

## OCCUPATIONAL HEALTH AND SAFETY POLICY

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### PURPOSE

Lalor Living and Learning Centre (the Centre) is systematic and diligent in its efforts to reduce risks to health and safety, as far as is reasonably practicable, in the provision of a working and learning environment.

The purpose of this Policy is to:

- articulate Lalor Living and Learning Centre's commitment to provide a safe working and learning environment, and enhancing the well-being of all Lalor Living and Learning Centre staff, volunteers, contractors, visitors course participants and wider Lalor community
- ensure staff members and volunteers are aware of their responsibilities as employees/volunteers of Lalor Living and Learning Centre under relevant legislation, and are committed to ensuring the health and well-being of staff, volunteers, course participants, contractors and visitors.

### SCOPE

This policy extends to all staff (whether ongoing, casual or sessional), members of the Committee of Management, volunteers, participants in the Centre's programs, contractors and visitors to the Centre. This includes all of the above personnel participating in Lalor Living and Learning Centre - related activities.

### POLICY STATEMENT

Lalor Living and Learning Centre and its senior management are committed to ensuring the health, safety and welfare of the working environment for all staff, students, volunteers, contractors and visitors. As a consequence, Lalor Living and Learning Centre encourages all staff, students, volunteers, contractors and visitors to regard accident prevention and working safely as a collective and individual responsibility.

Lalor Living and Learning Centre operates under the *Occupational Health and Safety Act 2004* in Victoria.

Lalor Living and Learning Centre 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
- 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 and providing safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response

- Consulting with staff members and their representatives, contractors, students and others about work health and safety, and well-being issues
- Providing information and supervision for all staff and students enabling them to work and study in a safe and healthy manner
- Providing adequate resources and training 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

## RESPONSIBILITY

All members of the Centre have a duty to provide and maintain, so far as is practicable, a working environment that is safe and without risk to health.

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 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 Lalor Living and Learning Centre's business and financial plans
- mechanisms are provided to regularly monitor and report on health and safety performance
- Occupational Health and Safety Policy is reviewed at least bi-annually to ensure it remains accurate and in line with legislative requirements
- assist staff and supervisors in the identification, assessment and selection of measures to control hazards and risks to health and safety
- assist staff and supervisors in monitoring and evaluating hazards and risk control measures

The nominated **Occupational Health and Safety Officer** will be held accountable for coordinating Lalor Living and Learning Centre's management of health and safety. At Lalor Living and Learning Centre, the Executive Officer will assume the role of Occupational Health and Safety Officer; who shall:

- coordinate the identification, development, implementation and review of health and safety-related policies and procedures

- assist staff and supervisors in the identification, assessment and selection of measures to control hazards and risks to health and safety
- assist staff 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 on Lalor Living and Learning Centre's occupational health and safety performance
- 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 **Trainers** will be held accountable for working and classroom 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
- students under their supervision and/or tutorage are provided a safe environment and conditions in accordance with this policy to carry out their studies

**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 instructions 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

**Contractors and visitors** to Lalor Living and Learning Centre are required to:

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

## **PROCEDURE**

Lalor Living and Learning Centre is committed, as far as is practicable to:

- highlight any issues identified or reported on 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
- highlight any issues at any workplace under Lalor Living and Learning Centre Incorporated's control and management; and provide health and safety information to employees, in appropriate languages, including the names of persons to whom an employee may make an inquiry or complaint in relation to health and safety.

### **Review of Policy**

To ensure it remains compliant with relevant State legislation, the Occupational Health and Safety policy will be reviewed regularly, at least bi-annually, by the Executive Officer in consultation with the Policy Review Sub-Committee, and Occupational Health and Safety Representatives.

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 and volunteers. New employees will be provided with a copy of the policy as part of their induction.

Staff, trainer/assessors 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](http://www.worksafe.vic.gov.au)

### **DEFINITIONS**

As identified in the chart below:

<b>Item</b>	<b>Definition</b>
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.

Responsible Officer	A person who can make decisions, or participate in making decisions that affect the whole, or a substantial part, of a business or undertaking.
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**Related Documents**

- Protected Disclosures Policy
- Code of Conduct Policy
- Bullying Discrimination and Harassment Policy
- Getting Started with Workplace Health & Safety, Introductory Guide, WorkSafe Victoria
- Incident/Hazard Report

**Legislative Framework**

- Occupational Health and Safety Act 2004 Victoria
- Occupational Health and Safety Regulations 2017 (Vic)

Signed.....

Date.....

Name.....  
(Print)

Policy/Procedure name	Occupational Health & Safety	Version	3
Policy number		Date developed	Nov 2017
Drafted by	Executive Officer	Approved by CoG	24-04-2018
Responsible person	Executive Officer	Scheduled review date	April 2019
Policy Area	Operational		