

Effective: 15/01/2025

Policy Statement

INCLUSIVE TRAILS is committed to ensuring as far as practicable that any potential hazards are identified and assessed for their level of risk, reported and nullified to ensure the safety of individuals with disability, workplace visitors and persons working for or subcontracting to INCLUSIVE TRAILS.

This policy outlines the procedures for hazard identification, reporting, risk assessment, investigation, implementing risk control and maintaining compliance with the *Disability Services and Inclusion Act 2023*, *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011* and applicable State regulations.

Individuals have an obligation to eliminate, guard against or protect others from any hazards as soon as they are recognised. All hazards must be reported, with those unable to be nullified requiring a risk assessment and investigation by INCLUSIVE TRAILS.

1. Purpose

The purpose of this Hazard Identification and Reporting Policy and Procedure is to ensure there is a formal process for hazard identification, reporting, risk assessment and investigation which will effectively manage the hazards that may occur while working for or subcontracting to INCLUSIVE TRAILS.

2. Scope

This policy applies to all staff involved in providing disability services for INCLUSIVE TRAILS.

Participants or their nominees, and other household members must be made aware of this policy.

This policy covers all types of hazards in the workplace, in the community, and in households where individuals with disability are cared for.

3. Hazard Classification

Some of the hazards that must be identified, reported and managed are:

- Physical hazards including slips, trips and falls
- Chemical hazards including exposure to toxic substances
- Biological hazards including infectious agents or bodily fluids
- Ergonomic hazards including repetitive strain or injuries
- Psychosocial hazards including stress or workplace violence

4. Definitions

Hazard/s: anything with the potential to cause injury, harm or disease. For example, a safety hazard, a health hazard or environmental hazard.

Nullified: in the context of hazard management, nullified refers to the complete elimination or removal of a hazard or risk, making it no longer a threat to safety.

Risk Control: the process of implementing measures and strategies to reduce the likelihood and/or impact of identified hazards.

5. Procedure

- If there is imminent danger, the person recognising the danger must:
 - Take steps to isolate the danger, for example closing doors or evacuating the area
 - Restrict entry to the area the hazard is located
 - Contact INCLUSIVE TRAILS as soon as practicable
- If danger is not imminent, the person recognising the hazard must complete a 'Hazard Report' form and email it to connect@inclusivetrails.com.au before being logged in the 'Hazard Register'.
- A 'Hazard Report' form and 'Hazard Register' is available from INCLUSIVE TRAILS and is also kept in each participant's home, if applicable.
- The person recognising the hazard must take all practicable steps to nullify the hazard.
- If the hazard is unable to be nullified immediately, a risk assessment must be completed to determine the severity. This completed risk assessment must accompany the 'Hazard Report' form to be sent to INCLUSIVE TRAILS.
- If the hazard is unable to be nullified, the director or designated person must carry out an investigation and make recommendations as to corrective action to the appropriate staff member, participant and/or their nominee where the hazard was recognised. The relevant staff member, participant and/or their nominee must ensure as far as practicable that action has been taken to eliminate the cause.
- The relevant staff member, participant and/or their nominee must advise the person who reported the hazard of the follow-up actions taken.
- INCLUSIVE TRAILS will keep copies of all 'Hazard Report' forms in a relevant register to use as a tracking system to ensure all actions are completed.

6. Documentation and Record-Keeping

a) Accessibility

This Hazard Identification and Reporting Policy and Procedure will be kept in a form that is accessible by persons with disability receiving supports or services from INCLUSIVE TRAILS, and their household members and nominees.

b) Copies

INCLUSIVE TRAILS will provide copies of this Hazard Identification and Reporting Policy and Procedure to persons with disability receiving supports or services from INCLUSIVE TRAILS, and their household members and nominees and assist these same persons to understand how the documented system works.

c) Record Keeping Period

All investigations and resolutions will be kept by INCLUSIVE TRAILS for 7 years from the day the record is made.

7. Risk Management

INCLUSIVE TRAILS will:

- a) Implement corrective actions as required by our Hazard Identification and Reporting Policy and Procedure based on the investigation findings to gauge the possibility of recurrence and put safety measures in place.
- b) Regularly review and update hazard prevention strategies and training programs.

c) Foster a culture of continuous improvement and learning from hazards identified to enhance the quality of disability services.

8. Training and Education

INCLUSIVE TRAILS will provide hazard identification and reporting training and education to all staff, participants, and/or their nominees to ensure they are aware of their responsibilities and the correct procedures to follow.

9. Review of Policy

This policy and procedure will be reviewed annually or as needed to reflect changes in legislation, regulations, or organisational practices. Amendments to this document will be communicated to staff, participants, and/or their nominees.

10. Contact Information

For inquiries about this Policy or concerns regarding the handling of personal information, individuals may contact INCLUSIVE TRAILS on connect@inclusivetrails.com.au or 0405 721 887 or via post to:

INCLUSIVE TRAILS

54 TENTH AVE

JOSLIN, SA, 5070

Policy Review Period: **12 months**

Review Date: **15/01/2026**