Policy and Framework

WHS Policy and Framework

Issued with the authority of the Scouts Australia NSW Board of Directors

Board of Director Chair signature		Chief Commissioner signature		Chief Executive Officer signature	
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WHS Policy Framework

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Work Health and Safety Policy

Policy Statement

Scouts Australia NSW ("Scouts NSW") safely delivers a fun, challenging and adventurous program that engages and excites young people and their families. In contributing to the future of our children and the community, Scouts Australia drives a health and safety program that actively manages health and safety risk, constantly learns and develops, and encourages the input of all stakeholders.

Scouts NSW is committed to:

- providing a healthy and safe work and activity environment;

- systematically managing hazards and risks through the application of a hierarchy of controls;

- achieving the highest standards of health and safety through a process of continuous improvement;

- complying with work health and safety ("WHS") legislative requirements; and

- consulting with, employees, Volunteers, subcontractors ("Workers") and youth members at all levels to achieve our policy objectives.

Responsibilities

As the Person Conducting a Business or Undertaking ("PCBU"), Scouts NSW will ensure its responsibilities under WHS legislation are understood and met, and so far as Reasonably Practicable:

- ensure the health and safety of Workers (including Volunteers) and youth members;

- ensure the health and safety of other persons is not put at risk from work (and activities) being conducted;

- ensure the safe use, handling and storage of plant, materials and substances;

- provide adequate facilities for the welfare of Workers and youth members; and

- provide the information, training, instruction and/or supervision that is necessary to protect all persons from risk to their health and safety while engaged in the Scout Program or working for the Association.

Ensuring a safe environment is everyone's responsibility. It is not the sole responsibility of the most senior person on the premises, the Activity Leader, the Camp Warden, or the uniformed leader. Everyone has a Duty to ensure the environment is safe—employees, Workers and youth members—whether it be a campsite, an office, a Scout hall, or on an activity.

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Review

The Scouts NSW WHS Policy will be reviewed annually by the Board of Scouts NSW, through the Audit and Risk Committee.

Endorsement

Kerry McGoldrick

Chairperson, Board of Directors

Neville Tomkins, OAM

Chief Commissioner

Andrew Smith, AM

Chief Executive Officer

Scouts Australia NSW

Date: 17 March 2017

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1.0 Introduction

For over 100 years 'Scouting' has been an important and integral part of the Australian community, providing non-formal educational and recreational programs that help young people develop emotionally, intellectually, socially, spiritually and physically. The creation of a safe activity environment through the management of hazards and their associated risks has always been at the core of the programs that Scouts Australia NSW ("Scouts NSW") delivers for young people.

Scouts NSW is a Volunteer and community based, not-for-profit organisation which recognises the demands and difficulties faced by volunteering as well as its own obligations in terms of the safety and wellbeing of all its employees, Volunteers, subcontractors (collectively referred to as "Workers") and youth members whilst engaged in Scouting activities and/or at Scouting Workplaces.

The national body of Scouting in Australia has developed a National Work Health and Safety ("WHS") Policy and Framework providing overarching guidance for all State and Territory Branches for WHS. The introduction of harmonised WHS laws across most Australian legal jurisdictions, together with the National WHS Policy and Framework, provides the basis for a consistent Scouting approach to WHS across Australia.

Accordingly, the National Framework has largely been adopted by Scouts NSW. In addition, Scouts NSW is developing its own supporting procedures and practices which conform with the National Framework and which align with the existing NSW State 'harmonised' WHS legislation.

Scouts NSW holds the safety and wellbeing of our Workers (including Volunteers) and youth members above all other considerations in the delivery of the youth program.

2.0 Definitions

Code of Practice—provides practical guidance on how to comply with WHS requirements. These Codes are developed to assist organisations in the establishment and maintenance of safe Workplaces, but they may also form the basis of any notices, directions or subsequent legal proceedings against or on behalf of Scouts NSW for WHS related matters.

