



WORKPLACE OCCUPATIONAL HEALTH AND SAFETY POLICY

SWA Policy No: 01
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Adopted:
Amended:
Version: 01

Introduction

South West Arts Inc 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, South West Arts Inc encourages all of its staff 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/volunteers of South West Arts 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 South West Arts Inc have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.

Policy

South West Arts Inc recognizes its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers, contractors and visitors. South West Arts Inc further endeavors to ensure that their operations do not place the wider community at risk of injury or illness.

South West Arts Inc is committed to:

- Undertaking risk management activities to adequately manage risk 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 employees.
- Providing appropriate OH&S training to all employees and volunteer workers.
- Providing information and supervisions for all staff and students 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 objective and targets to ensure continued improvement aimed at elimination of work related injury and illness.

If required by State legislation, South West Arts Inc will establish and maintain an Occupational Health and Safety Committee.

Responsibilities

The Executive Officer as the responsible officer will be accountable for providing a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement supporting strategies. In particular, the Executive 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 risk to health and safety.

Mechanisms are provided which enable to 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.

Occupational health and safety performance is an integral component of the South West Arts 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 Executive Officer will be accountable for coordinating South West Arts Inc's management of health and safety on behalf of the Board. The Executive Officer shall:

- Coordinate the identification, development, implementation and review of health and safety related policies and procedures;
- Assist with the identification, assessment and selection of measures to control hazards and risks to health and safety.
- Assist in monitoring and evaluating hazards and risk control measures;
- Assist 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 Board on South West Arts Inc's occupational health and safety performance;
- Support employees and Health and Safety Representatives to follow policies and safe work procedures developed.

Employees 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 and Volunteers have a responsibility to:

- Report any incident or hazards at work to the 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 South West Arts Inc are required to:

- Comply with the occupational health and safety policies, procedures and programs established by South West Arts Inc;
- Observe directions on occupational health and safety from designated officers of South West Arts Inc.

Review of Policy

The Occupational Health and Safety policy will be reviewed annually by the Executive Officer in consultation with the Board. 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 and volunteers will be provided with a copy through their supervisor. New employees 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 Website:

www.workcover.nsw.gov.au

Federal Legislation

Occupational Health & Safety Act 2000

OCCUPATIONAL HEALTH AND SAFETY ACKNOWLEDGEMENT FORM

Employee Name: _____

I have received, read and understood the Occupational Health and Safety policy issued
on _____