

Occupational, Health and Safety Policy

Purpose

Holden Street Neighbourhood House Inc is committed to ensuring a healthy and safe environment for all people that attend the site and associated activities taking place off-site.

Scope

This policy applies to the premises at 128 Holden Street, Fitzroy North Vic 3068, as well as activities conducted by Holden Street at other locations. It covers employees and all attendees at the house (see definition).

Guiding principles

Holden Street is committed to providing a safe working, learning and recreation environment for staff, volunteers, participants and visitors. The following principles underpin these processes:

- a) Providing a working environment that is safe, and risks to health are mitigated
- b) Access to adequate resources, information, training and supervision
- c) Arrangements for effective employee consultation in developing health and safety procedures
- d) Effective systems for identifying hazards, and assessment and control of risks to health and safety
- e) Continuous improvement practices to minimise or eliminate any hazards in the workplace.

Responsibilities (including specific roles and responsibilities)

The following specific roles and responsibilities are in operation.

The Governing body will be responsible for the following:

- Providing oversight to ensure Holden Street is compliant with current and relevant health and safety legislation
- Ensuring that appropriate policies and procedures are in place and are followed to protect the health, safety and wellbeing of employees, volunteers, participants and visitors
- Undertaking regular reviews to ensure Holden Street has adequate insurances to meet legislative requirements and funding obligations (as required) to cover employees and all attendees at the house as appropriate).

The **Manager** is responsible for implementing effective occupational health and safety processes and management of the organisation.

The Manager will be responsible for the following:

- Ensuring that Holden Street is a safe, healthy environment for all that attend the house
- Overseeing that Holden Street is a well-maintained facility
- Conducting audits of the facilities and environment to ensure safety and wellbeing of those that work at and attend the house
- Ensuring Holden Street is compliant with all relevant health and safety legislation and guidelines by keeping abreast of updates and changes
- Working in collaboration and consultation with employees and volunteers to develop codes of conduct, policies and procedures outlining OH&S matters and expected behaviours for all that attend the house or take part in associated activities
- Taking steps to ensure all attendees to the house conduct themselves according to codes of conduct, policy and procedures.

Employees are responsible for the following:

- Agreeing to and following policy, procedures and codes of conduct
- Exercising duty of care towards themselves and others
- Reporting any hazards, incidents or behaviours that impact on the safety and wellbeing of themselves or others.

Relevant legislation, regulatory bodies

Australian Charities and Not-for-profits Commission (ACNC) Governance Standards

Occupational Health & Safety Act 2004 (Vic)

Occupational Health & Safety Act Regulations 2017 (Vic)

Work Health and Safety (WHS) Act 2011

WorkSafe Victoria

Workers Compensation Act 1987

Workplace Injury Management and Workers Compensation Act 1998;

The Privacy and Data Protection Act 2014

Fair Work Act 2009 (Cth)

Disability Discrimination Act 1992 (Cth)

Disability Act 2006 (Vic)

Racial Discrimination Act 1975 (Cth).

Equal Opportunity Act 2010 (Vic);

Racial and Religious Tolerance Act 2001 (Vic);

Sex Discrimination Act 1984 (Cth);

Human Rights and Equal Opportunity Commission Act 1986 (Cth).

Age Discrimination Act 2004 (Cth)

Procedural Framework

Holden Street meets their duty of care responsibilities within a procedural framework encompassing policies and procedures relating to the following key areas:

1. Security of premises
2. Maintaining a safe physical environment
3. Providing an environment free from discrimination, bullying and harassment
4. First aid and responding to emergencies
5. Provisions for off-site activities to be conducted safely and with adequate supervision

Relevant guidelines and rules

This policy also relates to the organisational policies outlined below:

- The Code of Conduct for Staff and all attendees at House
- The Holden Street Neighbourhood House Constitution
- The Holden Street Neighbourhood House Operations Manual
- The Holden Street Neighbourhood House Risk Register

Key Definitions

Governing body: the Committee of Governance, comprising the Chair, Treasurer, Secretary and individual members

Attendees: includes volunteers, students, participants and all visitors including instructors and contractors

Bullying: is repeated and unreasonable behaviour directed towards a person or group, that can harm, intimidate, or coerce

Discrimination: occurs when a person or group are treated less favourably on the basis of certain personal characteristics, such as race, sex, age, disability, sexual orientation

Harassment: is behaviour that intimidates, threatens, offends or humiliates a person, and can occur in a single incident. Sexual harassment is one particular form that encompasses unwanted actions or targeting of a sexual nature such as advances, touching, words or other communication towards a person or group

Acronyms and abbreviations

ACNC: Australian Charities and Not-for-profits Commission

Holden Street: Holden Street Neighbourhood House

OH&S: Occupational health and safety