Due Diligence—requires an *Officer* to take reasonable steps to ensure the business complies with its WHS obligations. This includes having up-to-date knowledge of WHS matters, understanding the general hazards and risks associated with the business, providing the appropriate resources and systems to eliminate or minimise risk, and having in place processes that ensure compliance with the law.

Duty—refers to a *duty* held by all persons for safety. Employers, Persons Conducting a Business or Undertaking ("PCBU"), *Officers*, employees, *Volunteers* and *Workers* all have a Duty in creating and maintaining a safe and healthy Workplace.

Officer—a director or secretary (as defined under the *Corporations Act 2001*) or a person who makes or participates in making decisions that affect the whole, or a substantial part, of the business of a corporation, or has the capacity to significantly affect the corporation's financial standing.

PCBU—a *person conducting a business or undertaking*. The PCBU has the primary Duty of care under the harmonised WHS legislation. This term refers to Scouts Australia (the National Executive Committee) and to Scouts NSW (the State Board of Directors).

Reasonably Practicable—is defined in legislation as that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- the likelihood of the hazard or the risk concerned occurring;

- the degree of harm that might result from the hazard or risk;

- what the person concerned knows, or ought reasonably to know, about the hazard or risk;

- ways of eliminating or minimising the risk; and

- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Regulator—the body responsible for inspecting and examining Workplaces with a view to enforcing compliance with the WHS legislation applicable in its jurisdiction. The Commonwealth and each State has its own principal body responsible for WHS regulation. The WHS *Regulator* for the NSW jurisdiction is SafeWork NSW.

Volunteer—a person who works on a voluntary basis without any kind of remuneration other than out-of-pocket expenses. *Volunteers* have the same protections and responsibilities as other types of Workers.

Worker—a person who carries out work in any capacity for a *PCBU.* This includes employees, *Volunteers*, subcontractors, outworkers and labour hire.

Workplace—a place where *Workers* conduct activities for a PCBU. This includes a *Workplace* such as a Scout State Office where staff are employed, as well as a Scout Hall or Activity Centre where Volunteers, *Workers* (including *Volunteers*) and/or staff may work.

3.0 Responsibilities

3.1 Scouts NSW

Scouts NSW is the PCBU or the 'Employer' for the purpose of this WHS Policy and Framework. Generally, the direct responsibility for the health and safety of Workers and youth members while engaged in Scouting activities rests with the which is in the position to directly affect the Workplace (or Scout activity area) in their jurisdictions. As a PCBU Scouts NSW (and indirectly, the Scouts Australia) is responsible for:

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- ensuring the health and safety of Workers (including Volunteers) and youth members while engaged in the Scout Program or any Scouting activity;

- ensuring that persons are not put at risk as a result of work being carried out;

- providing safe systems, including plant and substances to ensure and enhance safety in the Workplace (or any Scout activity area);

- the provision of information, instruction, training and supervision of safety requirements in the Workplace and in Scouting generally;

- the monitoring of the health of Workers (including Volunteers) and youth members and the Scouting environment to ensure health and safety of Workers (including Volunteers) and youth members; and

- providing adequate facilities for the welfare of all Workers and youth members.

3.2 Officers and Workers

3.2.1 Officers

For WHS purposes, the Officers of Scouts NSW are defined as the key personnel at the State level—including the State Chief Commissioner and Chairperson, the State Chief Executive Officer and Directors of the Board of Scouts NSW.

Other key individuals, such as the Chair of the State Finance Committee (or Honorary Treasurer) may be considered an Officer of Scouts NSW. An Officer is also a Worker.

Scouts NSW an and may nominate other persons as Officers for WHS purposes, however, these nominations would ordinarily be held at the highest level of the organisation and only by those individuals who have a direct decision-making responsibility to the whole or a significant part of the organisation.

