

# MUSCULAR DYSTROPHY ASSOCIATION INC



MUSCULAR  
DYSTROPHY  
AUSTRALIA

Health, Safety and Environmental  
Policy

Document Number 55

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## 2. Purpose

The Muscular Dystrophy Association (MDA) as an organisation values the people who provide the service support to those affected by a neuromuscular disorder. These people, be they clients, volunteers or staff, individually and collectively should be afforded every opportunity to operate/participate in a safe and healthy and environmentally responsible workplace.

## 3. Scope

This policy applies to the MDA Committee of Management (CoM), all MDA employees, volunteers, carers, clients, client families, visitors and contractors at the MDA Centre or engaging in MDA activities or as official representatives of the MDA in other locations.

## 4. Policy Statement

MDA will provide an environment that promotes health, safety, wellbeing and displays environmental responsibility. This provision allows MDA to ensure all services to the MDA clients and the wider community are undertaken with a commitment to the health, safety, wellbeing of all whilst reducing the environmental impact.

## 5. Terms and Definitions

To assist in understanding of the MDA Health, Safety and Environment Policy, the following terms and definitions are provided:

- a. **Employer.** The MDA CoM represented by the MDA Executive Director (ED MDA).
- b. **Employee.** All paid and unpaid persons undertaking tasks in support of directed and authorised MDA goals.
- c. **Designated Workplace Group.** A body of persons elected by the employees to represent their interests for safety and health issues in the MDA workplace. All full time employees of MDA are deemed (unless advised otherwise by the person) to be part of the MDA Designated Workplace Group.
- d. **HSR.** Health and Safety Representative. A person elected by the MDA Designated Workplace Group to:
  - represent their interests and undertake the primary liaison interface between the MDA employees and ED MDA for health and safety issues; and
  - undertake health and safety inspections of the MDA workplace.
- e. **DHSR** Deputy Health and Safety Representative(s). A person or persons elected by the MDA Designated Workplace Group to:
  - assist the HSR with their duties, in particular the undertaking the health and safety inspections of the MDA workplace; &
  - understudy the HSR and be prepared to assume those duties in the event of absence from the workplace by HSR.

- f. **OH&S Inspector.** A representative from the Victorian WorkCover Authority.
- g. **Victorian WorkCover Authority.** The Victorian State Government organisation responsible for the administration of the OH&S Act.

## **6. Legal & Policy Framework**

### **6.1 Occupational Health and Safety Act 2004**

- a. MDA will comply with the *Occupational Health and Safety Act 2004* (Vic) (the OH&S Act) and other relevant legislation and industrial standards. The MDA objectives align with those of the OH&S Act as are outlined in s.2.1 and s.2.2 and provided below:
- b. (1) 'The objects of this Act are—
  - (a) to secure the health, safety and welfare of employees and other persons at work; and
  - (b) to eliminate, at the source, risks to the health, safety or welfare of employees and other persons at work; and
  - (c) to ensure that the health and safety of members of the public is not placed at risk by the conduct of undertakings by employers and self-employed persons; and
  - (d) to provide for the involvement of employees, employers, and organisations representing those persons, in the formulation and implementation of health, safety and welfare standards—Having regard to the principles of health and safety protection set out in section 4 of the OH&S Act.
- (2) It is the intention of the Parliament that in the administration of this Act regard should be had to the principles of health and safety protection set out in section 4'.
- c. All aspects of the *OH&S Act* are currently in force.

### **6.2 General Duties relating to Health and Safety**

The *OH&S Act* in s.20-39 outlines the general duties relating to Health and Safety, these duties are imposed on:

- a. employers;
- b. self-employed persons;
- c. employees; and
- d. Other persons as outlined in the Act

## **7. Health and Safety Inspections and Enforcement**

### **7.1 Overview**

Safety and health inspections of the workplace can be undertaken in-house or by external agencies as a result of a planned or as a reactive response.

### **7.2 In-house Safety and Health Inspections**

In-house safety and health inspections can be initiated by:

- a. Employees for their immediate work area;

- b. A joint endeavour involving the Health and Safety Representative (HSR), a Deputy Health and Safety Representative (DHSR) and the employer resulting in a specific or a generic inspection of the workplace;
- c. The HSR or the DHSR involving part or all of the workplace; and/or
- d. The employer/employer's representative involving part or all of the workplace.

### **7.3 External Safety and Health Inspections**

External safety and health inspections can be initiated or requested:

- a. Following joint agreement involving the HSR and the employer to clarify the degree of risk or quantify a remedy action in response to a potential or real health/safety problem in the workplace;
- b. By the HSR to the Victorian WorkCover Authority to clarify the degree of risk or quantify a remedy action in response to a potential or real health/safety problem in the workplace;
- c. By the Employer to the Victorian WorkCover Authority to clarify the degree of risk or quantify a remedy action in response to a potential or real health/safety problem in the workplace;
- d. By the Employer to external organisations other than the Victorian WorkCover Authority to clarify the degree of risk or quantify a remedy action in response to a potential or real health/safety problem in the workplace; and
- e. By Victorian WorkCover Authority either in response to a request to visit or as part of a periodic visit to the workplace.

