

# WORK HEALTH AND SAFETY POLICY

<b>Policy Name</b>	Work Health and Safety	<b>Version</b>	1.0.1
<b>Drafted by</b>	Zayne BREADMORE	<b>Approved by committee on</b>	
<b>Responsible person</b>	Work Health and Safety Manager	<b>Scheduled review date</b>	

purpose

Mansfield Musical and Dramatic Society Inc. (hereinafter referred to as MMuDS) is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its volunteers, contractors and visitors to its premises.

scope

This policy applies to:

- Contractors, volunteers and visitors to MMuDS' premises, to the extent it is relevant to them.

## DEFINITIONS

**'Workplace'** includes working on site or off-site in connection with a MMuDS' rehearsal, performance or activity, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

**'Leader'** means any person with a responsibility for the direction, oversight or supervision of volunteers, contractors and/or visitors to MMuDS premises. (Some examples include; a director, a stage manager, a conductor, the supervisor or manager of any group or sub-groupmanager etc.)

**'Group'** is taken to mean an identifiable section of the MMuDS' organisation (some examples include; the cast and crew of an approved show, the MAD Orchestra, Local Vocals/Choir, Actor Factory etc.)

**'Sub-group'** is taken to mean any identifiable section of a MMuDS group (some examples include age or skill level divisions, front of house volunteers, stage crew, a project team etc.)

Policy

***Overview***

MMuDS supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.

MMuDS is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

MMuDS is committed to improving health and safety. This will be accomplished through the ongoing development of management systems and procedures designed to, so far as is reasonably practicable:

- identify, assess and control workplace hazards; and
- reduce the incidence and cost of occupational injury and illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

***Breach of this Policy***

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a contractor may result in cancellation by MMuDS of the services provided by that contractor.

Any breach of this policy by a visitor may result in a request to leave and/or prohibition on future involvement with MMuDS.

Any breach of this policy involving criminal or suspected criminal conduct may be referred to an appropriate external authority in addition to any other action taken by MMuDS.

**KEY APPOINTMENTS**

***Work Health and Safety Manager***

The Work Health and Safety Manager (also known as Occupational Health and Safety Manager) is elected by the committee of management and is accountable for coordinating the MMuDS management of health and safety on behalf of the committee. The existence of the Work Health and Safety Manager does not abrogate the responsibilities of any other person.

***Health and Safety Officer***

The committee of management may appoint or require the appointment of one or more Health and Safety Officer/s to be responsible for health and safety matters relevant to MMuDS groups and sub-groups. Health and Safety Officers are accountable for the compliance of their area of responsibility to MMuDS policy and legislation. Health and Safety Officers report to the Work Health and Safety Manager.

## **RESPONSIBILITIES**

The **Committee of Management** will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach MMuDS's health and safety objectives;
- inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations; and
- participate in MMuDS's inductions and implement all safety procedures.

The **Work Health and Safety Manager** will:

- coordinate the identification, development, implementation and review of Work Health and Safety policies and procedures;
- assist leaders and Health and Safety Officers in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- assist leaders and Health and Safety Officers in monitoring and evaluating hazards and risk control measures;
- assist leaders and Health and Safety Officers in the identification, development and provision of appropriate Work Health and Safety -related information, instruction and training;
- monitor and advise on legislative and technical changes relating to health and safety;
- monitor and provide regular reports to the committee of management on MMuDS's Work Health and Safety performance;
- support volunteers and Health and Safety Officers to follow policies and safe work procedures developed.

The **Health and Safety Officer** will:

- represent their area of responsibility in relation to health and safety matters;
- investigate health and safety related complaints in consultation with the Work Health and Safety Manager;
- report to the Work Health and Safety Manager on any matter relating to health and safety;
- discuss with their area of responsibility, any proposals or matters which may affect it's health and safety;
- Actively undertake the identification of hazards, assessment of risks and implementation of risk control measures;
- Actively ensure adherence to health and safety policies and procedures;
- Actively monitor risk controls and health and safety policies and procedures.

**Leaders** will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;

- use risk identification, assessment and control principles to reach MMuDS health and safety objectives;
- inform and train all staff in relevant policies, procedures and health and safety obligations; and
- participate in MMuDS inductions and implement all safety procedures.

**Volunteers will:**

- participate in health and safety training, actions and activities and support MMuDS in its efforts to reach its health and safety;
- follow reasonable health and safety instructions from leaders;
- report any serious incidents, accidents, injuries or hazards in the workplace to a leader, Health and Safety Officer or the Work Health and Safety Manager;
- aim to work in a way that does not endanger the health or safety of themselves or others;
- properly use and maintain safety equipment;
- make sure visitors follow safety rules in the workplace; and
- participate in MMuDS induction programs and implement all detailed safety procedures.

**Contractors and visitors to MMuDS will:**

- assess risks to their health and safety arising from the provision of their services;
- have control measures in place to address those risks, including complying with any relevant MMuDS policies and practices.

Authorisation

Approved by the Committee on 18 June 2018

Michael ISBISTER  
President  
Mansfield Musical and Dramatic Society

Karen PIRIE  
Secretary  
Mansfield Musical and Dramatic Society

On behalf of the committee.