



Workplace Health and Safety Policy

Policy number	HR-007	Version	1.0
Approved by SIA Directors	14 December 2021	Scheduled review date	2026
Date Reviewed	7 June 2024	No amendments required	

Introduction

Schools in Action recognises its moral and legal obligations to protect the health and safety of its staff and those visiting the office.

Scope

This policy aims to ensure that Schools in Action management is aware of its responsibilities with respect to workplace health and safety.

Policy Statement

The health and safety of all persons employed within Schools in Action and those visiting Schools in Action are considered to be of utmost importance. Resources in line with the importance attached to workplace health and safety will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health.

Responsibilities

The promotion and maintenance of workplace health and safety is primarily the responsibility of management. Management at all levels is required to contribute to the health and safety of all persons in the workplace. To this end, it is the responsibility of management to develop, implement and keep under review, in consultation with its employees, the organisation's Workplace Health & Safety (WH&S) Program.

It shall be the responsibility of the Schools in Action Directors to implement this policy and monitor its effects.

Specific Responsibilities

Directors

The SIA Directors are required to ensure that this policy and the WH&S Program is developed and effectively implemented in their areas of control, and to support supervisors and employees and hold them accountable for their specific responsibilities.



Management & Supervisors

Each Manager is responsible and will be held accountable for taking all practical measures to ensure that:

- WH&S Program compliance in the area of their control and employees are supervised and trained to meet their requirements under this Program;
- Employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management.

Employees

All employees are required to co-operate with the WH&S Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace.

Contractors

All contractors engaged to perform work on SIA premises or locations are required, as part of their contract, to comply with the workplace health and safety policies, procedures and programs of Schools in Action and the applicable venue. Contractors are to observe directions on health and safety from designated officers of Schools in Action and applicable venue management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Procedures

In order to implement this policy a program of activities and procedures will be set up to cater for the three areas of workplace health and safety at Schools in Action; the office, at an event and working from home.

Workplace Health and Safety at the Office

Workplace Health and Safety Program

The program will relate to all aspects of occupational health and safety including:

- WH&S training and education;
- provision of information to employees, contractors and sub-contractors;
- development of safe work procedures:
- emergency procedures and drills;
- provision of WH&S equipment, services and facilities;
- regular workplace inspections and evaluations; and
- reporting and recording of incidents, accidents, injuries and illnesses.



Workplace Health and Safety at Events

Workplace Health and Safety Program

The program will relate to all aspects of occupational health and safety at a Schools in Action event including:

- event specific WH&S training and education;
- provision of information to employees, volunteers, contractors and sub-contractors;
- development of event safe work procedures;
- event emergency procedures and drills;
- event inspections and evaluations; and
- event reporting and recording of incidents, accidents, injuries and illnesses.

Workplace Health and Safety when Working from Home

Workplace Health and Safety Program

- WH&S training and education
- provision of information to employees;
- self-assessment of home workplace environment;
- regular home workplace inspections and evaluations; and
- reporting and recording of incidents, accidents, injuries and illnesses.

Relevant Legislation

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

Attachments

- Nil

Related Documents

- Accident and Incident Reporting Policy



Authorisation

A handwritten signature in black ink, appearing to read "D. Sutton", written over a horizontal line.

Deneille Sutton - Director

A handwritten signature in black ink, appearing to read "M. Grant", written over a horizontal line.

Michael Grant - Director