### **7.4 Conduct of In-House Safety and Health Inspections**

- a. The ED MDA and the MDA Designated Workplace Group have jointly agreed on the format for MDA Health and Safety Inspection template (Appendix 1). The procedures for the lifting/moving of clients is provided at Appendix 2
- b. Any inspection, once complete is to be presented to the MDA HSR as per on the MDA Health and Safety Inspection template. The inspection report is then discussed with the ED MDA prior to being circulated to the members of the MDA Designated Workplace Group. All inspection reports are to be tabled for discussion at MDA Designated Workplace Group Meetings and a copy attached to the respective Meeting Minutes.
- c. MDA Designated Workplace Group Meetings is included in the MDA Staff Meetings. As a consequence actions and discussion involving the MDA Designated Workplace Group is included in the MDA Staff Meeting notes or in response to the conduct of a special to purpose meeting.

## **7.5 Conduct of Safety and Health Inspections by External Sources**

- a. OH&S Inspectors, after producing their Certificate of Appointment from the Victorian WorkCover Authority are to be provided with unrestricted and accompanied access to the entire MDA workplace.
- b. It is appropriate where possible that the ED MDA and the MDA HSR accompany the OH&S Inspector for the duration of their time on site.
- c. Persons claiming to be an OH&S Inspector who cannot produce their Certificate of Appointment are not to be afforded any access to any part of the MDA workplace.
- d. It remains the prerogative of the ED MDA to grant access to the MDA premises (less access by official OH&S Inspectors) to persons and organisation to ensure the safety and health of the MDA workplace. Whilst there is no requirement to inform the MDA HSR of such the ED MDA will, where practical, inform the MDA HSR.

## **8. Response to Health and Safety notices**

### **8.1 Overview**

Health and safety inspections can result in formal or informal responses.

### **8.2 Informal Remedy**

Informal remedies may be agreed between the ED MDA and the MDA HSR if:

- a. the risk of a health and safety incident is deemed unlikely;
- b. the risk of a health and safety incident is deemed unlikely and scheduled maintenance/action is in hand; and/or
- c. the risk of a health and safety incident is deemed unlikely and can be rectified immediately.

### **8.3 Formal Remedy**

Formal remedies are issued in response to:

- a. an immediate action required to maintain the health and safety of the workplace;
- b. an immediate action required to cease an unsafe practice in the workplace;
- c. work practices previously identified as unsafe that have been repeated; and/or
- d. work practices that are identified as unsafe and that have a likelihood of continuing.

### **8.4 Provisional Improvement Notice (PIN)**

- a. The HSR has the power to issue a PIN. The PIN must clearly explain the required outcome in order to satisfy the maintenance of health and safety in the workplace and must state:
  - i. which part of the OH&S Act has been breached;
  - ii. where possible, specify the remedy action(s) required; and
  - iii. the time by which the remedy action(s) is to be implemented.
  
- b. It is strongly recommended and encouraged that discussions occur between the ED MDA and the MDA HSR prior to the issue of any PIN. This affords:
  - i. participation of all interested parties (employees and employer);
  - ii. provides the employer with an opportunity to seek technical comment in order to understand the issue and/or implement actions; and
  - iii. provides the employer with an opportunity to request that an OH&S Inspector be present at a time prior to or on issue of the PIN.

### **8.5 Improvement Notice and Prohibition Notice**

- a. An OH&S inspector may issue Improvement Notice or a Prohibition Notice as a result of a workplace inspection.
  
- b. Improvement Notices are written directions requiring a person to fix an issue within a specified time. The inspector will include information on the notice about what must be done to comply with the law. The person who receives the notice is responsible for achieving compliance with legislation or dealing with the immediate risk.
  
- c. A Prohibition Notice are written directions prohibiting any activity that will, or is likely to, involve an immediate risk to the health and safety of any individual. If a prohibition notice has been issued, the prohibited activity cannot recommence until an inspector certifies in writing that the risk has been remedied.
  
- d. Improvement Notices and Prohibition Notices must state:
  - i. which part of the OH&S Act has been breached;
  - ii. where possible, specify the remedy action(s) required; and
  - iii. the time by which the remedy action(s) is to be implemented.

### **8.6 Disputing an PIN, Improvement Notice or Prohibition Notice**

a. An overview of the appeals against notices is detailed in Table 1.

Serial	Notice Type	Time to Lodge appeal	With whom to lodge appeal	Remarks
(a)	(b)	(c)	(d)	(e)
1	Provisional Improvement Notice	On issue of notice	OH&S Inspector	OH&S Inspector to affirm or cancel the notice on behalf of the Victoria WorkCover Authority
2	Improvement Notice	Within seven days of notice issue	Victorian WorkCover Authority	Review by the Industrial Division of the Magistrates Court
3	Prohibition Notice	Within seven days of notice issue	Victorian WorkCover Authority	Review by the Industrial Division of the Magistrates Court

**Table 1 : Overview of the Appeals Process –Improvement and Prohibition Notices**

- b. Workplace activity that is the subject of a Provisional Improvement Notice can continue:
- i. up until the time specific direction as advised in the notice; and/or
  - ii. if a deliberation that cancels the Provision Improvement Notice is advised by an OH&S Inspector.
- c. Continuance of workplace practices after issue of an Improvement Notice or Prohibition Notice is subject to conditions advised in the respective notice and possible legal opinion.

