



Maleny Neighbourhood Centre is a NFP community resource, responding to diverse local needs. We deliver emergency relief, facilitating community networks and connections. Maleny Neighbourhood Centre fosters resilient and fair communities and a just society where diversity is celebrated and participation encouraged.

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and booked activities anytime



In the Heart of Maleny ...

MALENY NEIGHBOURHOOD CENTRE POLICY DOCUMENT

You are welcome and encouraged to read all of MNC's Policies. This policy is one of three:

1. Conflict Resolution
2. Volunteer Management
3. Health and Safety

Maleny Neighbourhood Centre's mission is to foster resilient and fair communities and a just society where diversity is celebrated and participation encouraged.

Maleny Neighbourhood Centre Association Inc (MNCA Inc) is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of employees, volunteers, contractors and visitors to the Maleny Neighbourhood Centre (MNC) building and grounds.

Specifically, Maleny Neighbourhood Centre aims to:

- Foster resilient and fair communities
- Operate effectively and collaboratively
- Be a vibrant, dynamic, ethical and effective organisation

Maleny Neighbourhood Centre strives to:

- ★ Respect and value our Members and all those people who work in and around the Centre
- ★ Work collaboratively with groups and individuals
- ★ Develop partnerships based on mutual respect
- ★ Create innovative responses to poverty and disadvantage
- ★ Organise and deliver projects with community members
- ★ Advocate to Local, State and Federal Government to improve services in our area
- ★ Share our resources (including our facilities) equitably, particularly with those who are marginalised and disadvantaged
- ★ Provide a safe place for new groups to emerge
- ★ Support and train volunteers to enhance their work experience and participation.

HEALTH AND SAFETY POLICY MALENY NEIGHBOURHOOD CENTRE

PURPOSE

Maleny Neighbourhood Centre Association Inc (MNCA Inc) is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of everyone using the Maleny Neighbourhood Centre (MNC) building and grounds.

SCOPE

This policy applies to everyone using Maleny Neighbourhood Centre (MNC) building and grounds.

POLICY OBJECTIVE

MNC supports the rights of all persons covered by this policy to work in and use an environment that is harmonious, functional and supportive of emotional and physical health and safety. Especially, all MNC users are asked to observe and be aware of the safety of those under eighteen years of age. Everyone using MNC is expected to take personal responsibility for undertaking activities in a way that does not involve unnecessary risk. Everyone is asked to report potential risks that may need to be mitigated.

HEALTH AND SAFETY COORDINATOR

The MNC Centre Coordinator and Development Worker (CCDW) is the responsible coordinator of Health and Safety. Any breach of this policy and any health and safety incidents or identified risks will be reported to the Management Committee by the CCDW.

LOCATION OF FIRST AID KITS AT MNC

There are First Aid Kits in the following locations within MNC:

- Main Office
- Little / Staff Kitchen
- Big Kitchen
- Activity Shed

FIRST AID OFFICERS

MNC is staffed by a large number of Volunteers each day, however as of October 2014, the following people have current First Aid Qualifications:

- Centre Coordinator and Development Worker - Cath Ovenden
- Administration Officer - Anne Delmas
- Volunteer - Lauren McDonald-Parker

RESPONSIBILITIES

The daily staff at MNC includes Centre Coordinator and Development Worker, Administration Officer and MNC Volunteers. The daily staff aim to provide and maintain a healthy and safe MNC environment and will:

- Consult and encourage feedback and suggestions
- Discuss Health and Safety as required at monthly volunteer meetings
- Be alert to risks within the building and grounds of the MNC

- Inform and train those persons to whom this procedure applies
- Monitor and advise on any new legislative and technical changes relating to health and safety
- Support everyone at MNC to follow safe procedures
- Observe and be aware of the safety of those under eighteen years of age.

All MNC staff whether employees or volunteers will:

- Participate in health and safety training, actions and activities and support MNC in its efforts to meet the objectives of the Health and Safety Policy (stated above)
- Follow reasonable health and safety instructions given by the CCDW
- Aim to work in a way that does not endanger the health or safety of themselves or others
- Properly use and maintain safety equipment
- Help visitors to MNC follow safety rules in the Centre
- Participate in MNC induction and training programs and implement all safety procedures.

Contractors and visitors to the MNC will:

- Take responsibility for assessing their own risk to health and safety arising from the provision of their services or use of the building and mitigate any risks so identified to the best of their ability
- Comply with any relevant MNC policies and practices.