Officers have the specific additional responsibility to exercise Due Diligence to ensure the PCBU complies with its health and safety duties and responsibilities. An Officer must personally take reasonable steps to:

- acquire and keep up-to-date knowledge of WHS matters;

- understand the nature of the work and associated hazards and risks of the Workplace, including all Scouting environments;

- ensure the PCBU has and uses appropriate resources to eliminate or minimise risks to health and safety;

- ensure that the PCBU has the appropriate processes to receive and consider information about incidents, hazards and risks and to respond in a timely manner;

- ensure the PCBU has and implements processes for complying with its duties and obligations under the law; and

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- implement a culture of Due Diligence in terms of WHS within the PBCU.

3.2.2 Workers

For WHS purposes, the Workers of Scouts NSW are considered those persons conducting activities in any capacity for the PCBU—including leaders, committee members, helpers, other Volunteers, as well as paid staff and employees, and subcontractors.

Workers and employees must:

- take reasonable care for their own health and safety;

- take reasonable care that their activities do not adversely affect the health and safety of other people;

- inform supervisors/managers of any hazards, accidents or incidents of which they are aware; and

- comply and cooperate with any reasonable WHS direction given by Scouts NSW as a PCBU— including instructions, policies, and procedural requirements.

Additionally, Workers may cease work if they have a reasonable concern about a serious risk to their health or safety. When this occurs, Workers are to notify Scouts NSW through the appropriate chain of command as soon as possible.

4.0 Legislative Framework

4.1 NSW WHS Legislation

As a PCBU Scouts NSW must comply with the *Work Health and Safety Act 2011* ("The Act") and the *Work Health and Safety Regulation 2011*. The Act provides a general overview of how to make Workplaces safe and healthy. The Regulations set out the standards that need to be met for specific hazards and risks, as well as requirements for licencing, record-keeping, and reporting.

4.2 Codes of Practice

Codes of Practice ("Codes") provide detailed information on how the standards required under the WHS laws can be achieved, and assist Scouts NSW to effectively manage risk and establish compliance. Codes are used in addition to the Act and Regulations and should always be followed, unless there is another solution which achieves the same or a better standard of health and safety in the Workplace.

The Codes have a strong focus on the principles of Risk Management. Essentially, a Code presents the minimum standard against which Scouts NSW should adhere to, and against which Scouts NSW is measured in the event of litigation procedures commencing. They represent the WHS 'standard required' by Scouts NSW. Courts may regard a Code as evidence of what is known about a hazard, risk or control, and rely on it to determine what is Reasonably Practicable in the circumstances to which the Code relates.

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In addition to representing 'the standard', the Codes provide practical information for a range of Scouting and related work tasks and should always be used as the WHS authoritative advice for any undertaking. A list of available Codes is included at Appendix A.

4.3 Working with Regulatory Inspectors

Regulating agencies (also known as Regulators) administer health and safety laws. In NSW the State Regulatory Inspector is SafeWork NSW. They are responsible for inspecting Workplaces, providing advice and help, and handing out notices and penalties where necessary.

State Regulatory Inspectors have certain 'Powers of Entry'. (Nb it is important to note that this differs from the 'Right of Entry' permit exercised by Union Representatives). Inspectors may enter a place of work, including Scout premises or activity sites, without prior notice, at any time, and without prior consent. After entry, they must make all reasonable attempts to notify the PCBU, person in control of the Workplace or a Health and Safety Representative ("HSR") unless this would defeat the purpose of the entry. Inspectors have a broad range of powers and may do any or all of the following:

- inspect, examine and make enquiries (this includes documents and electronic records);

- take measurements, photographs or conduct tests;

- remove samples or items for testing without paying for it (nb. a receipt must be provided); and

- require a person at the worksite to provide reasonable help in exercising their powers.

An Inspector must produce their identity card upon request.

SafeWork NSW Inspectors have a range of 'enforcement measures' at their disposal such as:

- Issue an Improvement Notice—an Improvement Notice is issued to remedy or prevent a contravention of the WHS Act. It generally explains the contravention and presents a date by which the contravention must be rectified. The Workplace can generally continue operating while the improvement notice is being actioned.

