

OCCUPATIONAL HEALTH & SAFETY POLICY

Policy number	003	Version	1
Drafted by	Evan Knoble	Approved by Committee on	Dec 2008
Responsible person	President	Scheduled review date	Dec 2011

Introduction

Rosebud Astral Theatre Society Inc and its committee are committed to ensuring the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors. As a consequence of this, Rosebud Astral Theatre Society Inc encourages all of its members to regard accident prevention and working safely as a collective and individual responsibility.

Purpose

The purpose of this policy is to ensure staff members and volunteers are aware of their responsibilities as employees, members and volunteers of Rosebud Astral Theatre Society Inc and under associated legislation, and are committed to ensuring the health and well-being of staff, volunteers, contractors and visitors. In fulfilling this responsibility, all members of Rosebud Astral Theatre Society Inc have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.

Authorisation

<Signature of Policy Officer>
<Name of Policy Officer>
<Date>

Policy

Rosebud Astral Theatre Society Inc recognises its moral and legal responsibilities to provide a safe and healthy work environment for its members, employees, volunteers, contractors and visitors. Rosebud Astral Theatre Society Inc further endeavors to ensure that their operations do not place the wider community at risk of injury or illness.

Rosebud Astral Theatre Society Inc is committed to:

- Undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices;
- Compliance with all relevant legislation standards, and other requirements to which the Organisation subscribes;
- Ensuring that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;
- Maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response;
- Providing adequate facilities to protect the welfare of all members, employees, volunteers, contractors and visitors;
- Providing appropriate OH&S training to all members, employees and volunteer workers;
- Providing information and supervision for all staff, members and volunteers enabling them to work and study in a safe and healthy manner;
- Consulting with all employees and contractors to enhance the effectiveness of the OH&S Management System;
- Providing adequate resources to facilitate the fulfillment of the Organisation's OH&S responsibilities;
- Regularly reviewing and evaluating Health and Safety Management systems, including audits and workplace inspections;
- Establishing measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness.

If required by State Legislation, Rosebud Astral Theatre Society Inc will establish and maintain an Occupational Health and Safety Committee.

Responsibilities

The **OH&S Officer** as the responsible officer will be accountable for providing a healthy and safe workplace for employees, members and volunteers and will ensure adequate resources are provided to meet the health and safety objectives and implement supporting strategies. In particular, the OH&S Officer will ensure:

- appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety;
- mechanisms are provided which enable the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures;
- mechanisms are provided to enable employees and their representatives to be consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the occupational health, safety and welfare of employees;
- managers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
- mechanisms are provided to enable the assessment of managers' and supervisors' health and safety performance;
- occupational health and safety performance is an integral component of the Rosebud Astral Theatre Society Inc business and financial plans;
- mechanisms are provided to regularly monitor and report on health and safety performance;
- annual health and safety strategic plans are developed and implemented to meet health and safety objectives;
- Occupational Health and Safety Policy is reviewed annually to ensure it remains accurate and in line with legislative requirements.

The **Occupational Health and Safety Coordinator** will be held accountable for coordinating Rosebud Astral Theatre Society's management of health and safety on behalf of the committee. The Occupational Health and Safety Coordinator does not assume the responsibilities of Managers and Supervisors. The Occupational Health and Safety Coordinator shall:

- coordinate the identification, development, implementation and review of health and safety-related policies and procedures;
- assist managers and supervisors in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- assist Managers and Supervisors in monitoring and evaluating hazards and risk control measures;
- assist Managers and Supervisors in the identification, development and provision of appropriate health and safety-related information, instruction and training; monitor and advise on legislative and technical changes relating to health and safety;
- monitor and provide regular reports to the Responsible Officer and the Health and Safety Committee on the Rosebud Astral Theatre Society Inc occupational health and safety performance;
- support employees and Health and Safety Representatives to follow policies and safe work procedures developed.

Committee Members will be held accountable for their areas of control to ensure:

- relevant health and safety policies and procedures are effectively implemented;
- all risks to health and safety are identified, assessed and effectively controlled;
- the effectiveness of risk control measures are regularly monitored and deviations from standards rectified;
- supervisors and employees have adequate knowledge and skills to carry out their health and safety responsibilities;
- employees and their representatives are consulted on any proposals for or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees;
- all incidents within their area of control are reported and investigated, and basic cause and control strategies are identified.