## **9. Action on Incident, Injury or Near miss**

Should an incident, injury and or a near miss occur, the following actions are required:

- a. The incident must be stabilised and made safe if possible;
- b. The ED MDA and the MDA HSR are to be notified immediately;
- c. The activity is to cease pending investigation and when necessary, remedy action is implemented;
- d. The incident must be entered in the MDA Injury and incident Report Book;
- e. The incident is to be initially investigated by the MDA HSR with ongoing liaison with both the ED MDA and Worksafe (telephone 13 23 60 / [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)); and
- f. Investigation and action through the MDA HSR

## **10. Roles and Responsibilities**

### **10.1 Overview**

The OH&S Act places duties on:

- a. Employers to provide a safe and healthy workplace, and
- b. Employees to take reasonable care and to act with cooperation within the workplace
- c. Details of the MDA staff appointments can be found at Appendix 3

### **10.2 Duties of the Employer**

- a. The duties of the employer are encapsulated in the requirement to 'so far as reasonably practicable, provide, maintain for employees of the employer a working environment that is safe and without risks to health' *OH&S Act 2004 s.21.1*
- b. Activities inherent in satisfying this requirement comprise of the:
  - i. provision and maintenance of safe plant, equipment and systems of work;
  - ii. arrangement of safe handling, storage, and transport of plant, equipment and processes;
  - iii. maintenance of a safe workplace without risks to health;
  - iv. provide adequate facilities for the welfare of employees;
  - v. provide information, instruction, training and supervision to employees to enable work performance in a manner that is safe and without risk to health.
- c. The employer shall, so far as practicable:
  - i. monitor the health of employees;
  - ii. monitor the conditions of the workplace; and
  - iii. provide information to employees (in languages as appropriate) concerning the health and safety of the workplace and relevant persons with whom the employee can make contact.
  - iv. Maintain documented information relating to the health and safety of the employee;
  - v. Employ or engage suitably qualified persons to provide advice to the employer relating to health and safety.

### **10.3 Duties of Employees**

Duties of the employee include that the employee must while at work:

- a. Take reasonable care for his or her own health and safety and the health and safety of anyone else who may be affected by their actions;
- b. Co-operate with the employer with respect to any action taken by the employer to comply with the OH&S Act;
- c. Not wilfully or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare; and

- d. Not wilfully place at risk the health or safety, of any person at the workplace.

#### **10.4 Health and Safety Representative**

MDA integrates the position of HSR as outlined in the OH&S Act. The HSR is required to

- a. Consultation on behalf of the employees with the employer on matters pertaining to workplace health and safety;
- b. The coordination of regular OH&S inspections of the workplace;
- c. Effecting liaison with the employer/employer's representative to implement action to remedy identified or potential health and safety issues within the workplace;
- d. Attendance at the respective workplace site immediately after a health and safety incident in the workplace or if a potential incident has been identified;
- e. Accompanying any OH&S Inspector during an inspection of the workplace; and
- f. Presence (if requested by the employee) at any interview between an employee and an OH&S Inspector.

#### **10.5 Deputy Health and Safety Representative(s)**

DHSR assist the HSR and the employer in maintaining a safe and healthy workplace by:

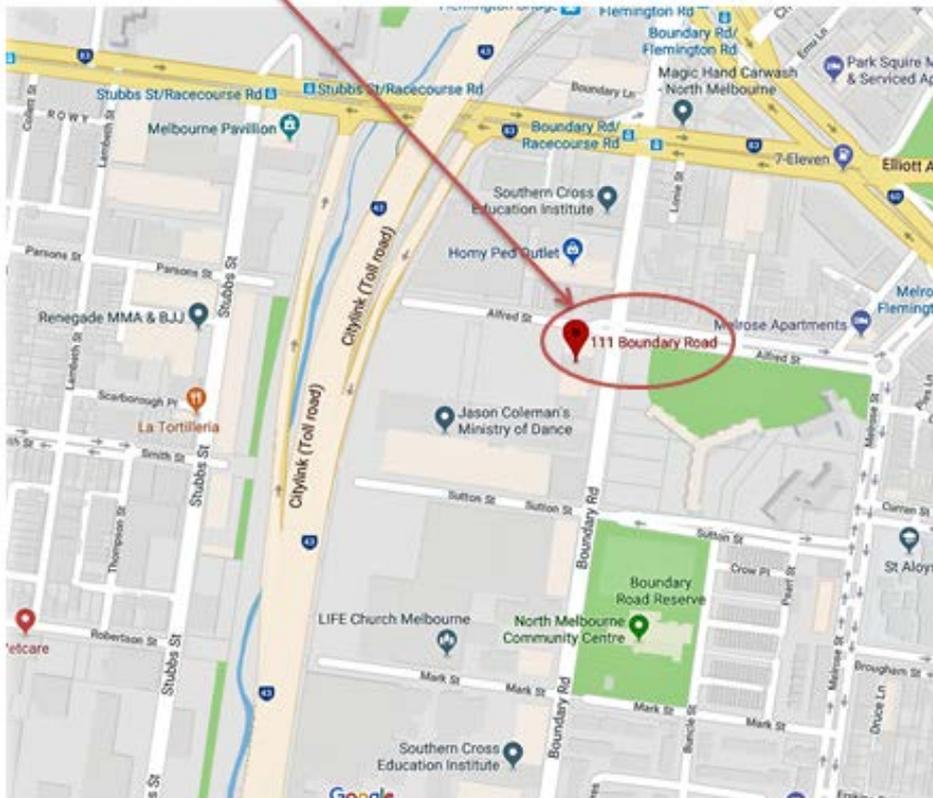
- a. Understudying the HSR and performing the functions of that appointment in the absence of the HSR;
- b. Assisting the HSR in the conduct of regular OH&S inspections of the workplace; and
- c. Undertaking assigned tasks by the HSR that seek to improve, create or sustain a safe and health workplace.

