Policy Number: PP058.7

POLICY AND PROCEDURE NAME: Occupational Health and Safety

Preamble / Context

MACE Incorporated (MACE) is committed to ensuring the health, safety and welfare of the working environment for all employees, participants, learners, volunteers, contractors and service / facility users or visitors. Consequently, MACE encourages all employees, participants, learners, volunteers, contractors and visitors to regard accident prevention and working safely as a collective and individual responsibility.

MACE operates under the *Occupational Health and Safety Act 2004 in Victoria*.

Policy Statement

MACE recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers, participants, learners, contractors, users and visitors. MACE further endeavours to ensure that its operations do not place the wider community at risk of injury or illness.

MACE is committed to:

- Undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices, and course delivery.
- 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, contractors, volunteers, participants and learners.
- Consulting with employees and their representatives, contractors, participants, learners and others about work health and safety, and well-being issues
- Providing information and induction for all employees, contractors, participants, volunteers and learners, enabling them to work and study or join activities in a safe and healthy manner
- Allocating appropriate resources, including training and instruction, to facilitate a welcoming, safe and healthy working, participatory and learning environment, to ensure that everyone knows how to apply safe systems of work and their work health and safety responsibilities
- Consulting with all employees and contractors to enhance the effectiveness of the OH&S Management System
- Providing adequate resources to facilitate the fulfilment of the Organisation's OH&S responsibilities
- Regularly reviewing and evaluating Health and Safety Management systems, including audits and workplace inspections
- Establishing measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness

Scope

The policy applies to all employees, participants, learners, visitors, volunteers and contractors within the "workplace" or participating in MACE-related activities across various sites.

Purpose

The purpose of this Policy is to:

- articulate MACE's commitment to provide a safe working, participation, activity and learning environment, and enhancing the well-being of all MACE employees, volunteers, contractors, visitors, learners and the wider MACE community;
- ensure employees, contractors, participants, learners and volunteers are aware of their responsibilities as employees/contractors/participants/learners/volunteers of MACE under relevant legislation and are committed to ensuring the health and well-being of all employees, volunteers, participants, learners, contractors and visitors.

In fulfilling this responsibility, all members of MACE have a duty to provide and maintain, so far as is practicable, a working environment that is safe and without risks to health.

MACE is committed, as far as is practicable, to:

- monitor the health of employees;
- keep information and records relating to the health and safety of employees;
- employ or engage suitably qualified persons to provide advice on the health and safety of employees;
- nominate a person with an appropriate level of seniority to be the employer's representative when health and safety issues arise or when health and safety representatives carry out their functions under the Act;
- monitor conditions at any workplace under MACE control and management; and provide health and safety information to employees, in appropriate language, including the names of persons to whom an employee may make an inquiry or complaint in relation to health and safety.

Procedure

Review of Policy

To ensure it remains compliant with relevant State legislation, the *Occupational Health and Safety* policy will be reviewed regularly, by the CEO, in consultation with the Continuous Improvement Committee, and Occupational Health and Safety Representative/s.

The review will involve assessing the effectiveness of the policy and program by such means as:

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

Dissemination of Policy

The *Occupational Health and Safety* Policy and related procedures will be accessible in the workplace to all employees, contractors, participants, learners, volunteers and visitors. New employees will be provided with a copy of the policy as part of their induction.

Employees, contractors and volunteers will be required to read revised / updated policy and procedures, and sign an *OH&S Acknowledgement* form, which will be kept on file.

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

WorkSafe Website
Victoria: www.worksafe.vic.gov.au

Authorisation

Chief Executive Officer
MACE Incorporated

Responsibility

The **Chief 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 CEO 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 risks to health and safety
- mechanisms are provided which enable the 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 MACE business and financial plans
- mechanisms are provided to regularly monitor and report on health and safety performance
- *Occupational Health and Safety Policy* is reviewed regularly to ensure it remains accurate and in line with legislative requirements.

The **Occupational Health and Safety Officer** will be held accountable for coordinating MACE management of health and safety on behalf of the CEO. The Occupational Health and Safety Officer does not assume the responsibilities of Managers and Supervisors. The Occupational Health and Safety Officer shall:

- coordinate the identification, development, implementation and review of health and safety-related policies and procedures
- assist managers and supervisors in the identification, assessment and selection of measures to control hazards and risks to health and safety
- assist Managers and Supervisors in monitoring and evaluating hazards and risk control measures

- assist Managers and Supervisors 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 Responsible Officer on MACE occupational health and safety performance
- support employees and Health and Safety Representatives to follow policies and safe work procedures developed.

Managers will be held accountable for their areas of control to ensure:

- relevant health and safety policies and procedures are effectively implemented
- all risks to health and safety are identified, assessed and effectively controlled
- the effectiveness of risk control measures is regularly monitored, and deviations from standards rectified
- supervisors and employees have adequate knowledge and skills to carry out their health and safety responsibilities
- employees and their representatives are consulted on any proposals for, or changes to, the workplace, work practices, policies or procedures which may affect the health and safety of employees
- all incidents within their area of control are reported and investigated, and basic cause and control strategies are identified.

Supervisors or persons with supervisory responsibilities including **tutors** will be held accountable for working conditions under their control to ensure:

- relevant health and safety policies and procedures are implemented in their areas of control
- all risk control measures in their areas of responsibility are implemented, regularly monitored and maintained
- employees under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs.

Employees have a legal duty to take care and 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 their manager or 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 (or others) 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, Participants, Learners and Visitors to MACE are required to:

- comply with the occupational health and safety policies, procedures and programs established by MACE.
- observe directions on occupational health and safety from designated officers of MACE.

Definitions

As identified in the chart below.

Item	Definition
OHS Act 2004	While the duty of care of employers under the 2004 OHS Act is more or less the same as what it was under the 1985 Act, the definition of health was amended. The definition of 'health' is now as follows: "health" includes psychological health. This means that the employer must address workplace hazards such as bullying, stress and fatigue. So while there are no regulations, WorkSafe Victoria has guidance on bullying, which is an acknowledged, and serious, hazard in workplaces.
"Workplace"	A place where work is carried out for a business and undertaking, and includes any place where a worker goes, or is likely to be, while at work. Health and safety legislation applies to all of these locations.
Officer	People who can makes decisions, or participate in making decisions that affect the whole, or a substantial part, of a business or undertaking. It is a requirement of Health and Safety legislation that any officer of an organisation must exercise due diligence to ensure that the organisation complies with its health and safety duties. This means they must ensure that the organisation has appropriate systems of work in place and they must actively monitor and evaluate health and safety management within the organisation.

Related Documents

- Bullying and Harassment Policy PP025
- Centrelink Emergency response procedures
- Child safe policy and procedure PP089
- Code of Conduct PP082
- Volunteers Policy PP079
- Code of Practice Policy and Procedure PP024
- Complaints and Appeals Policy and procedure PP029
- Covid Safe Plan
- Epidemic / Pandemic Policy PP088
- Incident/Hazard Report
- Incident and Emergency Response Policy and Procedure PP003
- Learner Participant Safety policy PP061
- Occupational Health and Safety Act 2004 Victoria
- OH&S Acknowledgement Form
- Risk Management Policy PP085
- Worksafe Vic Workplace health and safety guidance notes.