GENERAL CLOTHING AND FOOTWEAR REQUIREMENTS

All employees and volunteers are required to dress and wear footwear that avoids a risk to their own and others' health and safety within the grounds and building of the MNC. The CCDW is the final arbiter on the suitability of an individual's clothing or footwear. The following points apply:

1. When working at MNC, workers must wear clean and practical clothing that covers the chest and body, suitable for specific working environments within or around MNC
2. Sandals or closed footwear with a non-slip sole must be worn – no bare feet or thongs
3. When working outside, sun safe protective gear including hats, long sleeve shirts and sun screen to be worn
4. When handling food in the kitchen, clean clothes or aprons must be worn, hair pulled back or covered and gloves worn for food serving.

The remainder of this Health and Safety Policy covers the following specific functional areas:

- A. Cooking and Serving Food
- B. Lifting or Manual Handling
- C. Using Ladders
- D. Working in the Sun

A. COOKING AND SERVING FOOD

When using MNC's 'big kitchen' a person (over the age of eighteen) will oversee all kitchen activities and ensure the following list of requirements is met. If there are issues nominating a "kitchen overseer" or you are unsure who the "kitchen overseer" is, please ask someone or talk to the Volunteer Intake and Support Person OR the CCDW. This must be resolved BEFORE work in the kitchen commences.

Before Food Is Prepared

- Equipment will be visually checked and operated to ensure it is in good working order.
- The work area will be surveyed for any potential hazards and these will be cleared prior to work.
- Kitchen workers will have clean hands, clean clothes / aprons and will wear their hair pulled back from the face.
- Kitchen workers will be instructed in safe use of equipment.
- Kitchen workers will be provided with adequate supervision during the activity.
- Kitchen workers will wear personal protective equipment (PPE) such as gloves.
- Kitchen workers will ensure young people are supervised and / safe when working on food on stoves / ovens.
- Knives and other sharp objects will be locked in a cabinet when not in use.
- Spills will be wiped and cleaned immediately.
- Safe food storage and handling procedures will be clearly displayed.

After Food Has Been Prepared

- All equipment will be stored in secure locations.
- The kitchen work area will be cleaned to a high standard, rubbish removed / bins emptied.
- Food will be stored in according to Safe Food Handling Standards.
- Equipment will be checked post use to ensure it is in good working order.
- Equipment found to be faulty will be isolated until maintenance is performed.
- Knives and other sharp objects to be safely stored in a locked cabinet.

B. LIFTING OR MANUAL HANDLING

Before Lifting

The weight of the load will be checked by lifting slightly at the sides. This will determine whether the load can be gripped safely and moved comfortably. Mechanical aids will be considered if available to reduce risk of injury. Adequate breaks will be established if the task involves repetitive movement.

Safety When Lifting

- Obstructions to the route will be cleared prior to transporting the item
- Two-person lifts will be used where required
- Use a mechanical aid where required

C. USING LADDERS

Before Using a Ladder

Visual inspections of the ladder will be done before and after normal use. The site where the ladder is to be used must be checked for hazards before use.

Safety With Ladders

- If working on a ladder with more than three (3) steps you MUST have a person whose will at all times securing the base of the ladder while under load.
- Ladders will only be used as a 'work platform' for uncomplicated work short in duration.
- Ladders found to be defective will be clearly labelled or marked and withdrawn from service.
- Pole straps may be used where stable structures cannot be accessed.
- Extension ladders or ladders other than a step ladder will NOT be used.
- Work will not be conducted within 3m of overhead electrical cables.

D. WORKING IN THE SUN

Before Working in the Sun

- Adequate sunscreen supplies will be checked prior to commencing the activity.
- Area will be surveyed to ensure shade is available.
- An awareness of the likely temperature for the day will be determined and breaks established accordingly.

Sun Safety Measures

- Sunscreen SPF30 is available at MNC for application. Workers may apply sunscreen to exposed skin, ideally every 2 hours.
- Broad brimmed hats and sunglasses will be worn. These items are not provided by MNC.
- Where possible, work will be undertaken in shaded areas between 10am to 3pm.
- Workers are encouraged to wear long sleeve shirts and long pants to protect skin from sun damage.
- Workers must have personal access to drinking water at all times.
- Breaks will be taken while working in the sun.

End of Policy