

POLICY STATEMENT



**Title: Occupational Safety and Health
(Effective 6 June 2019)**

CATEGORY: RISK, SAFETY AND WELLBEING
**OWNER: SAFETY AND WELLBEING
CORPORATE SERVICES DIRECTORATE**
REFERENCE: D19/6179

INTRODUCTION

VenuesWest has developed an occupational safety and health policy to ensure compliance with the *Occupational Safety and Health Act 1984 (WA)* (the Act) and the *Occupational Safety and Health Regulations 1996 (WA)* (the Regulations).

This overarching policy presents the organisation's commitment to:

- the effective management of safety and health risks
- embedding safety as a signature behaviour of the organisational culture

The policy is supported by SAFETY AND WELLBEING procedures which focus on the responsibilities, accountabilities and processes for managing specific safety and health issues including:

• Asbestos Containing Material	• High Risk Work (Electrical / Elevated Work Platforms)
• Contractor Safety Management	• High Risk Work (Working at Heights / Confined Spaces)
• Dangerous Goods and Hazardous Substances	• Injury Management
• Emergency Response Management	• Isolations and Tagging
• Safety & Health Training and Induction	• Movement and control of vehicles and mobile plant.
• Event Rigging and Dogging	• Noise Management
• First Aid	• Permit to Work
• Forklift Safety	• Plant and Equipment
• Fitness for Work (Alcohol and Other Drugs / Mental Health)	• Safety & Health Communication, Consultation & Issue Resolution
• Hazardous Manual Tasks	• Working Alone
• Health and Wellbeing	• Workplace Incident & Hazard Reporting and Investigation

SCOPE

This policy applies to:

- Board members and employees
- All parties contracted by VenuesWest to undertake work at a VenuesWest venue
- Licensees, venue hirers, patrons, visitors and venue patrons entering a VenuesWest managed venue.

OBJECTIVE

This policy outlines the expectations and requirements to ensure VenuesWest meets legislative safety and health requirements in order to provide a safe and healthy environment.

PRINCIPLES

To ensure compliance with the Act the Regulations and all other relevant legislation and industry standards; the application of this policy is defined, guided and supported by the following principles:

- VenuesWest will prioritise the safety, health and wellbeing of all stakeholders, including employees, patrons, contractors and visitors, in our day to day operations and as part of our strategic and business planning objectives.
- Employees will be:
 - a) made aware of, and understand, their responsibilities for safety and health by clearly documenting and communicating safety and health responsibilities
 - b) suitably inducted and trained in the skills and knowledge required to ensure they are not exposed to injury or illnesses from lack of safety and health awareness.
- All incidents will be reported and, where required, fully investigated in order to eliminate or reduce the possibility of a recurrence of the circumstances which lead to the incident.
- Support for the wellness of employees will be advocated through the provision of information and resources to assist them in being fit for work.
- Support will be provided to employees returning to work after injury or illness.
- Contractors will be:
 - a) appropriately screened to ensure they are qualified and experienced for the work they are undertaking
 - b) inducted prior to any works being undertaken to ensure awareness of VenuesWest's safety and health requirements.
- Continuous review processes of occupational safety and health risks will be conducted with Safety and Health Representatives and integrated into business practices in order to:
 - a) improve organisational safety and health performance
 - b) legislative compliance requirements noted above and the prescribed occupational safety and health objectives of the Public Sector Commissioner's Circular 2018-03

AUTHORITY

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Public Sector Commissioner's Circular 2018-03: Code of Practice: Occupational Safety and Health in the WA Public Sector

DELEGATION

As per the VenuesWest Delegation Instrument.

DEFINITIONS

WORD	MEANING
Contract	A legal document setting out contractual rights and obligations between VenuesWest and one or more Parties and which can be considered a Lease, Licence or Hire Agreement.
Contractor	A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.
Hirer	A person or entity that hires venue space and/or equipment and services from VenuesWest.
Licensee	The person licensed to use a VenuesWest venue for an event or purpose.
Venue User	An individual or group using property in a VenuesWest managed venue.
Visitor	A person entering a VenuesWest managed venue.



