

 <p>Wingate Avenue Community Centre</p>	Title: OCCUPATIONAL HEALTH AND SAFETY POLICY	
	Version: 4	Approved: March 2017
	Administered: Manager	Next Review: March 2020

Background

The Wingate Avenue Community Centre (WACC) is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working and learning environment for all people who access its premises. This duty of care encompasses paid staff, volunteers (including Committee of Management members), program participants and members of the general public.

The policy is applicable to WACC in all its operations and functions including those situations where staff, volunteers and participants are required to be off site.

WACC will use a structured risk management program to minimize reasonably foreseeable disruption to operations, harm to people, the organization or its reputation, and damage to the environment or property

Principles

WACC recognises that the health, safety and welfare of all staff, volunteers, participants, and members of the general public is a shared responsibility. All staff, volunteers and participants are required to be actively involved in pursuing and promoting work health and safety and to report any issues or concerns.

Legislation and Related Information

[Occupational Health and Safety Act 2004](#)

Workplace Injury Rehabilitation and Compensation Act 2013

Policy

WACC is committed to improving health and safety with a view to improving workplace efficiency and productivity. This policy details Wingate Avenue Community Centre's (WACC) commitment to providing a safe, healthy and secure workplace for all employees, volunteers, contractors, visitors and program participants. This will be accomplished through the ongoing development of management systems.

WACC management will identify, assess, reduce and control workplace hazards by:

- Encouraging active participation, consultation and co-operation of all staff and volunteers in promoting and developing measures to improve health and safety at work
- Displaying health and safety information, including evacuation procedures and Emergency Management Plan, in locations where staff, volunteers and participants have ready access
- Developing and regularly reviewing occupational health and safety procedures
- Recording and reporting of all injuries, accidents and potential hazards.

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

Responsibilities

Management will:

- be responsible for administering, monitoring and evaluating this policy
- ensure that staff are accountable for health and safety within their programs
- ensure that OHS programs and initiatives are adequately funded and resourced
- receive and review all incident, accident and hazard reports and act on them as needed

- be committed to the provision and maintenance of a healthy and safe workplace
- ensure that all staff receive appropriate training in the policy and related procedures, and their obligations under occupational health and safety laws
- assist in monitoring and evaluating hazards and risk control measures
- monitor and advise on legislative and technical changes relating to health and safety
- comply with all safety procedures
- provide Risk Management reports to the Committee of Management.

Employees will:

- participate in health and safety training, actions and activities and support WACC in its efforts to reach its health and safety and, where relevant, rehabilitation objectives
- follow reasonable health and safety instructions from managers or supervisors
- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives
- 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
- participate in WACC's induction programs and implement all detailed safety procedures.

Volunteers and program participants will:

- take reasonable care of their own health and safety and the health and safety of anyone else who might be affected by their actions
- follow the directions of staff in regards to adhering to safety procedures.

Related Documents

Work Safe Procedures
 Evacuation Procedure
 Risk Management Register

Adopted by Committee of Management on (date): 20th March 2017

Signed by Chairperson: Raoul Wainwright _____