



DUNTROON COMMUNITY CENTRE INC.

STAFF POLICY

1. APPOINTMENT OF STAFF

All prospective employees will be interviewed by a panel comprising a current member of staff, one member of the Executive Committee, one other Committee Member and, if available a representative from the Defence Community Organisation (DCO). Applicants must be provided with a Duty Statement and are invited to read through the Centre's Staff Policy.

The successful applicant must be advised that they have to undergo a Police Check and if their employment application is successful it would be dependent upon receiving an acceptable result.

2. PROBATION

The DCC requires all new staff to complete three months probation, regardless of their qualifications or union affiliation. At regular intervals the employee will meet with the DCC President for a Performance Appraisal. Issues for discussion would include: self-assessment, personal goals, performance review, work attitude and any difficulties or problems that may have been encountered. The Performance Appraisal is an opportunity for both parties to express their thoughts, concerns and comments regarding the working relationship.

Before the probation period is completed a current member of staff must make a recommendation to the Executive Committee on the suitability of the employee. At this point the Committee has the right to extend the probation period, terminate employment or recommend continued employment. The employee will be informed in writing as to the decision of the Committee, with the President as signatory.

3. ROLE OF THE COMMITTEE

All matters concerning staff are to be dealt with directly by the President. If concerns cannot be resolved at this level, the Executive Committee will be approached.

4. STAFF HEALTH AND SAFETY

All staff members must observe appropriate health and hygiene practices which take into account current community practices. The DCC is committed to provide and maintain a safe and healthy work environment for employees, members, contractors, clients and visitors.

All employees have, by nature of their employment, statutory duties relating to Health, Safety and Welfare.

Employees are required to:

- a. co-operate with their employer,
- b. take reasonable care of the safety and health of themselves and other persons who may be affected by their acts or omissions at work, and
- c. immediately report any unsafe conditions or equipment to the Coordinator or President.

Duntroon Community Centre is committed to:

- a. ensuring that relevant legislative requirements are observed and enforced,
- b. consulting with employees on all issues which may affect their health and safety,
- c. developing and implementing safe systems of work,
- d. providing adequate information, instruction, training and supervision necessary to ensure employee health and safety, and
- e. ensuring that the workplace under their control is safe and without risks to health – including the safe use of all office and desk equipment.

5. CONDUCT AND DISCIPLINARY ACTIONS

Irresponsible behavior can lead to serious accidents in the workplace. For example:

- a. leaving material or equipment in passageways where people can trip over them,
- b. leaving a drawer open where people can walk into or trip over it,
- c. interfering with electrical equipment,
- d. unauthorised use of equipment,
- e. misuse of any hazardous substance,
- f. horseplay or practical jokes that could cause an accident, or
- g. making a false statement or in any way deliberately interfering with evidence following an accident or dangerous occurrence.

This list is not exhaustive and staff may be subject to disciplinary action should their conduct to Safety, Health and Welfare issues be found to be irresponsible or hazardous.

No staff is to be under the influence of drugs or alcohol whilst on the premises of the DCC. Alcohol and drugs (except those required for legitimate medical reasons) are not to be consumed on the premises.

Smoking is prohibited by all staff members on the premises of the DCC. Refer to the Smoke-Free Work Place Policy.

6. REPORTING OF ACCIDENTS

In the event of an incident involving any member of staff, user of the centre or a visitor an Incident Report must be completed immediately and forwarded to the Coordinator. An Incident Report form is attached at Appendix A. Depending on the nature of the accident the causes may be investigated further. Staff are to cooperate with any investigation. The Coordinator or President is to report any notable incident within 24 hours to Workplace Australia (regarding Workers Compensation).

7. EMERGENCY EVACUATION PROCEDURES

The DCC is fitted with an alarm system which deals with fire detection, suppression and evacuation.

All staff are to be aware of the fire evacuation procedures and location of fire extinguishers and fire hoses. A copy of the DCC Evacuation Procedure is attached at Appendix B.

When any part of the building needs to be evacuated the fire alarm will sound signaling that the occupants are to evacuate using the nearest exit.

If you do not understand any of the safety, health or fire precautions associated with the workplace, please consult the Coordinator.

8. FIRST AID

It is encouraged that all staff members hold a current first aid certificate. Staff members are to attend to medical situations. Refer to the Occupational Health and Safety Policy.

9. FIRST AID FACILITIES

First aid kits are located in both kitchens which are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work. All staff are to be aware of the location of first aid kits.

10. WAGES

Staff members are to be paid according to their contract. Contracts may only be varied with the expressed approval of the Management Committee, obtained at an advertised Committee Meeting.

11. TIME SHEETS

Staff members are to ensure that they complete their time sheets by signing in and out every day. The Coordinator or President is to sign the time sheets for every pay period.

12. DRESS

All staff members are to wear appropriate clothing for the position for which they are employed and in accordance with the Centre's Sun Protection Policy. If uniforms are

provided, staff members are encouraged to wear them. Appropriate foot wear is to be worn at all times. No thongs are to be worn during business hours.

s