ROLES AND RESPONSIBILITIES

VENUESWEST

- Ensures strategic, operational and financial risks associated with safety and wellbeing are defined and managed.
- Monitors organisational risks via reporting mechanisms to ensure adequate controls are in place to mitigate critical safety risks.
- Approves organisational policies relating to risk, safety and wellbeing practices which ensure legislative compliance and enable the effective delivery of the organisation's vision and purpose.
- Take reasonable care to ensure the safety and health of themselves and others at VenuesWest managed facilities as per this policy and the Code of Conduct.
- Accepts overall responsibility for providing, maintaining and promoting a safe working environment where, as far as reasonably practicable, all Board members, employees, contractors, licensees, hirers, venue patrons and visitors are not exposed to hazards.
- Approves the allocation of appropriate human and financial resources to ensure safety and health initiatives are implemented.
- Consults regarding the provision, maintenance and promotion of a safe working environment for all employees and contractors.

EMPLOYEES

- Take reasonable care to ensure the safety and health of themselves and others at VenuesWest managed facilities as per this policy and the Code of Conduct.
- Ensure that all workers and any sub-contractors they engage have been registered in Rapid Global and completed the online VenuesWest safety induction.
- Engage with contractors, licensees and venue hirers to facilitate consultation, communication and cooperation regarding any safety and health issues.
- Cooperate on safety and health matters, report all incidents and hazards and follow the policies and procedures of VenuesWest.
- Participate in workplace hazard inspections with Safety and Health representatives as required.

CONTRACTORS

- Take reasonable care to ensure the safety and health of themselves and others whilst at VenuesWest managed facilities.
- Register in Rapid Global prior to undertaking any works at a VenuesWest managed venue.
- Ensure that all workers and any sub-contractors they engage complete the online VenuesWest safety induction prior to arriving onsite at a VenuesWest venue.
- Undertake planned work in a responsible and safe manner as outlined in the scope of work and all submitted safety and health documentation. This must be communicated to any sub-contractors engaged to complete planned work.
- Cooperate with VenuesWest on safety and health matters and report all incidents and hazards.
- Always Follow the directions of VenuesWest employees and abide by all VenuesWest safety and health policies and procedures.
- Access only the areas of a VenuesWest venue for which they have been authorised to access.
- Ensure all individuals working at a VenuesWest venue have the required qualifications and licenses as determined by legislation and VenuesWest policy and procedures.

LICENSEES AND HIRERS

- Take reasonable care to ensure the safety and health of themselves and others at VenuesWest's facilities.
- Cooperate with VenuesWest on safety and health matters, always follow the directions of VenuesWest staff, report all incidents and hazards and follow the safety and health policies and procedures of VenuesWest.

- Access only the areas of a VenuesWest venue for which they have been authorised to access.
- Ensure that any contractors or sub-contractors they engage who will undertake high-risk work are registered in Rapid Global.
- Ensure that all workers and any sub-contractors they engage who will undertake high-risk work complete the online VenuesWest safety induction prior to arriving onsite at a VenuesWest venue.
- Ensure for all other work that all workers and any sub-contractors submit the required OSH assessment documentation and complete the required VenuesWest contractor safety rules documents prior to arriving onsite or commencing work at a VenuesWest venue.

VISITORS

- Take reasonable care to ensure their own and the safety and health of others at any VenuesWest venue.
- Cooperate with VenuesWest on safety and health matters, report all incidents and hazards and follow the safety and health policies and procedures of VenuesWest (where applicable).

VENUE PATRONS

- Take reasonable care to ensure their own and the safety and health of others at any VenuesWest venue.
- Cooperate with VenuesWest on safety and health matters, report all incidents and hazards.
- Follow the safety and health policies and procedures, as well as the VenuesWest Conditions of Entry Policy.

PRIVACY

VenuesWest collects information for the purpose of establishing and maintaining employee and personnel records. Personal information will not be passed onto any third party unless prior approval is obtained from the individual or unless legally required to do so.

Information is collected in accordance with the principles of the *Freedom of Information Act 1992 (WA)* and the *Privacy Act 1988*.

Please refer to the VenuesWest Privacy Statement available via the privacy link at our website at www.venueswest.wa.gov.au

FURTHER INFORMATION

Should you require further information about this Policy Statement, please go to the 'Contact Us' page on our website at www.venueswest.wa.gov.au

Alternatively, you may contact us by:

- Calling – 9441 8222
- Emailing – contactus@venueswest.wa.gov.au
- Visiting our Customer Service Team at:

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