- Issue a Prohibition Notice—a Prohibition Notice is issued when an Inspector believes an activity that is occurring, or about to occur, involves a serious risk to a person's health and safety. A Prohibition Notice enables an Inspector to direct a cessation of the activity or require a modification to the conduct of that activity, to prevent illness or injury.

- Issue a Penalty Notice—a Penalty Notice is issued for certain serious offences (eg removing asbestos without a licence).

Failure to comply with the requirements of these notices may be considered a criminal action.

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4.3.1 Guidance

Where any formal notice from a WHS regulatory body is received at any level of Scouts NSW the notice is to be advised to the Scouts NSW Chief Executive Officer or designate as soon as possible.

Additionally, if a person purporting to be a WHS Inspector requests entry to a premises at any time, access is to be given. In all cases the Inspector's credentials are to be checked and an escort provided (this is non-negotiable at a Scout activity venue when there are children present).

The visit is to be reported to Scouts NSW as soon as is possible. Scouts NSW will attempt to further ascertain the bone-fides of an Inspector with WorkSafe NSW and the nature of the visit (if this is not already known).

As so often is the case in these matters, communication is the key to our success in achieving safe work environments for all Workers and youth members. It is also the key in our achievement of high compliance and in our on-going relationship with SafeWork NSW.

Scouts NSW will maintain a constructive dialogue with SafeWork NSW and will assist the Regulator to understand the unique WHS Scout environment in which we operate. Any regulatory action should be viewed as an opportunity for improvement and all reasonable requirements of an Inspector or SafeWork NSW should be openly discussed and complied with.

5.0 Risk Assessment

5.1 Overview

Scouts NSW has an obligation to manage risks in the Workplace. The key to a safer working and youth program delivery environment is a culture where all members are 'risk aware' and where every person planning and/or participating in Scouting-related activities are conscious of what health and safety problems could manifest. Once this awareness has been achieved and a WHS risk assessment has been undertaken, we must mitigate these risks as best as practicable.

The risk assessment process includes hazard identification, risk analysis, risk evaluation, and risk treatment.

5.2 Hazard Identification

A hazard is anything that can cause harm or damage to a person or equipment. It is important to identify all situations or events where this could happen. Ways of identifying hazards include:

- conducting and recording regular, systematic inspections;

- reviewing past incidents where things haven't gone as expected;

- observing how we conduct our activities;

- trying to predict potential hazards by asking 'what if?' questions;

- seeking opinions from people within the Workplace, or involved in the activity concerned;

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- having independent people assist in identifying hazards; and

- sharing WHS incidents with other Scouts Australia Branches and organisations.

Hazards must be actively identified. Times when this must occur include:

- before performing a task/work activity;

- before using a site for an activity;

- before and during the installation, erection, commissioning, or alteration of plant or structures;

- before changes to practices and systems are introduced;

- before hazardous substances are introduced;

- whilst work is carried out; and

- when relevant health and safety information becomes available.

Examples of hazards and risks include: falls, lifting, pushing, or pulling loads, moving vehicles and equipment, electricity, sharp edges or tools, hot surfaces, welding fumes, ultraviolet radiation, chemicals and irritants.

5.3 Analysing Risk

Analysing risk is a way of determining the likelihood or potential of a hazard causing injury or ill health. The number of people exposed to the hazard and the length and frequency of exposure will also influence the level of risk.

After identifying a hazard, an assessment of its associated risks must be undertaken. This step requires an estimation of the consequences (for example, how bad could the injury be) and the likelihood of the consequence, taking into account any existing controls that are in place.

As a guide, consequences may be assessed as being:

- Insignificant—indicates no injuries.

- Minor—indicates first aid injury.

- Moderate—indicates medical treatment is required.

- Major—indicates hospital admission as an inpatient or permanent disability.

- Catastrophic—indicates potential fatality.