### **11. MDA Emergency Procedures**

#### **11.1 The MDA Centre**

- a. The MDA Centre is located at 111 Boundary Road, North Melbourne, Victoria, 3051. Provided below is a copy of Google Maps advising the location of the MDA Centre:

## MDA Centre Location



Source:

<https://www.google.com.au/maps/place/111+Boundary+Rd,+North+Melbourne+VIC+3051/@-37.7909996,144.9371318,17z/data=!3m1!4b1!4m5!3m4!1s0x6ad65d2207b5803b:0x245f482b80948e80!8m2!3d-37.7910039!4d144.9393205>

- b. The MDA Centre is one of four warehouses in a medium density, semi industrial site. The external construction is of preformed concrete panel brick and glass with a metal roof while internal construction features a mixture of wood, plaster board, aluminium and glass. Refer Appendix 4 for site plan.
- c. The MDA Centre is approximately 800 square metres in area comprising a ground floor of 600 square metres and a first floor mezzanine area of 200 square metres. Internal stairs and a wheelchair capable lift provide access between the different levels.
- d. The MDA Centre faces an East-West direction; it is the second warehouse in the complex from the intersection of Alfred Street and Boundary Road and has a main entry facing Boundary Road in the East and a rear entry onto a common user service lane in the West.
- e. The MDA Centre site:
  - i. does not store any significant amounts of flammable products (less structure, furniture and fittings);

- ii. does not store petroleum or toxic products;
- iii. may store up to one motor vehicle internally; and
- iv. stores a BBQ with 9.0 kilogram LPG bottle internally on site.

## **11.2 MDA and proximity to Emergency Services**

The MDA Centre site is located approximately:

- a. 4.8 kilometres travel by road from the **Footscray Fire Station** (69 Droop Street, Footscray, 3011, telephone 000);
- b. 4.5 kilometres travel by road from the **Melbourne Fire Station** (456 Albert Street, East Melbourne, 3002, telephone 000);
- c. 1.2 kilometres travel by road from the **Flemington Police Station** (30 Wellington Street, Flemington, 3031, telephone 03 9376 2866);
- d. 3.2 kilometres travel by road from the **Moonee Ponds Police Station** (766 Mt Alexander Road, Moonee Ponds, 3039, telephone 03 9370 0655);
- e. 3.8 kilometres travel by road from the **Carlton Police Station** (330 Drummond Street, Carlton, 3053, telephone 03 9347 1377);
- f. 1.4 kilometres travel by road from the **Royal Children Hospital** (Flemington Road, Parkville, 3052, telephone 03 9345 5522) and
- g. 4.3 kilometres travel by road from **St Vincent's Hospital** (Victoria Parade, Fitzroy, 3065, telephone 03 9288 2211).

## **12. MDA Centre Building Emergency Control Procedures (BECP)**

### **12.1 MDA and types of BECP**

- a. The types of potential BECP that may impact on the MDA Centre include:
  - i. fire or explosion;
  - ii. gas leak;
  - iii. ventilation system contamination;
  - iv. fire in an adjacent building;
  - v. structural damage to the building;
  - vi. flooding;
  - vii. electrical and/or lift failure;
  - viii. bomb threat;
  - ix. civil disorder;
  - x. illegal occupancy; and
  - xi. earthquake.
- b. Other emergencies as identified by emergency service agencies (police, fire or ambulance) may also require persons located at the MDA Centre site to undertake an established or improvised BECP or act in response to direction(s) by emergency service personnel.

- c. Where possible, the same evacuation procedure is to be used in response to as many potential emergency types as possible. The evacuation areas identified (unless advised otherwise by the Chief Warden) are:
  - i. The paved footpath 100 metres West down Alfred Street from the intersection of Alfred Street and Boundary Road. This is designated as the primary evacuation area; and
  - ii. The paved footpath 200 metres South along Boundary Road from the intersection of Alfred Street and Boundary Road. This is designated as the secondary evacuation area.
- d. Provided below is a copy of Google Maps advising the location of the MDA Centre, primary and secondary evacuation areas.



Source:

<https://www.google.com.au/maps/place/111+Boundary+Rd,+North+Melbourne+VIC+3051/@-37.7909996,144.9371318,17z/data=!3m1!4b1!4m5!3m4!1s0x6ad65d2207b5803b:0x245f482b80948e80!8m2!3d-37.7910039!4d144.9393205>

- e. Each work area is to have a dedicated site map of the MDA Centre explaining the evacuation exit points and the location of the primary and secondary evacuation areas.

## 13. Environmental Management Plan

### 13.1 MDA and the Environment

- a. MDA is committed to reducing its environmental impact and improving environmental performance.

- b. MDA will endeavour to
  - i. Comply with all relevant regulatory requirements
  - ii. Continually improve and monitor environmental performance;
  - iii. Continually improve and reduce environmental impacts; and
  - iv. Increase employee awareness and training.

