**Workplace Health and Safety Policy**

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| **Document Number** | ACC05 |
| **Version** | 0.2 Draft |
| **Scope/applies to:** | Staff, volunteers, participants and visitors |
| **Date Approved** |  |
| **Approved by** |  |

**Purpose**

The purpose of this policy is to ensure Alphington Community Centre provides a healthy and safe environment, and promotes a culture of safety, including physical and psychological safety for everyone.

**Policy**

The Committee of Governance and the Executive Officer promote a culture of safety, including physical and psychological safety.

**The Committee must:**

* Provide oversight to ensure we are compliant with relevant health and safety legislation
* Ensure that appropriate policies and procedures are in place to protect the health, safety and well-being of staff, volunteers, participants and visitors
* Ensure our insurance coverage meets legislative requirements, adequately covers staff and volunteers and fulfills our obligations under lease and funding agreements.

**The Executive Officer must:**

* Ensure our centre is a safe and healthy environment for all staff, volunteers, participants and visitors
* Ensure we comply with relevant health and safety legislation and guidelines with regard to physical and psychological safety
* Conduct regular safety audits
* Ensure health and safety concerns are addressed without delay
* Ensure physical and psychological health and safety is discussed on a regular basis with staff

**The Executive Officer must also:**

(Incident reporting)

• Keep a register of accidents and incidents

• Report to the Committee of Management any issues or incidents relating to occupational health and safety.

(First Aid)

• Ensure that at least one member of permanent staff has a current Level 1 First Aid Certificate and takes responsibility for making sure the First Aid Kit is replenished.

(Safety Awareness)

• Ensure that staff and volunteers are aware of the health and safety procedures in this policy and are familiar with other relevant policies, including Code of Conduct and Child Safety and Wellbeing policy

• Ensure that staff, volunteers, program participants and visitors are aware of the location of fire extinguishers and first aid kits

• Ensure that staff, volunteers and program participants are made aware of safety guidelines and emergency procedures.

**All staff, volunteers, participants and visitors must:**

* Follow all policies and procedures as directed
* Exercise duty of care towards themselves and others
* Report any accidents, incidents or potential hazards
* Report any behaviour by others which makes them feel unsafe.