As a guide, the likelihood of the consequence may be assessed as being:

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- Almost Certain—indicates the event is expected to occur in most circumstances.

- Likely—indicates the event will probably occur in most circumstances.

- Possible—indicates the event should occur at some time.

- Unlikely—indicates the event could occur at some time.

- Rare—indicates the event will only occur in exceptional circumstances.

5.4 Evaluating Risk

The consequences and likelihood of risks are evaluated using a matrix:

2.1	**Likelihood**	2.2	**Consequence**								
		2.3	Insignificant	2.4	Minor	2.5	Moderate	2.6	Major	2.7	Catastrophic
2.8	Almost Certain	2.9	Significant	2.10	Significant	2.11	High	2.12	High	2.13	High
2.14	Likely	2.15	Moderate	2.16	Significant	2.17	Significant	2.18	High	2.19	High
2.20	Possible	2.21	Low	2.22	Moderate	2.23	Significant	2.24	High	2.25	High
2.26	Unlikely	2.27	Low	2.28	Low	2.29	Moderate	2.30	Significant	2.31	High
2.32	**Rare**	2.33	Low	2.34	Low	2.35	Moderate	2.36	Significant	2.37	Significant

5.5 Treating Risk

WHS legislation provides us with a convenient tool to understand the methods required to treat risk. This tool is referred to as the Hierarchy of Controls. As a hierarchy it has the preferred

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method of operation at the top and then works down in order until it reaches the least preferred method of treating the risk. The hierarchy of controls is:

- Level 1—Eliminate the hazard.

- Level 2—Substitute the hazard with something safer; isolate the hazard from people; reduce the risks through engineering controls.

- Level 3—reduce exposure to the hazard user administrative controls; use personal protective clothing or equipment.

The method of treating risk may use more than one element of the hierarchy of controls, but should always start at the top of the hierarchy (level 1) to seek the most effective control. The last two controls (levels 2 and 3) should only be used as a support to higher level controls.

5.6 Guidance

2.38   Scouts NSW will develop a risk management process for implementation across all functions and activity areas, including scout halls, campsites, events, hikes and camps, and other activities. Procedures will include when and how to undertake a risk assessment, action requirements, reporting requirements, and a suite of supporting resources including audit and assessment checklists, and reporting forms.

Currently, Scouts NSW has implemented 'HS-5.1—Hazard Report Form' for reporting on hazards.

6.0 Consultation

6.1 Overview

Scouts NSW has an obligation to communicate and collaboratively consult with Workers and youth members on any matters that may affect their health and safety in the Scouting environment. Consultation is an essential part of managing health and safety risks and must take place on all work health and safety matters, including undertaking risk management activities, proposing changes that may affect the health and safety of Workers (and youth members), making decisions about any work health and safety procedures, and the adequacy of facilities for the welfare of Workers (and youth members).

6.2 Consultative Processes

Within Scouts NSW the communication and consultation process is supported by a network of committee structures and the operational consultative mechanisms within our organisation where members are represented at every level. (including Group Committee meetings, District meetings, Regional meetings, Chief Commissioner Councils and Conferences, State Board Meetings). WHS is to be a standing agenda item at every meeting level of Scouts NSW and WHS issues, incidents and corrective actions taken are to be discussed at these meetings.

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The Act provides for the establishment of Health & Safety Representatives (HSR) and Health & Safety Committees (HSC) should Volunteers or Workers specifically request their establishment. Currently, Scouts NSW does not have a dedicated HSR or HSC—WHS matters are coordinated through the Scouts NSW WHS Committee.

7.0 Incident Management and Reporting

7.1 Overview

An incident is an occurrence that may have involved:

- the potential for injury, damage, financial loss, or media scrutiny; or

- the occurrence of injury, damage financial loss, or media scrutiny.

Scouts NSW should be advised, as soon as possible, of all incidents that have the potential to cause significant harm to any person affected by Scout activities. This will ensure the appropriate support and guidance is available.