### **13.2 Responsibilities**

- a. The President of the MDA is responsible for the development, implementation, maintenance and review of the MDA Environmental Policy.
- b. The ED MDA is responsible for:
  - i. Providing adequate resourcing to ensure that environmental policies are adequately resourced;
  - ii. The day to day functioning of the environmental policy.
- c. All MDA employees have a responsibility in their work area to ensure that the aims and objectives of the policy are met.

### **13.3 Areas for Action**

- a. MDA Identifies the following resources as areas for action:
  - i. Paper and paper use;
  - ii. Energy and water;
  - iii. Office supplies;
  - iv. Transportation;
  - v. Maintenance and cleaning.
- b. MDA intends to:
  - i. Minimise paper, energy, water and office supplies used in the office;
  - ii. Reduce the need to travel;
  - iii. Source environmentally efficient alternatives;
  - iv. Reduce packaging where possible; and
  - v. Maximise the reuse and recycling when possible.

### **13.4 Environmental Management Implementation**

The MDA aims to achieve the areas for action by:

- a. Moving towards a paperless office;
- b. Maximising recycling and use of alternative options for packaging;
- c. Purchase recycled and recyclable externally provided products;
- d. Reducing energy consumption through the turning off of lights; and equipment when not in use;
- e. The review of energy efficient rating when purchasing new products;
- f. Utilising new technologies as an alternative to travel;

- g. Utilising environmentally friendly cleaning products;
- h. Any other process or resource available to meet or exceed community, legal and personal standards.

### **13.5 Environmental Management and MDA Culture**

MDA intends to:

- a. Involve staff in the implementation of the policy in an effort to achieve greater commitments and improved efficiency;
- b. Consult with staff, the CoM and interested parties during review and update of policy;
- c. Provide training for staff;
- d. Work with contractors, subcontractors and others to improve environmental performance; and
- e. Source and use local labour and materials when possible.

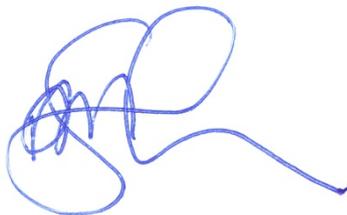
## **14. Review of Health, Safety and Environmental Policy**

- a. This document is to be reviewed annually using the financial calendar.
- b. The ED MDA in consultation with the MDA Health and Safety Representative is responsible to undertake the document review.

## **15. Summary**

- a. This policy document details the necessary actions for the maintenance of a safe and healthy workplace at the MDA Centre.
- b. The document prescribes various actions in response to potential and real safety and health risks to MDA employees in the workplace. The need for the ED MDA and MDA employees to be familiar with the contents of this document is necessary to ensure the maintenance of a safe and healthy workplace.
- c. The ED MDA will undertake to incorporate regular training and education of OH&S to ensure awareness and employment competence by MDA staff as well as a familiarisation for regular visitors or attendees to the site.

## **16. Appendix**



**Boris M Struk**  
**Executive Director**

19 April 2018

**16.1 Appendix One: MDA Health and Safety Inspection**

<b>PHYSICAL ASPECTS – HEALTH AND SAFETY</b>				
<b>Location</b>	<b>Criteria</b>	<b>Serviceability</b>		<b>Remarks</b>
		<b>Yes</b>	<b>No</b>	
Outside of Main Entrance	rubbish			
	concrete path			
	fire hydrant			
	parking spaces			
	vegetation			
	security light			
Main Foyer	door operation			
	fire exit light			
	floor coverings			
	walls			
	ceiling			
	lights			
	fire hose			
	windows			
	power points			
	smoke detector			
	electrical appliances			
	wall hangings			
	furniture			
	plants			
ED MDA Office	door operation			
	floor coverings			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
	wall hangings			
	furniture			
MDA Office One	door operation			
	furniture			
	floor coverings			
	walls			
	ceiling			
	lights			
	wall hangings			
	windows			
	power points			
	smoke detector			
	electrical appliances			

**PHYSICAL ASPECTS – HEALTH AND SAFETY**

Location	Criteria	Serviceability		Remarks
		Yes	No	
Family Support Services & Program Development Office	door operation			
	furniture			
	floor coverings			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
wall hangings				
Communication & Liaison & Resource Development Office	door operation			
	furniture			
	floor coverings			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
wall hangings				
Payroll Office	door operation			
	floor coverings			
	furniture			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
wall hangings				
Stock Room (located next to Photocopy Room)	door operation			
	floor coverings			
	walls			
	ceiling			
	lights			
	power points			
	furniture			
	electrical appliances			
	wall hangings			
Photocopy Room	floor coverings			
	walls			
	Fire extinguisher			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
wall hangings				

PHYSICAL ASPECTS – HEALTH AND SAFETY					
Location	Criteria	Serviceability		Remarks	
		Yes	No		
Board Room	door operation				
	furniture				
	floor coverings				
	walls				
	ceiling				
	lights				
	fire extinguisher				
	windows				
	power points				
	electrical appliances				
	wall hangings				
Toilet Hallway	fire exit light				
	floor coverings				
	walls				
	ceiling				
	lights				
	windows				
	power points				
	smoke detector				
	electrical appliances				
		wall hangings			
Men's Toilet	door operation				
	cleanliness				
	floor surface				
	walls				
	ceiling				
	lights				
	plumbing				
	windows				
	power points				
	consumable stores				
	electrical appliances				
		wall hangings			
Ladies Toilet	door operation				
	cleanliness				
	floor surface				
	walls				
	ceiling				
	lights				
	plumbing				
	windows				
	power points				
	consumable stores				
	electrical appliances				
		wall hangings			

