

POLICY



Title: Occupational Safety and Health
Category: Safety and Health

Policy Statement

VenuesWest has developed an Occupational Safety and Health policy to ensure compliance with the *Occupational Safety and Health Act 1984* and the *Occupational Safety and Health Regulations 1996*.

This policy is to be read in conjunction with VenuesWest:

- Risk Management Policy
- Contractor Induction Policy
- Conditions of Entry Policy

Scope

This policy applies to all members of the Board, employees, contractors, sub-contractors, licensees, venue hirers and visitors entering VenuesWest managed facilities.

Objective

This policy aims to outline expectations and requirements to ensure VenuesWest meets legislative Safety and Health requirements and provides a healthy and safe environment for members of the VenuesWest Board, employees, and anyone working within our Venues.

Principles

The application of this policy is defined, guided and supported by the following principles:

- We comply with and/or exceed prescribed Occupational Safety and Health objectives as per Premier's Circular 2007/12, Public Sector Commissioner's Circular 2012-05
- To ensure compliance with the Occupational Safety & Health Act 1984, the Occupational Safety and Health Regulations 1996 and all other relevant legislation and industry standards.
- To ensure that all incidents are reported and fully investigated in order to eliminate or reduce the possibility of a recurrence of the circumstances which led to the incident.
- To ensure VenuesWest employees are trained in the skills and knowledge required to ensure they are not exposed to injury or illnesses from lack of safety and health awareness.
- To continually review and improve organisational Safety and Health performance.
- To consult, communicate and co-operate with Safety and Health representatives regarding Occupational Safety and Health matters.
- To ensure external parties (contractors, licensees and venue hirers, visitors and venue users) are aware of their safety and health obligations whilst on VenuesWest premises including taking reasonable care to ensure the safety and health of themselves and others at VenuesWest managed facilities.
- To ensure external parties cooperate with VenuesWest on safety and health matters, report all incidents and hazards and follow the safety and health policies and procedures of VenuesWest.

- To ensure that all contractors workers (including subcontractors) abide by all safety requirements whilst on site at a VenuesWest venue.
- To ensure that contractors comply with the requirement to provide any subcontractors they engage with an onsite safety induction and gain agreement to contractor's safety processes.

Roles and Responsibilities

Executive Team

- Must accept overall responsibility for providing, maintaining and promoting a safe working environment where, as far as reasonably practicable, members of the VenuesWest Board, all employees, contractors, licensees, venue hirers and visitors are not exposed to hazards.
- Must ensure VenuesWest employees are trained in the skills and knowledge required to ensure they are not exposed to injury or illnesses from lack of safety and health awareness.
- Must approve the allocation of appropriate resources to ensure Safety and Health initiatives are implemented.
- Must consult with the Risk, Safety and Wellbeing Manager and the Safety and Health Committee regarding the provision, maintenance and promotion of a safe working environment for all VenuesWest employees and contractors

Safety and Health Committee

- Discuss and resolve safety and health issues which may arise at VenuesWest owned and operated facilities.
- Has representation from VenuesWest management and VenuesWest employees in accordance with the *Occupational Safety and Health Act 1984*.
- Has a specific set of Terms of Reference to ensure a transparent safety and health consultation and resolution process is in use at VenuesWest.
- Present outcomes of the Safety and Health Committee to the Executive for sign off
- Ensure approved Safety and Health Committee outcomes are made available to all staff

Risk, Safety and Wellbeing Manager

- Develop, review and make recommendations to the Executive Team regarding:
 - Occupational Safety and Health policy and procedures;
 - Other matters as described in the *Occupational Safety and Health Act 1984* and the *Occupational Safety and Health Regulations 1996*; and
 - The VenuesWest Safety Management System.
- Facilitate consultation, communication and cooperation between the Executive and VenuesWest employees to ensure a safe working environment.
- Ensuring all VenuesWest employees are provided with consultative measures to raise safety and health related issues.
- Must review the OSH Policy on an annual basis.

Safety and Health representatives

- Provide advice to employees on VenuesWest Safety and Health programs, policies and procedures.
- Keep themselves as well as VenuesWest employees aware of relevant policies and procedures found under the Safety and Health section on the internal website - VW Connect.
- Discuss safety and health matters with VenuesWest employees and contractors on a regular basis.

Employees

- Take reasonable care to ensure the safety and health of themselves and others at VenuesWest's managed facilities.
- Engage with contractors, licensees and venue hirers to facilitate consultation, communication and cooperation regarding any Safety and Health issues.
- Cooperate with VenuesWest on Safety and Health matters, Report all incidents and hazards as per this Policy and OSH procedures.
- Partake in monthly workplace hazard inspections with VenuesWest Safety and Health representatives.

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*.

Authority

Public Sector Management Act 1994

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Premier's Circular 2007/12, Public Sector Commissioner's Circular 2012-05: Code Of Practice: Occupational Safety and Health in the WA Public Sector

Delegations

As per the VenuesWest Delegations Instrument.

Other References

Procedures (detail any additional/correlating internal procedures)

- Health and Wellbeing Procedure
- Post major incident/emergency Procedure
- Training and Induction Procedure
- Incident and Hazard Reporting Procedure
- Safety and Health workplace incident investigation Procedure
- Occupational Safety and Health issue resolution Procedure
- Occupational Safety and Health consultation Procedure
- Contractor Induction Procedure
- Visitor Management Procedure
- Risk Management Procedure
- Emergency Management Procedure

Related Legislation or Standard

- *Occupational Safety and Health Act WA 1984*
- *Occupational Safety and Health Regulations WA 1996*
- AS/NZS ISO 31000:2009 (Risk Management - Principles and Guidelines)
- Premier's Circular 2007/12, Public Sector Commissioner's Circular 2012-05: Code Of Practice: Occupational Safety and Health in the WA Public Sector

Governance

Date of approval: November 2016
Date of operation: November 2016
Date to be reviewed: November 2017
Directorate: Corporate Services
Policy Owner: Human Resources

Approval

CHIEF EXECUTIVE OFFICER



DAVID ETHERTON

Date: 14 November 2016

Authorisation

DIRECTOR



JANIS CARREN

Date: 14 November 2016

On signing this policy, the Delegates confirm:

- Compliance with the delegated level of authority
- Appropriate governance and approval processes have been undertaken and approved
- Publication of the Policy