Scouts NSW has procedures in place to ensure that WHS incidents are reported appropriately and without delay to Scouts NSW (as a PCBU), for on-reporting, preservation of the site (where necessary), and correction for the future. Scouts NSW will also decide if the incident should be shared with the Scouts Australia National Office and other Branches for corrective action across Australia.

7.2 Immediate Action

The primary purpose of 'incident management' is to control the impact of injuries or damage. This may require contacting emergency services or taking other measures to prevent further harm. If an injury has been sustained, first aid treatment should be given immediately.

7.3 Notifiable Incidents

In some circumstances, the extent of a hazard, incident or injury may demand that the Regulator (SafeWork NSW) is notified of the event. These events are termed 'Notifiable Incidents' and include:

- the death of a person; or

- a serious injury or illness of a person; or

- a dangerous incident.

Notifiable incidents are incidents of significant gravity and include, but may not be limited to, incidents involving death, amputation, serious head or eye injuries, spinal injury, loss of bodily function, serious laceration, explosions. electric shock, uncontrolled escape of gas, collapse of a

structure, collapse of an excavation, and near miss (involving any of these consequences). Notifiable incidents may relate to any person—whether a Volunteer, youth member, employee, contractor, or member of the public.

The notification to SafeWork NSW must occur immediately—through a Scouts NSW State Officer. Once Scouts NSW has advised SafeWork NSW of a notifiable incident, and the circumstances have been investigated by SafeWork NSW (if it so decides), the point of contact for further correspondence and action is the Scouts NSW Chief Executive Officer. The Chief Executive Officer will consult with the SafeWork NSW, the Chief Commissioner, and the Board of Directors at all stages from initial reporting through to outcome.

Whenever an event is a notifiable incident, the site where the incident occurred must not be disturbed in any way, other than to assist an injured person or make the area safe, until SafeWork NSW has cleared the site for release.

Depending on the circumstances (including the extent of a hazard and the extent of injury or damage), SafeWork NSW may wish to visit the site. This visit may take place immediately, or sometime after the incident. It is most important that once SafeWork NSW has made the decision to visit an incident site that the site is preserved as best as possible in the condition that it was at the time of the incident. The area must not be disturbed in any way (other than to assist an injured person or make the area safe for others). This also means that all activity in the area is to cease and, where possible, the site be secured from entry. SafeWork NSW will make the decision regarding re-opening the site.

As a guide, the following points represent the actions that are to be undertaken when a notifiable incident occurs:

- render assistance where possible, contact ambulance or emergency services;

- protect the injured or secure the area of damage;

- ensure as best as possible the safety of others;

- preserve the incident site (see below);

- immediately advise the State (directly during business hours, or on the emergency report line or similar if after hours);

- once the incident site is vacated, stay on site (if required by State) until SafeWork NSW arrives; and

- complete a Scouts NSW incident report form and submit to Scouts NSW State Office as soon as possible.

The WHS Act provides for significant penalties for not (or late) reporting of notifiable incidents to the Regulator. This includes penalties for the PCBU, Officers, and Workers (nb Volunteers are not generally liable to prosecution but are liable for prosecution where they are an Officer or acting in

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the capacity of a Worker). It is important to note that all leaders and helpers have responsibilities to fellow leaders and helpers and, of course, our youth members.

7.4 Reportable Incidents

A reportable incident is any incident that has caused harm (or has the potential to cause harm) to any person affected by or engaged in Scouting activities. A reportable incident can also be an incident that has caused harm to Scouts NSW property. Additionally, an incident which may damage the reputation of Scouts NSW, or, may bring adverse (or positive) media attention to the organisation is 'reportable' to Scouts NSW. These incidents are reported through the Scouting chain of command on a Scouts NSW Incident Report Form.

