



# INVICTA CARE Work Health and Safety Policy

At INVICTA Care, the health and safety of our employees, service users, and the wider community are paramount. This Health and Safety Policy outlines our commitment to maintaining a safe and secure environment in which we operate as an NDIS service provider in Australia.

## 1. Purpose and Scope

The purpose of this Work Health and Safety (WHS) Policy is to ensure compliance with health and safety laws, outlining procedures to maintain a safe working environment for staff and participants at Invicta Care. This policy aligns with the National Disability Insurance Scheme (NDIS) service providers' requirements in Australia.

## 2. Policy Statements

Invicta Care is committed to promoting and maintaining a safe and healthy work environment by:

### 2.1. Legal Compliance

Invicta Care will:

- Comply with all relevant health and safety laws, regulations, and standards applicable to the disability services sector.
- Regularly review and update policies and procedures to align with any changes in legislation.

### 2.2. Risk Assessment and Control

Invicta Care will:

- Conduct regular risk assessments to identify and mitigate potential health and safety hazards in the workplace.
- Implement control measures to minimize identified risks and hazards.

### 2.3. Consultation and Participation

Invicta Care will:

- Encourage open communication and consultation between management, staff, and participants regarding health and safety matters.
- Consult with relevant stakeholders to gain input on health and safety procedures and initiatives.
  - INVICTA Care values the input of employees in health and safety matters. Regular consultations are conducted to gather feedback, address concerns, and collaboratively enhance safety protocols. Clear communication channels are maintained to disseminate important health and safety information.

### 2.4. Training and Education

Invicta Care will:

- Provide ongoing training and education to staff on safe work practices, emergency procedures, and the proper use of equipment.
- Ensure that participants are informed and educated about safety measures relevant to their activities.



### 2.5. Incident Reporting and Investigation

All incidents, accidents, and near misses are promptly reported and thoroughly investigated. Lessons learned are used to implement preventive measures and improve overall safety.

Invicta Care will:

- Establish a clear process for reporting and recording workplace incidents, injuries, or near misses.
- Conduct thorough investigations into incidents to determine root causes and implement corrective actions.

### 2.6. Emergency Preparedness

Invicta Care will:

- Develop and regularly review emergency response plans, including evacuation procedures and first aid protocols.
- Conduct emergency drills to ensure staff and participants are familiar with procedures.

### 2.7. Well-being and Ergonomics

Invicta Care will:

- Consider the physical and mental well-being of staff and participants in the design of workspaces and activities.
- Provide ergonomic assessments and accommodations where necessary.

### 2.8. Personal Protective Equipment (PPE)

Invicta Care will:

- Provide and maintain appropriate personal protective equipment for staff when required.
- Ensure staff are trained in the correct use and maintenance of PPE.

### 2.13. Employee Training and Awareness:

- All employees receive comprehensive health and safety training, ensuring they are equipped with the knowledge and skills to carry out their duties safely. Ongoing awareness programs are conducted to promote a culture of safety.

### 2.14. Emergency Preparedness:

- INVICTA Care maintains emergency response plans for various scenarios, including but not limited to, natural disasters, accidents, and health emergencies. Regular drills and training exercises are conducted to ensure preparedness and effective response.

### 2.15. Workplace Ergonomics:

- We prioritize ergonomic principles in the design of workspaces to minimize the risk of musculoskeletal issues. Regular assessments are conducted to identify and address any ergonomic concerns.

### 2.16. Infection Control:

- INVICTA Care follows strict infection control measures to prevent the spread of illnesses and ensure a hygienic environment. This includes regular sanitation, hygiene training, and compliance with health guidelines.

### 2.17. Wellness Programs:

- INVICTA Care promotes employee well-being through wellness programs, providing resources and support for mental and physical health. This includes access to counseling services and stress management programs.

### 2.18. Environmental Responsibility:

- We strive to minimize our environmental impact through sustainable practices, waste reduction, and responsible resource management, contributing to a healthier workplace and community.

### 2.9. Rehabilitation and Return to Work

Invicta Care will:

- Facilitate rehabilitation and support services for injured staff to enable a safe and timely return to work.
- Collaborate with injured staff, healthcare professionals, and insurers to support the rehabilitation process.

### 2.10. Continuous Improvement

Invicta Care will:

- Regularly review and assess the effectiveness of WHS policies and procedures.
- Encourage feedback from staff and participants to identify areas for improvement.

### 2.11. Commitment to Health and Safety:

- INVICTA Care is dedicated to providing a safe and healthy workplace for all employees and ensuring the well-being of service users. We commit to complying with all relevant health and safety legislation and industry standards.

### 2.12. Risk Assessment and Management:

- We conduct regular risk assessments to identify and address potential hazards in the workplace and during service delivery. Mitigation strategies are implemented to minimize risks and promote a safe environment.



### 3. Responsibilities

All staff members at Invicta Care share the responsibility for implementing and upholding this WHS Policy. The management team oversees the policy's implementation, monitors progress, and makes adjustments as necessary.

### 4. Review

This policy will be reviewed annually or as needed to ensure its continued relevance and effectiveness in maintaining a safe working environment.

This WHS Policy reflects Invicta Care's commitment to ensuring compliance with health and safety laws and maintaining a safe working environment for staff and participants, in line with the NDIS service providers' requirements in Australia.

This Health and Safety Policy reflects INVICTA Care's unwavering dedication to creating and maintaining a safe, healthy, and supportive environment. All employees, service users, and stakeholders are expected to actively contribute to the implementation of these policies to ensure the well-being of all involved in our operations as an NDIS service provider in Australia.