PHYSICAL ASPECTS – HEALTH AND SAFETY				
Location	Criteria	Serviceability		Remarks
		Yes	No	
File Room	door operation			
	floor coverings			
	walls			
	ceiling			
	lights			
	power points			
	electrical appliances			
	cleanliness			
Lift	door operation			
	floor coverings			
	walls			
	ceiling			
	lights			
	cleanliness			
Hallway to stairs	Floor surface			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
	wall hangings			
	cleanliness			
Lower Storeroom	door operation			
	floor surface			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
	wall hangings			
	cleanliness			
	availability of ladder			
	availability of trolley			
	storage shelves			
stock				
Stairs	power points			
	stair surfaces			
	walls			
	ceiling			
	lights			
	cleanliness			
	wall hangings			

PHYSICAL ASPECTS – HEALTH AND SAFETY				
Location	Criteria	Serviceability		Remarks
		Yes	No	
Kitchen	door operation			
	cleanliness			
	floor surface			
	walls			
	ceiling			
	lights			
	plumbing			
	windows			
	power points			
	consumable stores			
	electrical appliances			
	wall hangings			
	furniture			
smoke detector				
Room between kitchen, the Technical Library and the Information Services Office	door operation			
	floor surfaces			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
	cleanliness			
	wall hangings			
	furniture			
Information Services Office	door operation			
	floor coverings			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
	wall hangings			
	cleanliness			
	furniture			
Technical Library	door operation			
	floor coverings			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
	wall hangings			
	furniture			

PHYSICAL ASPECTS – HEALTH AND SAFETY				
Location	Criteria	Serviceability		Remarks
		Yes	No	
Warehousing Area	door operation			
	floor surface/coverings			
	walls			
	furniture			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
	wall hangings			
	cleanliness			
	availability of ladder			
	availability of trolley			
	storage shelves/cabinets			
	stock			
	fire hose			
	fire extinguisher			
	vehicle oil spills			
electric roller door				
Outside of rear entrance	rubbish			
	metal ramp			
	cigarette tray			
	parking spaces			
	vegetation			
	security light			
	vehicle oil spills			
FFYA Program Area	floor coverings			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
	mechanical appliances			
	wall hangings			
	furniture			

PHYSICAL ASPECTS – HEALTH AND SAFETY				
Location	Criteria	Serviceability		Remarks
		Yes	No	
Conference /Seminar Room	door operation			
	floor surface/coverings			
	walls			
	furniture			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
	wall hangings			
	cleanliness			
	fire extinguisher			
Upper Storeroom	door operation			
	floor surface			
	walls			
	ceiling			
	lights			
	windows			
	power points			
	electrical appliances			
	wall hangings			
	cleanliness			
	availability of ladder			
	availability of trolley			
	storage shelves			
	stock			

## **16.2      *Appendix 2: Procedures for Client Transfer/Lift***

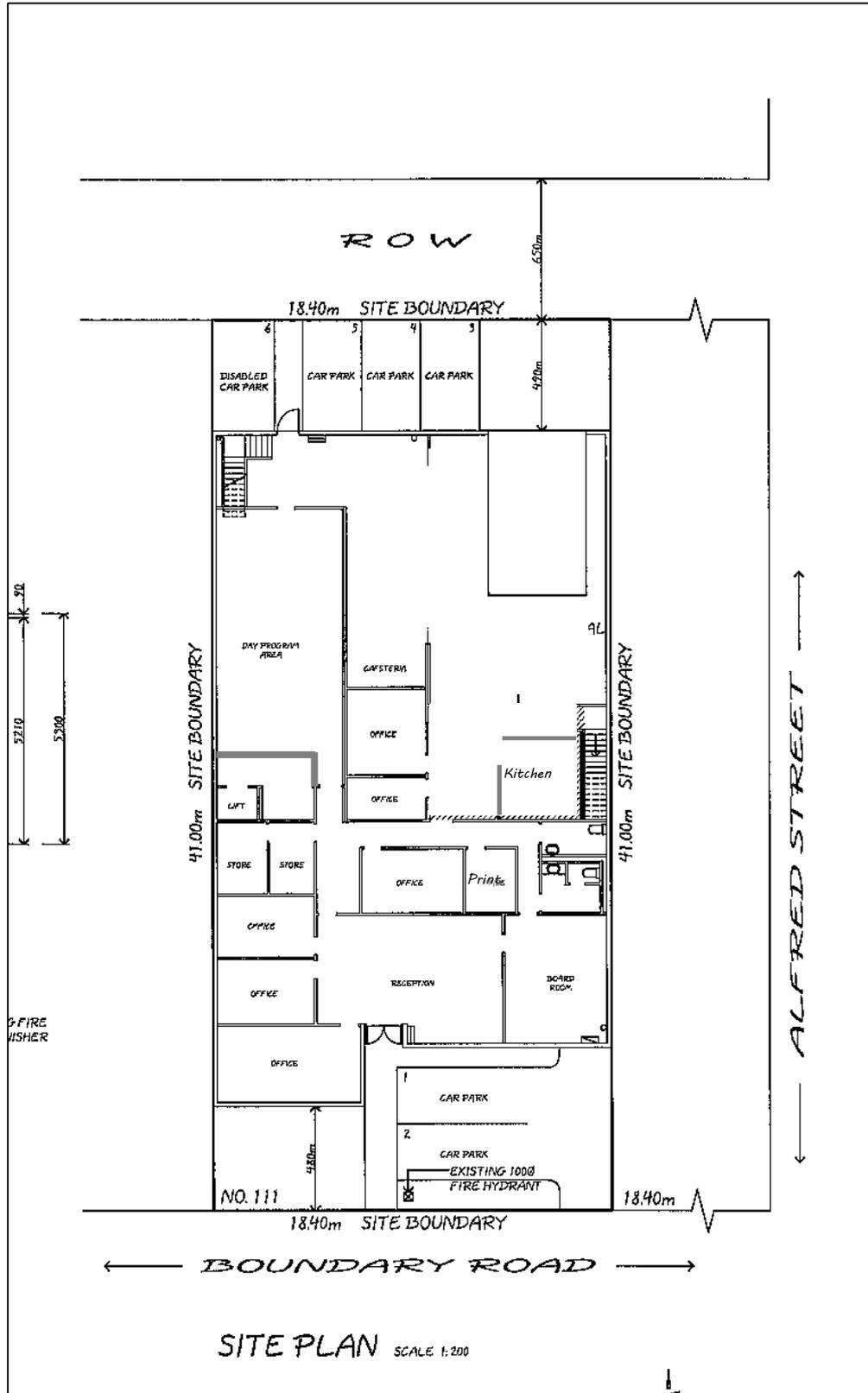
Procedures for the movement of MD Clients are provided as follows:

