

Good Prospects
Speech Pathology & Psychology
Communication is the Key

Prospect – Salisbury – Port Adelaide – Gawler – Berri



Good Prospects Speech Pathology Pty. Ltd
(GPSP)
(Trading as “Good Prospects”)

Work, Health and Safety Policy

Authorised by	Diana Bleby - Director
Approval Date /last update	29 th November 2021
Next Scheduled Review	29 th November 2022 or as required prior to that
Document location	Shared drive: Policies and Procedures
Description	This policy sets out the principles, objectives and responsibilities for Good Prospects to identify any work health and safety risks

Work Health and Safety Policy

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Obligations

Good Prospects Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Work Health and Safety Act 2012*, the *Work Health and Safety Regulations 2012* and applicable Codes of Practice and Australian Standards as far as possible.

Responsibilities

□ Management:

Will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

□ Employee Staff:

Each employee has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.
- Maintain double vaccination status against COVID 19
- Provide telehealth or stay away from work locations if showing any symptoms of possible COVID-19
- Do not return to work until well and a negative COVID test has been received

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□ Clients:

- A mask MUST be worn at all times on our premises (or provide proof of medical exemption).

VACCINATION STATUS

- All clients, parents and carers 12 years old and over must provide their COVID19 Digital Vaccination Certificate or a printed copy to enter our premises.
- If clients have a medical exemption for vaccination, this will need to be provided prior to the appointment and this will be dealt with on a case by case basis according to our risk management policy
- If anyone over 12 years is NOT double vaccinated or have their exemption accepted by Good Prospect, they will not be able to attend any of the Good Prospects Premises but if suitable can arrange with admin to be seen over telehealth.
- The appointment will need to be cancelled or changed to Telehealth if :
- Anyone in the client's household has been interstate or overseas in the last 14 days
- Anyone in the client's household household is sick
- Anyone in the client's household is waiting for COVID – 19 test results.
- Anyone in the client's household has been in contact with someone who has been diagnosed or exposed to COVID-19.
- Only the client and 1 Parent or Carer attend the appointment so Social Distancing requirements can be met. Other family members or friends should wait outside of the building.
- These requirements have been put in place to help keep individuals, our staff and other clients safe.
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Application of this policy

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate and have a Risk Management policy also in place to ensure that work health and safety is maximised.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.