

WORK HEALTH & SAFETY

Policy Work Health & Safety

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Approved by:

Name	Helen Short Sue Steer Andrew Whitecross Gillian Golding Shannon Little Richard Schirmer
Position	Board of Management
Signature	
Date	16/08/2018

1. Purpose and scope

This policy aims to create a safe and healthy workplace and environment for Hackham West Community Centre employees, contractors, volunteers, visitors and other persons within the site or workplace and to define the duties that support the prevention of workplace injuries and illness.

2. Responsibilities

This policy and procedure applies to all staff, volunteers and visitors at Hackham West Community Centre site or designated workplace.

3. Implementation

3.1 Policy Statement

Hackham West Community Centre Board and Management is firmly committed to enabling all work activities to be carried out safely, and with all possible measures taken to remove or reduce risks to the health, safety and welfare of workers, supported employees, contractors, authorised visitors, and anyone else who may be affected by our operations.

Specifically, this policy is intended to:

Assist the Board of the Centre to meet its legal requirements under the Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2-12 (SA), supported by the relevant Codes of Practice.

- Demonstrate the Centre's commitment to the highest possible standards of work health and safety
- Demonstrate the Board of Management's commitment to consultation with workers on matters of work health and safety.
- Assist the development and maintenance of a planned, systematic approach to the removal (or where removal is not possible, the minimisation) of risks of harm, injury or disease associated with paid or unpaid work or participation in the activities of the Centre.
- Ensure that measures to control hazards and risk to health and safety are regularly monitored and evaluated
- Ensure that all workers receive appropriate information, instruction, training and supervision to safely carry out their duties and meet their responsibilities.

Hackham West Community Centre is committed to ensuring compliance with the Work Health and Safety Act 2012 (SA), the Work Health and Safety Regulations 2012 and applicable Codes of Practice and Australian Standards as far as possible.

Hackham West Community Centre will adopt a planned and systematic approach to the management of work, health and safety and providing the resources for its successful implementation and continuous improvement.

3.2 Principles

The Board is committed to meeting the standards required by the Work Health and Safety Act 2012 (SA) and complying with its Regulations, approved Codes of Practice and with common law. Legislative requirements will be adopted as the minimum standard in the strategic and operational decisions of the Centre.

Hackham West Community Centre will manage workplace health and safety through its Risk Management Framework, procedures and work instructions, training and continuous improvement.

Under the Work Health and Safety Act 2012 (SA), the Centre is a 'Person Conducting a Business or Undertaking' (PCBU) and therefore its primary duty is to ensure, so far as is reasonably practicable, that the health and safety of workers and other people such as volunteers, and Centre Users is not put at risk from the conduct of the business or undertaking.

This duty requires the Centre to provide:

- A safe work environment
- Safe equipment, plant and structures
- Safe systems of work
- Safe use and handling of plant and equipment, structures and substances
- Adequate facilities to support the welfare of workers
- Information, training, instruction or supervision
- Monitoring of the health of workers and conditions at the workplace to prevent illness or injury of workers and other people such as volunteers and Centre Users.

3.3 Implementation

Hackham West Community Centre requires those responsible for any activities on a Hackham West Community Centre site or Workplace to comply with the Risk Management Framework and all relevant legislation, including the South Australian Work Health and Safety Act (2012), applicable codes of practice and standards. The Board of Management is responsible for approving any material change to Hackham West Community Centres' Risk Management Framework. Hackham West Community Centres' Officers must exercise due diligence to ensure that Hackham West Community Centre complies with its duties or obligations under common law and all relevant legislation. Due diligence includes taking steps:

- a) To acquire and keep up-to-date knowledge of work health and safety matters
- b) To gain an understanding of the nature of the operations of the business or undertaking of Hackham West Community Centre and generally of the hazards and risks associated with those operations.

- c) To ensure that Hackham West Community Centre has available for use, and uses appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking.
- d) To ensure that Hackham West Community Centre has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
- e) To ensure that Hackham West Community Centre has, and implements, processes for complying with any duty or obligation under the South Australian Work Health and Safety Act 2012.
- f) To verify the provision and use of the resources and processes mentioned above.

Employees, contractors, volunteers, visitors and other persons at a Hackham West Community Centre site or workplace are responsible for and are required to:

- a) Take care of their own health and safety
- b) Take care that their acts or omissions do not adversely affect the health and safety of other persons and comply with any instruction that is given by Hackham West Community Centre with regards to safety.
- c) Report incidents and any unsafe conditions or issues that come to their attention.

Documentation

- [Work Health and Safety Act 2012 \(SA\)](#)
- [Work Health and Safety Regulation 2012 \(SA\)](#)
- [Associations Incorporation Act 1985](#)

Procedures and Work Instructions

Procedures:

- Bus Procedure
- Contractor Induction Information
- Contractor Induction Checklist
- Critical & Threatening Incident Procedure
- Drug and Alcohol
- Emergency Evacuation
- First Aid in the Workplace
- Food Safety

- Front of House Procedures
- Hot Weather Procedure
- Manual Handling Procedure
- New Equipment
- OSHC Sun Protection Procedure
- Records
- Safety Checklist
- Working Alone Procedure

Work Instructions:

- Incident Reporting
- Manual Handling
- Material Safety Data Sheets
- Risk Assessments

Forms and Attachments:

- Centre's Incident Form
- Contractors Agreement
- Emergency Evacuation Orders
- First Aid Register
- Incident Report Register
- Induction Checklists
- Investigation and Corrective Action Report
- Investigation and Corrective Action Report Form
- Risk Analysis Form
- Safe Working Practices Venue WHS Assessment
- Safework SA's Notifiable Incident Report Form
- Work Injury Report Form
- Workcover Claim Form

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