



Work Health & Safety (WHS) Policy

Magnetic Island Community Care Association Inc. (MI Care)

Location: 7 Apjohn Street, Horseshoe Bay QLD 4819

1. Purpose

The purpose of this Work Health & Safety (WHS) Policy is to ensure MI Care provides a safe environment for volunteers, members, visitors, and the community.

This policy outlines MI Care's commitment to preventing injury and illness, complying with Queensland WHS legislation, and promoting a culture of safety in all activities and programs.

This policy supports and complements the **Safety & Governance Policy**.

2. Scope

This policy applies to:

- All MI Care volunteers
- The Administrative Assistant
- Management Committee members
- Members and visitors participating in MI Care activities
- All MI Care premises, vehicles, programs, and events

3. Legislative Framework

MI Care is committed to meeting its obligations under:

- Work Health and Safety Act 2011 (Qld) A
- Work Health and Safety Regulation 2011 (Qld) C D
- Relevant Codes of Practice issued by WorkSafe Queensland

These laws require MI Care to eliminate or minimise risks to health and safety as far as reasonably practicable.

4. WHS Principles

MI Care is committed to:

- Providing a safe environment for all people involved in our activities
- Identifying, assessing, and controlling hazards
- Encouraging early reporting of hazards, incidents, and near misses
- Supporting volunteers with training, information, and supervision
- Consulting volunteers on safety matters
- Continuously improving WHS systems and practices

5. Responsibilities

5.1 Management Committee

The Committee is responsible for:

- Ensuring MI Care complies with WHS legislation
- Providing safe systems of work
- Ensuring vehicles, equipment, and premises are safe
- Reviewing WHS risks and incident trends
- Ensuring volunteers receive induction and training
- Supporting a culture of safety and reporting

5.2 Administrative Assistant

The Administrative Assistant will:

- Maintain WHS records, incident reports, and hazard logs
- Support volunteer induction and safety briefings
- Ensure safety information is communicated clearly
- Report WHS concerns to the Committee promptly
- Coordinate risk assessments for programs and activities

5.3 Volunteers

Volunteers must:

- Take reasonable care for their own health and safety
- Follow MI Care's policies, procedures, and instructions
- Report hazards, incidents, and near misses promptly
- Use vehicles and equipment safely

- Not undertake tasks beyond their capability
- Maintain professional boundaries and safe behaviour

5.4 Members and Visitors

Members and visitors must:

- Follow safety instructions
- Report hazards or concerns to MI Care volunteers or staff
- Behave safely and respectfully

6. Hazard Identification & Reporting

6.1 What is a Hazard?

A hazard is anything that could cause harm, including:

- Slips, trips, uneven surfaces
- Unsafe driving conditions
- Faulty equipment
- Aggressive behaviour
- Heat, weather, or environmental risks
- Poor manual handling
- Inadequate supervision or unclear boundaries

6.2 Reporting a Hazard

Volunteers must report hazards as soon as possible to:

- The Administrative Assistant, or
- A Management Committee member

Reports may be made verbally or using the **Hazard Report Form**.

6.3 Responding to Hazards

MI Care will:

- Assess the hazard
- Take immediate steps to make the area safe
- Record the hazard in the WHS Register
- Implement controls to prevent recurrence
- Review the hazard at the next Committee meeting

7. Incident & Near Miss Reporting

7.1 What Must Be Reported

- Injuries
- Vehicle incidents
- Near misses
- Aggressive or unsafe behaviour
- Property damage
- Any event that could have caused harm

7.2 Reporting Process

Volunteers must:

1. Ensure the area is safe
2. Provide first aid if trained and required
3. Notify the Administrative Assistant or Committee
4. Complete an Incident Report Form

MI Care will investigate incidents and implement corrective actions.

8. Risk Management

MI Care will maintain a risk management system that includes:

- A central Risk Register
- Risk assessments for programs, events, and volunteer roles
- Annual review of risks and controls
- Controls to eliminate or minimise risks as far as reasonably practicable

This aligns with Queensland WHS expectations for safe systems of work.

9. Training, Induction & Supervision

MI Care will ensure volunteers receive:

- WHS induction
- Role-specific training
- Transport safety briefings (for drivers)
- Information about emergency procedures
- Ongoing support and supervision

Volunteers must not undertake tasks they are not trained or comfortable to perform.

10. Emergency Preparedness

MI Care will maintain:

- Emergency contact information
- Clear evacuation procedures
- First aid kits in vehicles and premises
- Access to emergency services when required

Volunteers must follow emergency instructions and report emergencies immediately.

11. Consultation

MI Care will consult volunteers on WHS matters by:

- Discussing safety issues at meetings
- Encouraging feedback and suggestions
- Reviewing incidents and hazards together
- Updating procedures based on volunteer input

12. Review of Policy

This policy will be reviewed:

- Every two years, or
- After a serious incident, or
- When legislation or organisational needs change