INDUCTION CHECKLIST

All employees, contractors, committee members, and volunteers must be made aware of these site safety rules during the induction process. These rules are designed for the protection of everyone at the BSWA.

Before commencing work, the inductee must read, understand, and agree to each item in the checklist below.

### OHSE

- Fire emergency procedure, evacuation muster point, and location of exits.
- Location of extinguishers and fire-fighting equipment, defibrillator, first aid kits, and first aid officer.
- Report all safety hazards to a supervisor immediately.
- Report all accidents/incidents to a supervisor immediately.
- Obey all posted signage and safety instructions.
- Inspect ladders before use.
- Do not consume alcohol or illicit drugs while at the workplace or during work hours. Do not smoke in meal rooms, meeting rooms, or anywhere on the property.
- Never operate any equipment unless they have received appropriate applicable training and possess any requisite certificates where applicable.
- Correctly use approved safety equipment as required, including any supplied personal protective equipment (PPE) such as safety glasses, earmuffs, footwear, etc.
- Never operate electrical equipment that has not been inspected and tagged.
- Never operate equipment which is tagged as being dangerous or out of service, has its guards removed, or is otherwise defective.
- Do not attempt to lift or move heavy objects over 16kg without assistance.
- Follow Lockout/Tagout safety procedures for electric circuits and pressure mains. Be aware of any work being done before commencing work or maintenance.
- Hazardous Work Permit Policy: A Permit to Work Form must be completed before engaging in:
  - Working at height unless a fall arrest system is provided, and an observer is present.
  - Entering confined spaces unless the space is tested safe and an observer is present.
  - Entering an excavated trench or pit unless an observer is present.
- Be vigilant of any equipment operating on the site.
- Please do not engage in horseplay or practical jokes while on site.
- Always keep the workplace and amenities clean and tidy.
- Refer to Material Summary Data Sheets (M.S.D.S.) regarding the handling, use and storage of hazardous substances.
- Follow the site's lock up procedure.
- Report upon completion of contracted work.

**Location:** \_\_\_\_\_

**Name of Inductee:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