7.5 Guidance

Scouts NSW will create an environment where all incidents (reportable and notifiable) are reported to the Scouts NSW Chief Executive Officer or equivalent as quickly as possible. In this way, Scouts NSW can make the determination to report an incident or not to report an incident, and in doing so relieve the burden of that decision from any Volunteer level. Once it has been decided to make a report, that report should be made as quickly as possible through the Scouting chain-of-reporting for the Chief Executive Officer of Scouts NSW to determine if the work WorkSafe NSW should be advised.

By mandating this requirement through policy and procedures and by taking the responsibility centrally, Scouts NSW will develop consistency in reporting to SafeWork NSW and ensure that Scouts NSW is better aware of the incidents occurring across the State. Additionally, this centralised reporting approach will save administrative effort by taking the onus for the legal considerations away from the Volunteer structure.

This guidance does not dismiss any requirement to report incidents through the Volunteer Scout chain-of-reporting for Volunteer management and administrative purpose—however, all reportable incidents are to also be made directly to Scouts NSW State Office staff and eventually to the Chief Executive Officer to facilitate prompt on-reporting (as required) to SafeWork NSW.

Currently, Scouts NSW has implemented 'HS-5—Incident, Accident, Near Miss Form' for reporting on incidents, accidents and near misses.

8.0 Incident Analysis and Corrective Actions

8.1 Overview

The purpose of an incident analysis is to identify the cause/s of an incident (or near miss) and make determinations and take action to mitigate against reoccurrence. An incident analysis should focus on systemic failures (if any) or any human error that contributed to the incident so corrective action can be taken (not to identify fault for punitive reasons).

Scouts NSW will develop an incident analysis process in support of its incident reporting protocols which will incorporate the procedures to be followed by all Workers when conducting an incident analysis.

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8.2 Incident Analysis

Scouts NSW will implement an incident analysis technique that is based on the simple, yet quick and effective '5 Why' method—an industry standard that can be readily adopted and implemented across Scouts NSW.

The '5 Why' method investigates incidents by asking and answering the question 'why' five times—beginning with 'why did the incident occur?'. The process verifies the answer to 'why' an incident took place at 5 different levels. The fifth answer generally identifies the root cause.

8.3 Corrective Actions

Corrective actions (sometimes referred to as corrective and preventative actions) are those measures put in place to mitigate or prevent a similar incident reoccurring. These do not differ from the treatment measures put in place during the risk management process and should follow the same hierarchy of controls.

Importantly, after identifying corrective actions, the actions must be allocated to someone who can address them. This may be a person at the local level, or require action and resources at the State level.

8.4 Guidance

Scouts NSW will develop an incident analysis protocol, including an incident analysis form.

9.0 WHS Training

To ensure the Scouts NSW can meet WHS obligations and strive to continually improve performance, it is vital to ensure Workers at all levels have the necessary skills and knowledge to meet their responsibilities through the provision of education and training.

Leaders and other Workers have an obligation to ensure the Workplace health and safety of all people under their control by preventing or minimising their exposure to risk. To meet this obligation, Scouts NSW will:

- educate Workers in WHS legal requirements and standards and ensure Workers and other people under the control of Workers are operating within these requirements;

- provide relevant health and safety information in all training; and

- ensure all Workers are confirmed as competent to conduct their tasks or activities prior to that task or activity commencing.

Scouts Australia provides training to leaders, Workers, and members to enable them to meet their Workplace health and safety responsibilities, and participate in Scouting events and activities safely. All adult leaders and employees are required to complete the Scouts Australia WHS (eLearning) Training Module as part of their induction to Scouting. This training will be refreshed on a regular basis or when significant organisational changes occur.

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Officers and Workers have an obligation to ensure the highest possible level of Workplace and Scouting activity health and safety for all participants. To meet this obligation, Officers, leaders, and employees with supervisory or management responsibilities are to:

- complete the Scouts Australia WHS Training Module;

- participate in Scouts NSW WHS training and information sessions;

- be familiar with WHS legal requirements and standards (Codes) and ensure that all persons under their control are operating within these requirements;

- ensure all Workers are confirmed as competent to conduct their tasks or activities prior to that task or activity commencing; and

- comply with Scouts NSW safety and risk management policies, procedures, and standards.

