

Occupational Health & Safety POLICY AND PROCEDURES

Version:	001
Applies to:	<p>All staff members; and Contractors, volunteers and visitors to Louis Joel Arts & Community (LJAC) Centre premises, to the extent it is relevant to them.</p> <p>In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.</p> <p>It is the responsibility of the Hobsons Bay Community Advancement Co-operative (HBCAC) Governance Sub Committee to ensure that proper procedures for the development, consultation, acceptance, recording and implementation of policy are established and adhered to.</p>
Approved on:	24/9/2024
Scheduled review:	24/9/2025
Signature of Chair:	

PURPOSE

This Policy and Procedures document outlines our approach to Occupational Health & Safety (OHS). Louis Joel Arts & Community is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises.

POLICY STATEMENT

Louis Joel Arts & Community supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.

Louis Joel Arts & Community is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

Louis Joel Arts & Community is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with Louis Joel Arts & Community management, including staff and volunteers with systems and procedures designed to, so far as is reasonably practicable:

- identify, assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

Bullying and violence at work

Louis Joel Arts & Community is committed to reducing bullying and occupational violence so far as is practicable in the workplace.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

Refer to LJAC Anti-Discrimination, Harassment & Bullying Policy & Procedure.

Breach of this Policy

A breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a contractor may result in the cancellation by Louis Joel Arts & Community of the services provided by that contractor.

Occupational Health and Safety Coordinator

The Occupational Health and Safety Coordinator will be held accountable for coordinating Louis Joel Arts & Community management of health and safety on behalf of the Centre Manager. The Occupational Health and Safety Coordinator does not assume the responsibilities of supervisors and managers.

Health and Safety Representatives

The management of Louis Joel Arts & Community will appoint the Health and Safety representative and encourage facilitation and representation of employees, including volunteers, on health and safety matters.

PROCEDURES

The **Centre Manager and Board of Management** will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach Louis Joel Arts & Community health and safety objectives;
- be committed to informing and training all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations; and
- participate in Louis Joel Arts & Community inductions and implement all safety procedures.

The Centre Manager will:

- be committed to the provision and maintenance of a healthy and safe workplace; and
- ensure that all staff receive appropriate training in the policy and related procedures, and their obligations under occupational health and safety laws.
- coordinate the identification, development, implementation and review of Work Health and Safety policies and procedures;
- support and consult with staff in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- support staff to monitor and evaluate hazards and risk control measures;
- support staff in the development and provision of appropriate Work Health and Safety - related information, instruction and training;
- monitor and advise on legislative and technical changes relating to health and safety;
- provide regular reports to Board of Management on Louis Joel Arts & Community Centre's Work Health and Safety performance;
- support employees to follow policies and safe work procedures developed;
- monitor the rehabilitation of injured employees;
- assist in the resolution of health and safety disputes; and
- design, implement and periodically review the "In Case of Emergency" notice and Contractors Log and Declaration form.

Employees and volunteers will:

- participate in health and safety training, actions and activities and support Louis Joel Arts & Community in its efforts to reach its health and safety and, where relevant, rehabilitation objectives, as requested by the Centre Manager and staff;
- follow reasonable health and safety instructions from managers or supervisors;
- report any serious incidents, accidents, injuries or hazards in the workplace to the Centre Manager;
- aim to work in a way that does not endanger the health or safety of themselves or others;
- properly use and maintain safety equipment;
- make sure visitors follow safety rules in the workplace; and
- participate in Louis Joel Arts & Community induction programs and implement all detailed safety procedures.

Contractors and visitors to Louis Joel Arts & Community will:

- before commencing work, read any OHS information provided to them by Centre staff including the "In Case of Emergency" notice, and sign the Contractors Log and Declaration form;

- assess risks to their health and safety arising from the provision of their services;
- have control measures in place to address those risks, including complying with any relevant Louis Joel Arts & Community policies and practices.

The role of the **employees** is 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 employees, volunteers, contractors and visitors;
- monitor Louis Joel Arts & Community health and safety performance;

The role of **Health and Safety Representative** is to:

- represent employees in relation to 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.

IMPLEMENTATION PLAN

Dissemination of Policy and Procedure

The Work Health & Safety Policy and Procedures document and the “In Case of Emergency” notice will be displayed in the workplace and all employees and volunteers will be provided with a copy by their supervisor/manager. New employees will be provided with a copy of the documents as part of their induction.

All contractors will be provided with OHS information relevant to the Centre and the “In Case of Emergency” notice and asked to complete the Contracts Log and Declaration form.

The policy and related procedures will be reviewed annually or more frequently, if required, to ensure continued compliance with the relevant legislation.

Review of Policy and Procedure

This procedure will be reviewed annually by the Centre Manager in consultation with the Health and Safety Representatives, if any.

The review will involve assessing the effectiveness of the procedures by (among other things):

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

RELATED DOCUMENTS

Louis Joel Arts & Community policies and procedures, as follows;

- In Case of Emergency notice
- Contractors Log and Declaration form
- Anti-Discrimination, Harassment & Bullying
- Complaints Handling
- Sexual Harassment
- Staff Misconduct

Acts and Regulations

- Occupational Health and Safety Act 2004
- Occupation Health and Safety Regulations 2017