**Health and Safety**

Kyeema Support Services has a responsibility for the health, safety and welfare of all staff, clients, contractors and visitors while they are in our workplace.

In compliance with the Occupational Health and Safety Act (2004) Management and staff are committed to working together to achieve an environment free from injury and occupational illness through adequate training, safe work systems and well maintained workplaces.

Kyeema’s safety procedures are available on the Quality Management System.

Safety incident reporting procedures:

* Injuries are reported in the Register of Injuries booklets present in each workplace
* Injury caused by client behaviour also requires an incident report to be completed on Carelink and to notify the relevant manager/team leader.
* Hazard and Near Miss reporting form (SF-10) is aimed at preventing injury and unsafe situations from happening again. SF-10 is available on the QMS and pinned on OH&S notice boards.
* Vehicle accident reporting uses SF-13.

Reportable events: Victorian Workcover Authority requires reporting in the event of:

* death;
* a person requiring medical treatment within 48 hours of exposure to a substance;
* a person requiring immediate treatment as an inpatient in a hospital;
* a person being exposed to an immediate risk to health and safety from a collapse, explosion, fire, escape of dangerous goods, a fall from a height etc; and
* a person requiring immediate treatment for:
  + the amputation of any part of their body;
  + a serious head or eye injury;
  + the separation of their skin from an underlying tissue;
  + an electric shock;
  + a spinal injury;
  + the loss of a bodily function; and
  + serious lacerations