Leaders and supervisors are also expected to provide training to Workers and youth members 'on the job'. This type of training is used to introduce new or redesigned standard work processes and associated equipment.

Full records of all WHS training conducted (including the names of persons participating) will be retained by Scouts NSW or, where appropriate, the Region, indefinitely.

10.0 Control of Documented Information

WHS documentation is a vital component of any WHS system. Documented information stemming

from or required by Scouts NSW WHS management system and procedures require a level of control to ensure that it is available for use when and where needed and that it is protected from loss of confidentiality, improper use, or loss of integrity.

For the effective control of documented information, Scouts NSW will consider the following activities:

- the distribution method of documents;

- access to documents;

- storage and preservation of documents;

- version control;

- retention and disposal of documents; and

- preventing unintended use of obsolete documents.

11.0 Assessment—Inspections and Audits

Inspections and audits are an effective way of measuring WHS performance. They answer the question "How are we doing in managing WHS?"

Inspections are often conducted against a set of criteria, usually based on legislation and standards, to assess if the organisation, or a part of the organisation, is meeting expectations. Basic inspections can be conducted at the group, activity, and event level, and directed at housekeeping, use of equipment or buildings, or maintenance. Scouts NSW will develop a set of procedures, including checklists and forms, to support the inspections process.

Audits differ considerably from inspections and are a formal assessment of the WHS management system, or its components. The basic purpose of a WHS audit is to ensure that procedures and behaviours are in alignment.

Scouts NSW will implement internal audit practices to assess and evaluate key activity areas on an annual basis. An external audit of the Scouts NSW WHS Framework, policies, procedures, and practices will be undertaken at three-yearly intervals.

Currently, Scouts NSW has implemented 'P10—WHS Scout Hall Inspection Checklist' for reporting on Scout Hall safety.

12.0 Reports, Review & System Performance

Scouts NSW will collate information and present it to the Board of Directors monthly (at every formal meeting of the Board). Reporting will include reference to the WHS occurrences for the previous month, as well as the actions taken to improve WHS performance more generally.

Examples of data that should be presented include:

- any infringement notices issued or progress of ongoing matters involving SafeWork NSW;

- the number of Scouts NSW facilities (locations) that have had a WHS Inspection;

- the number of incidents reported—including near misses, incidents requiring medical treatment, lost time injuries, and Worker's compensation claims;

- the number of incidents that have been analysed;

- the number of facility requests for improvements stemming from inspections;

- information shared from and with other Scout Branches; and

- performance against expectations and strengths and weaknesses in current WHS planning methods and outcomes.

Scouts Australia NSW

13.0 Other Information

Scouts NSW acknowledges there is significant information available to assist the State and local formations to further develop and refine its WHS resources, procedures, and practices. The key external resource is www.safework.nsw.gov.au.

Current Scouts NSW WHS forms include:

- HS-5—Incident, Accident, Near Miss Form

- HS-5.1—Hazard Report Form

- P10—WHS Scout Hall Inspection Checklist

Ends.

Scouts Australia NSW

3 Appendix A—WHS Codes of Practice

- Abrasive blasting

- Confined spaces

- Construction work

- Demolition work

- Excavation work

- First aid in the workplace

- Hazardous manual tasks

- How to manage and control asbestos in the workplace

- How to manage work health and safety risks

- How to safely remove asbestos

- Managing electrical risks in the workplace

- Managing risks of hazardous chemicals in the workplace

- Managing the risks of plant in the workplace

- Managing the work environment and facilities

- Preparation of safety data sheets for hazardous chemicals

- Preventing falls in housing construction

- Safe design of structures

- Spray painting and powder coating

- Welding processes

- Work health and safety consultation, coordination and cooperation

Source: SafeWork NSW

Nb. Current as at February 2017

Scouts Australia NSW