Supervisors or persons with supervisory responsibilities will be held accountable for working conditions under their control to ensure:

- relevant health and safety policies and procedures are implemented in their areas of control;
- all risk control measures in their areas of responsibility are implemented, regularly monitored and maintained;
- employees under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs.

Employees, members and volunteers have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Employees, Members and Volunteers have a responsibility to:

- report any incident or hazards at work to their manager or supervisor;
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- obey any reasonable instruction aimed at protecting their health and safety while at work;
- use any equipment provided to protect their health and safety while at work;
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- consider and provide feedback on any matters which may affect their health and safety;
- ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.

Contractors and visitors to Rosebud Astral Theatre Society Inc are required to:

- comply with the occupational health and safety policies, procedures and programs established by Rosebud Astral Theatre Society Inc
- observe directions on occupational health and safety from designated officers of Rosebud Astral Theatre Society Inc

Where required under legislation, Rosebud Astral Theatre Society Inc will establish a **Health and Safety Committee(s)** consisting of management and employee representatives. The Health and Safety Committee will be the principal forum wherein Management consults with employees on broad health and safety and policy issues. The responsibilities of the Committee are to:

- assist in the development, monitoring and review of health and safety policies and procedures;
- consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees;
- promote the importance of health and safety amongst management and employees;
- monitor Rosebud Astral Theatre Society Inc health and safety performance;
- monitor the rehabilitation of injured employees;
- assist in the resolution of health and safety disputes.

Rosebud Astral Theatre Society Inc will encourage and facilitate the formation of work groups and the election of **Health and Safety Representatives** to represent employees on health and safety matters. The role of Health and Safety Representatives is to:

- represent employees from their Work Group on health and safety matters;
- investigate health and safety related complaints prior to representations to management;
- make representations to management and report back to employees on any matter relating to health and safety;
- discuss with the employees, any proposals or matters which may affect the health and safety of employees;
- assist management in the identification of hazards, the assessment of risks and implementation of risk control measures;
- assist in promoting adherence to health and safety policies and procedures;
- assist in the monitoring of risk controls and health and safety policies and procedures.

Review of Policy

The Occupational Health and Safety policy will be reviewed annually by the OH&S Officer in consultation with the Committee. The review will involve assessing the effectiveness of the policy and program by such means as:

- reviewing overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

Dissemination of Policy

The Occupational Health and Safety Policy and related procedures shall be displayed in the workplace and all employees, members and volunteers will be provided with a copy through their supervisor. New employees, members and volunteers will be provided with a copy of the policy as part of their induction.

The Policy will be reviewed on an annual basis to ensure it remains compliant with the relevant State legislation.

Useful Information

For further information regarding Occupational Health and Safety, please refer to:

Workcover Websites:

STATE	LINK
Vic	http://www.workcover.vic.gov.au
Qld	http://www.workcover.qld.gov.au
Canberra	http://www.workcover.act.gov.au
NSW	http://www.workcover.nsw.gov.au
NT	http://www.worksafe.nt.gov.au/
Tas	http://www.workcover.tas.gov.au/
SA	http://www.workcover.com
WA	http://www.workcover.wa.gov.au

Federal Legislation:

STATE	LEGISLATION	WEBSITE LINK
Vic	Occupational Health & Safety Act 1985	http://www.austlii.edu.au
Qld	Workcover Health and Safety Act 1995	
Canberra	Occupational Health & Safety Act 1989	
NSW	Occupational Health & Safety Act 2000	
NT	Work Health Act	
Tas	Workplace Health & Safety Act 1995	
SA	Occupational Health, Safety & Welfare Act 1986	
WA	Occupational Health & Safety Act 1984	

Attachments

Appendix A OHS committee acknowledgement form

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE ACKNOWLEDGEMENT FORM

Member's Name: _____

I have received, read and understood the Occupational Health and Safety Policy issued

on _____.
Date

Completed form to be filed in committee member's personnel file