

OCCUPATIONAL HEALTH & SAFETY POLICY



ROYAL SOUTH STREET SOCIETY

Purpose

Royal South Street Society (RSSS) is committed to ensuring that all employees, and volunteers are situated in a working environment which is regulated to the Victorian standards of occupational health and safety.

Scope

This policy applies to all staff and volunteers, venues and activities.

Definitions

Alcohol	Alcohol refers to all food, beverages, medications and any other product containing alcohol.
Drugs	Drugs refer to every substance or article which is a dangerous drug under and within the meaning of the <i>Narcotic Drugs Act 1967 (Cth)</i> or any other substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid, or in any other form which may alter the fitness for work of a person.
Occupational Health & Safety	Occupational health and safety is concerned with protecting the safety, health and welfare of people engaged in work or employment.
Royal South Street Society	The formal title of the organisation. The organisation that formally oversees the Royal South Street Society Ballarat Eisteddfod
Royal South Street Society Ballarat Eisteddfod	Our core business/event/season of events/eisteddfod which is overseen by the Royal South Street Society

Policy Statement

Royal South Street Society has a duty of care to provide all employees and volunteers & visitors with a safe and healthy work environment.

RSSS Occupational Health and Safety adheres to the *Occupational Health and Safety Act (2004)* which also discloses information under *section 23* that protects volunteers within the workplace

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RSSS Responsibilities

Under Section 21 of the *Occupational Health and Safety Act (2004)* an employer must provide and maintain for employees a working environment that is safe and without risks to health. RSSS will commit to legislation to provide a safe working environment.

RSSS must:

- Provide and maintain systems of work that are healthy and safe
- Monitor health and safety conditions of employees
- Provide up to date information about health and safety procedures
- Report any hazards or incidents in the workplace
- Provide health and safety training to employees
- Ensure employees, volunteers, and visitors follow safety rules and procedures
- Not be under the influence of drugs and alcohol

Worksafe Victoria:

According to WorkSafe Victoria:

<https://content.api.worksafe.vic.gov.au/sites/default/files/2021-11/ISBN-Compliance-code-first-aid-in-the-workplace-2021-11.pdf>

Royal South Street Society Office meets the criteria of being a Low risk workplace:

Page 10, Section 42 Low-risk workplaces are those where:

- Employees are not exposed to hazards that could result in serious injury or illness that would require immediate medical treatment and
- The workplace is located where medical assistance or ambulance services are readily available

Low-risk workplaces could include offices, libraries and most retail shops.

First Aid Training

As a minimum, employers need to ensure that first aid officers hold a nationally recognised statement of attainment issued by a registered training organisation (RTO) for the nationally endorsed first aid unit of competency Provide First Aid, or a course providing equivalent skills

In low-risk workplaces, employers will be considered to comply by providing: • one first aid officer for 10 to 50 employees • two first aid officers for 51 to 100 employees • an additional first aid officer for every additional 100 employees.

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Employee Responsibilities

Under Section 25 of the *Occupational Health and Safety Act (2004)* while at work, an employee must

- Take reasonable care for his or her health and safety.
- Take reasonable care for the health and safety of a person who may be affected by RSSS acts or omissions in the workplace.
- Co-operate with his or her employer with respect to any action taken by RSSS to comply with a requirement imposed under the *Occupational Health and Safety Act (2004)*.
- While at work, an employee must not intentionally or recklessly interfere with or misuse anything that is provided in the workplace.

RSSS Employees will commit to legislation to provide a safe working environment

Employees must:

- Report any hazards or incidents in the workplace
- Be familiar with the organisations health and safety procedures
- Follow health and safety instructions
- Participate in health and safety training
- Take appropriate action if an incident does occur
- Ensure all visitors and volunteers follow safety rules and procedures
- Not be under the influence of drugs and alcohol

RSSS Responsibility of Volunteers

Under Section 23 of the *Occupational Health and Safety Act (2004)* an employer must ensure that persons other than employees of the employer are not exposed to risks to their health and safety arising from the conduct of the undertaking employer. Employers of RSSS will commit to ensuring volunteers are not exposed to risks to their health and safety.

Volunteer responsibilities

As a volunteer you have the right to feel safe and healthy. Section 24 under the *Occupational Health and Safety Act (2004)* protects volunteers, and visitors in a workplace. Volunteers and Visitors will commit to taking reasonable care for their health and safety when they are within the workplace.

Volunteers must:

- Take reasonable care for his or her health and safety.
- Whilst volunteering or visiting, must not purposely or carelessly interfere with anything that is provided within the workplace.