- Hints on lift and transferring (refer Annex A);
- Procedure for transferring a person from a bed to a chair and rolling a person in bed (refer Annex B);
- Procedure for transferring a person from a chair to a toilet and transferring a person from a chair to a bed (refer Annex C); and
- Procedure for transferring a person from a chair to a car and transferring a person from a chair to the floor (refer Annex D).

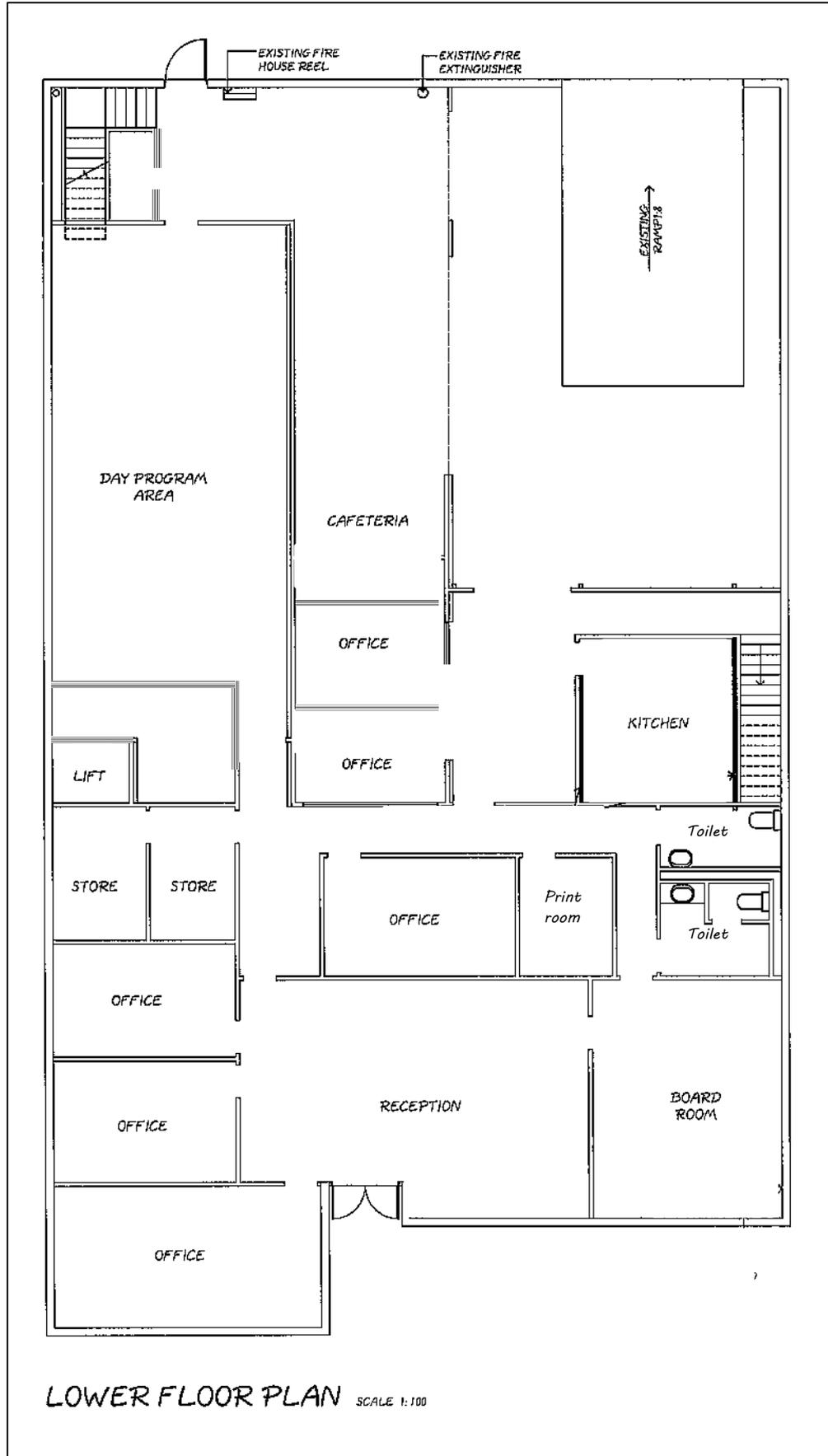
### 16.3 Appendix 3: MDA Staff Appointments

