

# **OCCUPATIONAL HEALTH AND SAFETY POLICY**

## **1. INTRODUCTION**

The Brighton Recreational Centre (BRC) is committed to providing a working environment that is safe and healthy for our employees, members, contractors, customers and visitors. We will provide safe and healthy working environments by identifying and controlling hazards and risks, consulting with our employees and integrating risk management into our standard business operation.

Managers and coordinators are responsible for the working conditions under their control, ensuring safety procedures are in place and observed, implementing appropriate training programs and providing the necessary information and guidance to allow the safe performance of work.

Employees are at all times to observe safety procedures and instructions provided, and work in a manner which controls the risk of injury to themselves, fellow employees, members, contractors, customers and visitors. Management are to be notified of any hazard, accident or incident as soon as practicable after it is identified.

The BRC will comply with the Occupational Health and Safety Act 2004 *Work Health and Safety Act 2011*, the Work Health and Safety Regulation 2011, codes of practice and other safety guidance material and all other relevant safety legislation and will consult with our employees on work practices to ensure that everyone within the organisation understands and is committed to workplace health and safety. We encourage co-operation and involvement of managers, co-ordinators and employees in the ongoing development, implementation and review of our health and safety program.

BRC is committed to:

- Developing and supporting a culture that embraces wellbeing, health and safety as priorities
- Maintaining up-to-date knowledge and compliance with occupational health and safety legislation
- Preventing and minimising injury through the involvement of our staff and contractors in the process of identifying hazards, assessing risks , and, designing and implementing controls over workplace hazards
- Actively promoting and implementing occupational health and safety policies and procedures
- Investigating incidents in a timely manner and implementing corrective actions to prevent reoccurrence
- Providing employees and contractors with safe plant and systems of work, regular information, instruction, training and supervision to ensure their safety and health

## **2. POLICY**

Management shall ensure that this commitment is fulfilled by:

- ensuring the business complies with all legislation relating to health and safety
- eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- implementing, monitoring and reviewing Occupational Health & Safety (OHS) policies, developing procedures and practices in accordance with regulatory requirements and health and safety standards
- defining health and safety responsibilities and accountability, including implementing OHS responsibilities in position descriptions
- providing and maintaining equipment, plant and systems of work that are safe and without risk to health as per the manufacturer's specifications
- ensuring the use, handling, transport and storage of plant and substances is safe and without risk to health and that the relevant data sheets for all chemicals used and stored on-site are accessible
- providing adequate induction, instruction, training, leadership and supervision of employees to enable them to work safely
- implementing and complying with the centre's OHS management system
- allowing adequate resources to maintain a safe, healthy and supportive working environment
- providing a suitable injury management and return to work program
- actively seeking out opportunities for continual improvement through innovation and consultation
- supervising workers to ensure work activities are performed safely
- consult with and involve workers on matters relating to health, safety and wellbeing
- provide appropriate safety equipment and personal protective equipment

All staff and volunteers shall ensure that this commitment is fulfilled by ensuring that they:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

### 3. ROLES AND RESPONSIBILITIES

POSITION	ROLE/RESPONSIBILITY
General Manager	<ul style="list-style-type: none"> <li>• Responsible for the development, monitoring and review of the policy and related systems</li> <li>• Responsible for ensuring suitable resource and support systems to enable compliance with this policy</li> </ul>
Managers and Coordinators	<ul style="list-style-type: none"> <li>• Responsible for the promotion of a safety culture that encourages effective health and safety performance and integration of health and safety into all operations.</li> <li>• Adhering to the requirements of the OHS policy and procedures</li> </ul>
All Staff	<ul style="list-style-type: none"> <li>• Responsible for adhering to the requirements of the OHS policy, and reporting any issues to their Manager/Coordinator</li> </ul>

#### **4. MONITORING, EVALUATION AND REVIEW**

Adherence to this policy will be monitored through:

- the centres OHS management system
- the centres compliance program
- monthly reporting of OHS objectives
- monthly reporting of OHS key performance indicators

This policy will be reviewed every two years.

Dated: 15<sup>th</sup> April 2020

Reviewed: 8<sup>th</sup> June 2021

Reviewed and revised: 16<sup>th</sup> April 2024

Next review due: 16<sup>th</sup> April 2026