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- Be familiar with the organisations OH&S procedures
- Follow health and safety instructions
- Ensure you report any illness that you may have that may affect your volunteering
- Report any health and safety issues or incidents as soon as possible
- Participate in health and safety training
- Not be under the influence of drugs or alcohol

Reporting Health and Safety Accidents and Incidents

Health and safety accidents and incidents that need to be reported include:

- Notifiable incident which include:
 - A death of a person
 - A serious injury or illness
 - A dangerous incident arising out of work carried out by a business, contractor, or member of the public

Notifiable incidents relate to any person including, employers, employees, contractors, volunteers, or visitors

Section 36 of the *Work Health and Safety Act (2011)* refers to serious injury or illness requiring a person to have immediate treatment as an in-patient in the hospital, or immediate treatment for

- The amputation of any part of his or her body
- A serious head injury
- A serious eye injury
- A serious burn
- A separation of his or her skin from an underlying tissue
- A spinal injury
- A loss of bodily function
- Serious lacerations
- Medical treatment within 48 hours of exposure to a substance

Section 37 of the *Work Health and Safety Act (2011)* refers to a dangerous incident as anything that exposes the worker or any other person in the workplace to serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape of gas or steam
- An uncontrolled escape of a pressurised substance
- Electric shock
- The fall or release from a height of any plant, substance, or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- The collapse or partial collapse of a structure

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- The collapse or failure of an excavation or of any shoring supporting an excavation
- Any other event prescribed by the regulations

All incidents need to be reported to the Business Manager/General Manager/CEO

Returning to Work

RSSS

It is the RSSS obligation to help the injured return to work. The employer will:

- obtain relevant information about the workers capacity for work
- consider reasonable workplace support
- assess and propose options for suitable or pre-injury employment to your worker
- provide the worker with clear, accurate and current details of their return to work arrangements
- monitor the workers progress

Employees

It is the employee's obligations to:

- make reasonable efforts to return to work in suitable or pre-injury employment
- make reasonable efforts to participate and cooperate in planning your return to work
- participate and cooperate in assessments of your capacity to work

Drug and Alcohol Use

RSSS will not tolerate any of the following:

- Consuming alcohol during paid work hours
- Possessing, consuming or administering illegal drugs on RSSS premises or workplaces at any time
- Presenting for duty in a state where they are unable to perform their duties to an acceptable standard due to the influence of alcohol and other drugs

Under section 21 of the *Occupational Health and Safety Act (2004)* an employer must provide and maintain for employees a working environment that is safe and without risks to health.

Employees are to take reasonable care for their own health and safety and of others (ensuring they are not under the influence of alcohol, or affected by substances that may put them or others at risk); and to co-operate with employers in their efforts to

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comply with OH&S requirements. This is found under section 25 of the *Occupational Health and Safety Act (2004)*.

If employees are found under the influence of drugs or alcohol, they may seek immediate dismissal, counselling or disciplinary action.

If volunteers are found under the influence of drugs or alcohol, this may lead to cessation of the engagement with the organisation.

If contractors are found under the influence of drugs and alcohol, this may lead to a cancellation by RSSS of their services.

Smoking

Smoking will not be tolerated in the premises of the RSSS.

Smoking should be done in your assigned breaks, and in the assigned areas.

Occupational Health and Safety Committee

It is required by law that an employer must establish a health and safety committee. The health and safety committee will consist of volunteers as well as employees.

Emergency

An emergency is an abnormal or dangerous situation which requires prompt action to control, correct and return it to a safe condition. It includes events such as:

- Fire
- Explosion
- Gas Leak
- Natural Events (flood, bushfire, cyclone, landslide, etc...)
- Civil Disturbance (riots, bomb threats)

In case of an Emergency, employers, employees, volunteers, and visitors need to follow emergency procedures that have been put into place.

Breach of Policy

Any breach of this policy by employees may result in counselling and/ or disciplinary action, may lead to dismissal.

Any breach of this policy made by volunteers, may lead to cessation of their engagement.

Any breach of this policy by contractors may result in cancellation by RSSS of their services.

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Supporting Documents

- Occupational Health & Safety Procedure
- Event Management – HIRAC
- Code of Conduct
- Code of Conduct – General Entry and Audience

Forms

- Incident Report Forms

Responsibility

- The Royal South Street Society Board is responsible for monitoring the implementation, outcomes and scheduled review of this policy.
- The CEO/General Manager/Business Manager is responsible for maintaining the content of this procedure as delegated by the Royal South Street Society Board.

Communication & Implementation

This procedure will be communicated and implemented via:

- Identified and recorded on the RSSS Quality Management Plan Cycle
- Listed in the Policies & Procedures file on the RSSS Intranet
- On Board review/approval, included on Staff Meeting Agenda for location and active implementation
- Staff induction documentation and sessions.

Legislative Context

- Occupation Health and Safety Act (2004)
- Work Health and Safety Act (2011)
- Narcotic Drugs Act 1967 (Cth)

Policy Authorisation

Approved by RSSS Board	July 2024	Responsible Person	CEO/General Manager/Business Manager
Version	Version 2 2024	Scheduled Review Date	01/01/2026
Previous Version	Version 1 Feb 2015		