

Safety at Merroo

The occupational health and safety of all persons at Merroo Christian Centre is of the upmost importance. Resources are made available to comply with all relevant Acts and Regulations to ensure that the workplace is safe and without risk to health. Merroo Christian Centre with its employees continues to develop, implement and keep under review, the organisation's Safety Management Program.

Following is a brief outline of this program and some other issues pertaining to the safety at Merroo Christian Centre. Should you wish to speak further about our safety, program, policies and procedures please don't hesitate to contact us on 02 4573 1280.

Marleis Scharfe
Site Director

Safety Program

Merroo Christian Centre has a program set up that continually updates and effectively carries out procedures. These procedures relate to all aspects of occupational health and safety within each department at Merroo. The program includes the following procedures;

- OHS / Safety training and education of all staff
- Risk assessments, workplace inspections and evaluation carried out by all departments
- Standard work methods trained, implemented and updated regularly
- Changes to standard work methods; including those associated with technological change, emergency procedures and drills.
- Provision of equipment, services and facilities
- Risk identification carried out by staff
- Reporting and recording of incidents, accidents, injuries and illness
- Hazard identification carried out by all staff
- Safety awareness procedures in the form of signage, safety 'walks' & discussions.

Safety Committee

i. Committee's Role

The Safety Committee is a representation of employees from each department. The committee meets to discuss areas of safety concerns and any recommendations for improvements needed to current safety procedures or programs.

ii. Aims

Through identifying and minimising risks around the site and working to the OHS guideline, we aim to create a safe environment for staff and clients that is practical and manageable. This involves reviewing and adapting training programs and procedures as necessary.

iii. Meetings

The Safety Committee meets a minimum of 4 times per year. Copies of meeting agenda's can be viewed at the main office.

iv. Reports

Notes from the safety committee meetings are available for review in the front office. A risk management report is developed each time any changes occur which have been put in place as a result of discussions in the committee.

Risk Assessment and Management

Merroo employees are trained in risk assessment and risk assessments carried out on a regular basis for each department. They are then assessed by the safety committee at each meeting and compiled in a folder kept in the main office. In addition to this Merroo have specific guidelines for other important aspects of risk management;

Incident & accident reporting

Incidents/accidents must be reported to the Site Director immediately or as soon as practical.

Definitions;

Incident – A situation that occurs that does not cause any physical harm to any person. E.g. damage to a car, any form of unruly behaviour including verbal abuse, a close shave (almost accident).

Accident – A situation that occurs causing harm to a person of any magnitude.

Forms are to be completed as soon as possible after an incident or accident. The forms should be completed by the person involved or completed on their behalf with them present. The forms then should be returned to Merroo staff who will deliver it to the Site Director for review.

Blank forms are kept in the main office and Centre 2 office. The guest services host also carries copies of blank forms in their weekend pack.

Completed forms are kept in a folder in the main office once reviewed by the site director. They will be tabled at the next safety committee meeting for review and discussion.

It is vital that all incidents /accidents are reported to the Site Director or next senior person on site in the Site Director's absence immediately.

Emergency Management Plan (EMP)

Merroo's emergency management plan covers all types of emergencies. A copy of the EMP is at the main office. Copies are also kept in the operations office. Employees are trained in the EMP and practise drills and refreshers are run throughout the year. The EMP will also be discussed or left open for discussion after a drill and at safety committee meetings and staff meetings.

Copies of the evacuation plan are on the backs of all bedroom and conference room doors.

First Aid

Merroo has several first aid kit locations around the site;

- Main Office (supplies cupboard)
- Guest Services Hosts (carry a personal kit)
- Operations Office
- Centre 1 Kitchen
- Centre 2 Kitchen
- Horse Stables
- Centre 1 Pool
- Centre 2 Pool
- Activities instructors carry first aid packs with them.

Merroo's first aid officer is responsible for the upkeep and supply of these kits. Most of Merroo staff have their current St. John's senior first aid certificate or equivalent. There will always be at least one qualified first aider on site.

Your after hours and weekend guest service host holds their current first aid certificate and can be called upon in emergencies 24 hours a day.

Child Protection Intervention Policy and Procedures Summary

Merroo follows 'The Working with Children Check Guidelines' put out by NSW Commission for Children and Young people (April 2004) and the Department of Sport and Recreation guidelines.

A. Child Protection and Intervention Policy

This document states the reasons for legislation to protect children and young people and provides a framework that describes our organisation's commitment, responsibilities and expectations under the child protection legislation.

B. Notification Procedures for all Allegations of Child Abuse

This document is an outline of the procedures to be followed by our organisation when allegations of child abuse are reported. It identifies the responsibilities of individuals, the process that must be undertaken, aspects relating to confidentiality and the requirements of new legislation.

C. Executive Statement

The issue of Child abuse is a complex problem that has an impact on all areas of society.

Through the implementation of strategies that assist in preventing child abuse from occurring, Merroo Christian Centre has taken a pro active role in relation to child protection and intervention. These strategies will help foster a safe and positive environment for children and young people.

In addition, development of Child Protection and Intervention Policy and Guidelines provides our organisation with an excellent risk management tool for developing prevention strategies and for effective management of child abuse issues within sport. Information contained in this Child Protection document will create a framework and provide direction for those working with children and young people at Merroo. It will help deliver a consistent approach to child abuse prevention.

Merroo Christian Centre's child protection officer is Marleis Scharfe; all reports should be directed to Marleis.

(This is just a summary of Merroo's stance on child protection affecting our employees)

Duty of Care

Merroo Christian Centre accepts 'duty of care' in a management capacity for the overall group. Leaders running the camp at Merroo are expected to supervise their group at all times. In this more specific role, the group leaders or teaching staff accept the 'logos parentos' responsibility not the Merroo staff members.

Therefore Merroo staff are responsible for coordinating your stay and the condition of the site. Group leaders are responsible for supervision of all 'campers' with their group for the duration of their stay.

Insurance

Merroo Christian Centre holds current Public & Products liability insurance to cover \$20 million. This insurance is specific to the activities and facilities at Merroo. A copy of our certificate of currency can be obtained from the office upon request.

Hazard Identification

In order to manage potential risks on our site, Merroo has created Hazard report forms and carries out regular 'walk arounds' to identify these potential risks. All Merroo employees complete these forms. The forms are reviewed by the Site director & kept in a file in the main office. The forms and outcomes are reviewed by the safety committee at the next safety committee meeting.

Please find following a copy of our complete EMP (evacuation management plan)