



Occupational Health and Safety Policy

Contents

1. Introduction	Page 2
2. Purpose	Page 2
3. Policy	Page 2
4. Responsibilities	
i. SEE-Change Inc Committee	Page 3
ii. Supervisors	Page 3
iii. Employees and volunteers	Page 4
iv. Contractors	Page 4
v. Visitors	Page 4
5. Review of policy	Page 5
6. Dissemination of policy	Page 5
7. Useful information	Page 5
8. Related documents	Page 5

Occupational Health and Safety Policy

Introduction

SEE-Change is committed to ensuring the health, safety and welfare of its staff, volunteers and visitors. As a result, SEE-Change encourages all of its staff members and volunteers to consider accident prevention measures and to promote general work safety.

Purpose

This policy and the associated documents aim to ensure the health and well-being of SEE-Change's staff, volunteers and visitors. Specifically, the purpose of this policy to ensure staff members and volunteers are aware of their responsibilities as employees/volunteers of SEE-Change and are aware of ACT workplace safety legislation. All employees and volunteers of SEE-Change have a duty to provide and maintain a safe working environment that minimises the risk of injury or illness to themselves and others.

Policy

SEE-Change recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers and visitors. SEE-Change endeavours to ensure that its operations do not place the wider community at risk of injury or illness. SEE-Change is committed to:

- compliance with the relevant legislation requirements as outlined in the ACT Work Safety Act 2008
- undertaking a risk analysis to minimise the threat of hazards to persons in the work environment
- developing general risk management controls and protocols for activities
- maintaining a safe work environment
- ensuring the availability of resources and mechanisms to respond to an emergency
- providing staff and volunteers with access to appropriate organisational information relating to Occupational Health and Safety
- providing information about this policy to staff and volunteers
- undertaking annual reviews of this Occupational Health and Safety policy

Responsibilities

The SEE-Change Inc Committee is responsible for establishing general policy in response to the legislated requirements of the ACT Work Safety Act 2008. The committee endorses this policy as a means to promote a safe operating environment for all persons participating in SEE-Change activities and aims to ensure that adequate resources are provided to meet health and safety objectives. In particular, the SEE-Change Inc Committee supported by the Executive Officer will ensure that:

- an appropriate health and safety risk analysis and risk management controls and protocols are developed to enable the effective management of health and safety
- mechanisms are provided to enable employees, volunteers and their representatives to be consulted on any proposals to implement changes to the workplace, work practices, policies or procedures that may affect the occupational health, safety and welfare of employees/volunteers
- employees and volunteers are provided with the necessary knowledge and skills to allow them to undertake their health and safety responsibilities effectively
- occupational health and safety performance is an integral component of the SEE-Change business and financial plans
- the occupational health and safety policy is reviewed annually and remains consistent with legislative requirements
- mechanisms are regularly implemented to monitor and report on health and safety performance.

Supervisors, or persons with supervisory responsibilities (including volunteers), will be responsible for ensuring that:

- relevant health and safety policies and procedures are implemented in the areas within their responsibility and/or supervision
- all risk control measures are implemented in the areas within their responsibility and/or supervision
- all risk control measures implemented within their areas of responsibility and/or supervision are regularly monitored and maintained
- employees or volunteers working under their supervision are provided with the necessary information, instruction and training to carry out their jobs in a safe and effective manner
- employees or volunteers working under their supervision minimise their own exposure to risk by making use of the correct protective equipment or clothing

- all incidents that occur within their areas of responsibility are reported to the executive officer and investigated and basic cause and control strategies are identified

Employees and volunteers are legally required to implement appropriate measures to protect their own health and safety in the workplace. Employees and volunteers must also seek to avoid any work practice that may adversely affect the health and safety of any other person. Employees and volunteers have a responsibility to:

- report any incident or hazards to the executive officer
- carry out their roles and responsibilities in accordance with the requirements spelt out in the SEE-Change risk analysis and risk management controls and protocols
- obey any reasonable instructions given to protect their health and safety in the work environment
- make use of any protective equipment or clothing provided to them to minimise risk to health and safety while at work
- assist in the identification of hazards
- contribute to the assessment of risks as well as the formation and implementation of risk control measures
- consider and provide feedback on any matters that may affect their health and safety
- refrain from using alcohol, drugs or any other substance that undermines their capacity to complete their work safely, or put at risk the health and safety of their colleagues

Contractors to SEE-Change are required to comply with the Occupational Health and Safety policy requirements outlined in this document.

Visitors are expected to behave responsibly when attending events arranged by SEE-Change. It is also expected that visitors comply with the principles of this policy generally and do not participate in any activity in which the health and safety of any person, including themselves, is put at risk.

Review Of Policy

The Occupational Health and Safety policy will be reviewed annually by the Executive Officer or a delegated volunteer. Any changes will be approved by the SEE-Change Inc Committee. The review process will include an assessment of the effectiveness of the policy and program by:

- 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 made available on the SEE-Change website and all employees and volunteers will be provided with access to a copy. New employees and volunteers will be informed of this policy as part of their induction.

Useful Information

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

- *WorkCover/WorkSafe, ACT*
Office of Regulatory Services
<http://www.ors.act.gov.au/workCover/>
- *Work Safety Commissioner, ACT*
<http://www.worksafety.act.gov.au/>

Related Documents

SEE-Change Risk Analysis

SEE-Change Risk Management Controls and Protocols