

Adelaide Hills Inclusive Counselling

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Work Health & Safety Policies & Procedures

1. STATEMENT

This procedure for the management of Work Health & Safety risks is in accordance with [Work Health and Safety Act 2012 \(SA\)](#), and [Work Health and Safety Regulations 2012 \(SA\)](#).

2. PURPOSE

This document specifies systematic procedures for reporting and managing work, health and safety incidents. It also provides a means for reviewing and revising work practices to reduce the risk of the incident happening again.

2. PREVENTION OF INCIDENTS

- If a potential health or safety problem is identified, it must be reported in the *Adelaide Hills Inclusive Counselling Risk Register*.
- Following the report of a Work Health and Safety problem, the issue will be investigated by the service provider, and they will determine what action is needed to resolve the issue.
- Corrective action will be taken by the service provider to resolve the issue.
- The service provider will document the hazard, the risk rating and control strategy in the *Adelaide Hills Inclusive Counselling Risk Register*. The effectiveness of hazard management measures will be monitored and reviewed on a regular basis.

3. REPORTING OF INCIDENTS AND INVESTIGATIONS

- In the event of an accident or dangerous occurrence, ensure the immediate safety of anyone involved, render First Aid if required, and if necessary, call 000 (Police, Fire, Ambulance).

Work Health & Safety Policies & Procedures

- Follow all procedures and provisions detailed in the *Adelaide Hills Inclusive Counselling Incident Reporting Procedure*.
- Following the report of a Work Health and Safety problem, the issue will be investigated by the service provider, and they will determine what action is needed to resolve the issue.
- Corrective action will be taken by the service provider to resolve the issue.
- The service provider will document the hazard, the risk rating and control strategy in the *Adelaide Hills Inclusive Counselling Risk Register*. The effectiveness of hazard management measures will be monitored and reviewed on a regular basis.