

**Policies and Procedures for the Occupational Health and Safety of members.**

This Chapter of the operations manual has been written for the information of members of the Port Macquarie Seniors Computer Group Inc (PMSCG) and includes policies and procedures for the occupational health and safety (OH&S) of members.

**Compliance with Legislation**

This operations manual is written to be consistent with the *NSW Occupational Health and Safety Act 2000*.

**WorkCover NSW**

The PMSCG does not have its own premises for meetings and classes and uses other premises for those purposes. The Port Macquarie Seniors Group Inc is not an 'employer' and its members are not 'employees' within the meaning of Part 1 Section 4 of the NSW Occupational Health and Safety Act 2000. The Committee has developed this Operations Manual to ensure that our practices and procedures protect our members from risks or dangers to their health and safety.

**Port Macquarie Library**

The Library under the Port Macquarie and Hastings Council has OH&S practices and procedures for occupational health and safety for employees and users of the library. Members attending courses or meetings at the Library must comply with those procedures.

**Tacking Point Tavern**

The Tacking Point Tavern has occupational health and safety procedures for employees and patrons. Members attending meetings at the Tavern must comply with those procedures.

**Public Liability Insurance**

Elders Insurance provides public liability insurance for the PMSCG. This Operations Manual is written in accordance with the Elders Insurance Product Disclosure Statement.

**Committee**

The '*Committee*' is the management committee appointed in accordance with the PMSCG Constitution and a '*Committee Member*' is a member appointed under that Constitution.

**1. Duty of Care**

All members of the PMSCG shall exercise duty of care when attending meetings, classes and other activities to ensure all members' health and safety is maintained and that any potential health and safety issues are identified and dealt with effectively.

**2. Classroom and meeting room safety**

Members shall ensure that classrooms and meeting rooms are healthy and safe working areas and:

- a) Shall keep Ingress and egress and walking areas of meeting rooms or classrooms free from obstruction.
- b) Shall not leave bags, lap-top computers, electric cables and other equipment in locations which may be a health or safety risk to other members or users.
- c) Shall handle electrical cables and computer connections safely.
- d) Shall take special care and attention when using electric water heaters.
- e) Shall not attempt to move hot water heaters nor carry out any actions which might endanger themselves, members or other users.
- f) Shall seek help from a committee member or teacher if undertaking any procedure which might endanger other users or members.
- g) Shall report any incidents or matters of concern regarding health and safety to a committee member or teacher.

- h) Shall comply with any direction from a committee member or teacher on matters of health and safety.

### **3. First aid and emergency treatment of members.**

Members attending a meeting or class who become ill or injured should immediately inform the teacher, committee member or member, who shall in appropriate cases:

- a) Report the matter to the management of the Tacking Point Tavern or the duty Librarian at the Port Macquarie Library.
- b) Ensure that In appropriate cases an ambulance shall be called by a member of the PMSCG, the Tacking Point Tavern Staff or Port Macquarie Library Staff.

### **4. Security and safeguarding of equipment**

The PMSCG owns computers and equipment for training purposes. The committee shall ensure:

- a) Equipment owned by the PMSCG shall be kept in a safe and secure area including a member's home.
- b) Equipment stored at a member's home shall be stored in accordance with the general requirements of the home insurance industry.
- c) Equipment shall be marked with the name and contact details of the PMSCG.
- d) Make, serial numbers and other means of identification shall be recorded in the Assets Register.
- e) Equipment shall be transported in bags or cases to protect them from damage.
- f) Equipment conveyed in a motor vehicle shall be stored in the boot or in the case of a hatchback, covered by hatchback blind, hidden from public view and the vehicle shall must be locked when unattended.
- g) Theft, loss or damage to equipment shall be reported to the insurers in accordance with the insurance policy.
- h) Equipment shall not to be loaned to non members or other organisations.
- i) Equipment may be used for non PMSCG activities provided the equipment is under the direct control of a Committee Member at all times.
- j) No unauthorised or pirated material or software shall be installed on PMSCG computers.
- k) Power leads of equipment shall be tested every two years by an authorised electrician and electrical safety tags attached.
- l) Equipment shall be maintained in accordance with manufacturer's instructions.
- m) Equipment over 20 kgs shall be lifted by at least two people approved by the committee and a notice to that effect is to be affixed to the said equipment.

### **5. Inappropriate use of computers – Port Macquarie Library\***

"Users shall not use the Port Macquarie Library Internet access or email facilities to transmit material or statements which are:

- a) Illegal or fraudulent or part of an unlawful activity
- b) Slanderous, libellous and/or defamatory
- c) Offensive, obscene or pornographic
- d) Abusive and or threatening of violence
- e) An incitement to break the law
- f) Harassment based on sex, race, disability or other protected basis
- g) Anonymous or repeated messages designed to annoy, threaten abuse or torment.

### **6. Computer users will not:**

- a) Display or download offensive material
- b) Modify library hardware or software settings.
- c) Disturb or interfere with the ability of others in their use of online facilities
- d) When staff become aware of a breach of these conditions those persons deemed to be using computer inappropriately will be excluded from further use"

\*Paragraphs 5 and 6 are reprinted with permission of the Port Macquarie Library.

## **7. Use of approved classroom furniture**

Members attending courses at the Port Macquarie Library:

- a) Shall use the approved gas lift office chairs in the Technology Room except in the case of members using approved wheelchairs.
- b) Shall report any defects of computers, office equipment or furniture to the teacher or committee member who shall report the matter to the Library manager.

## **8. Privacy**

Personal details of members shall be recorded on PMSCG membership lists and records but shall not be disclosed to outside bodies, organisations or persons without the permission of the member or members concerned.

## **9. Evacuation procedures for fire and other emergencies.**

In the event of a fire or other emergency the teacher or committee member shall facilitate the evacuation of members in accordance with the evacuation procedures of the venue. All members shall follow the directions of the Fire Warden and emergency services personnel. Disabled members should be assisted by committee or other members to ensure they are safely evacuated from the building.

## **10 Distribution of information to members**

The Committee and members may issue or distribute information in the form of newsletters, lesson handouts, or, other publications and the PMSCG website or verbally at meetings of classes. The information contained in those publications or verbal statements:

- a) Shall not be libellous slanderous or defamatory
- b) Shall not denigrate any product or company.
- c) Shall be non political.
- d) Shall not infringe copyright
- e) Shall not be plagiarised material
- f) Shall use appropriate references or citations when referring to sourced materials or information.
- g) Shall not compare commercial products nor give opinions as to the virtue of one product over another.
- h) Is provided in good faith and the Group accepts no responsibility for any loss or damage incurred by members using this advice.

## **11 Property out of the legal control of the PMSCG**

The PMSCG is not responsible for any damage or loss of data caused by another member attempting to repair another member's computer or hardware. Such arrangements are a private matter between members. Members are advised to contact a qualified technician for repairs.

## **12 Review of the Operations Manual**

The Operations Manual should be reviewed at least once a year to ensure that it continues to be relevant and reflects the activities of the Port Macquarie Seniors Computer Group Inc.

Harry Bryant (President)  
(0633) 20 April 2010