<b>Position</b>	<b>Name</b>	<b>Term</b>
<b>Health and Safety Representative</b>	Kerrie McLeod	1 April 18-31 March 19
<b>Deputy Health and Safety Representative</b>	Maria Kouppas	1 April 18-31 March 19
<b>Fire Warden</b>	Maria Kouppas	1 April 18-31 March 19
<b>First Aid Officer</b>	Julia Mihalic	As per training expiry
	Kerrie McLeod	As per training expiry
	Maria Kouppas	As per training expiry

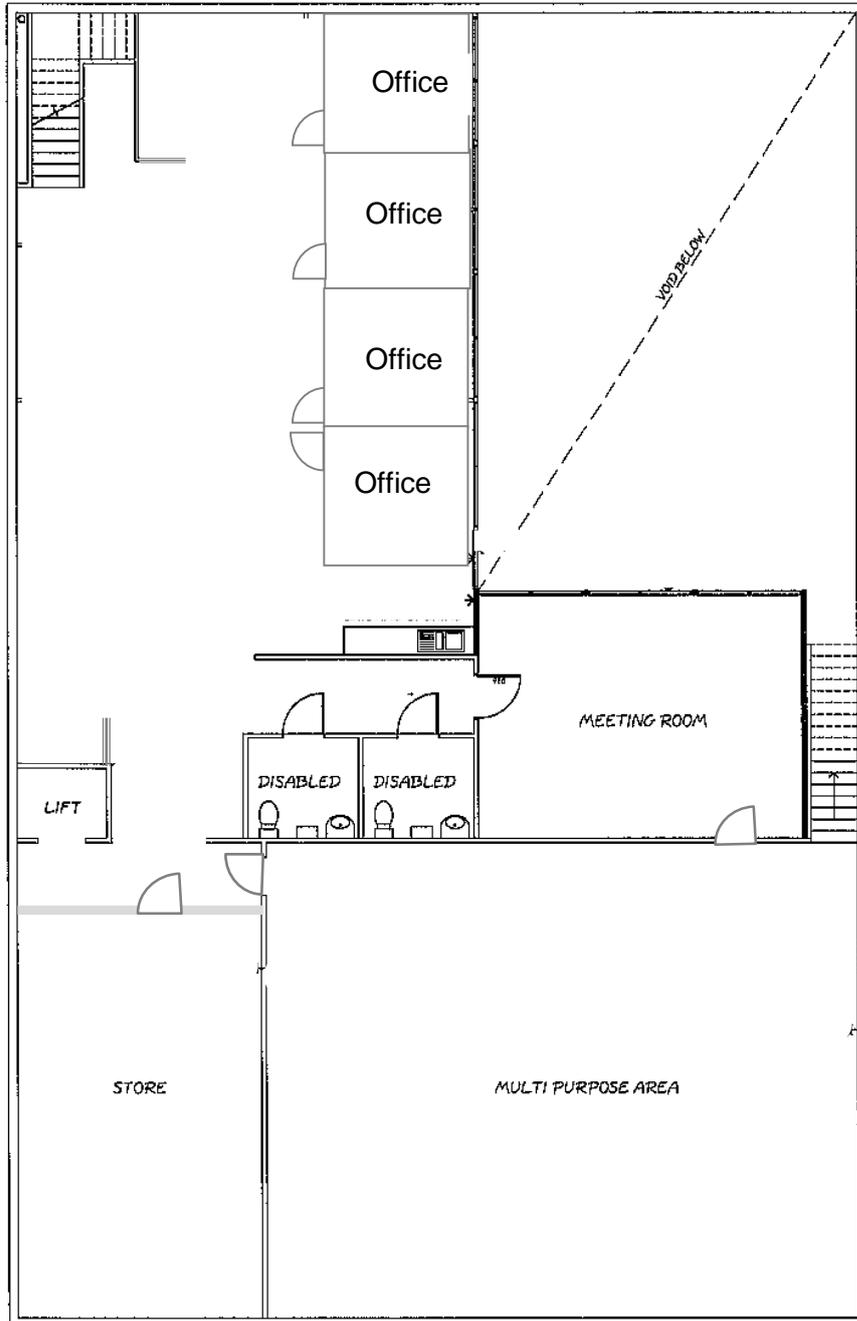
16.4 Appendix 4: MDA Site Map



Ground Floor



Level One



UPPER FLOOR PLAN SCALE 1:100