

Occupational Health & Safety Policy

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To be reviewed: 25/09/2020

Purpose

Auspicious Arts Projects Inc. (AAP) is committed to building a safe, healthy and sustainable work environment for employees, including volunteers, contractors engaged by AAP under an agreement and the general community. AAP will, so far as is reasonably practicable, take action to improve and promote OH&S policies and procedures to prevent workplace injuries and illnesses at all AAP events and workplaces.

Scope

This policy applies to:

- All staff members;
- Contractors, volunteers and visitors to AAP's premises, to the extent it is relevant to them; and
- Artists, contractors, and volunteers engaged by AAP under an agreement.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

Policy

Overview

AAP 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. AAP is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with AAP's Health and Safety Committee, of management systems and procedures designed to:

- identify, assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or 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.

To do this, AAP will:

- develop and maintain safe systems of work, and a safe working environment
- consult with employees, production managers and health and safety reps on safety
- assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks
- remove unacceptable risks to safety
- provide employees and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)
- ensure that this policy will be documented, posted, and communicated internally as well as externally, as appropriate

Ultimately, everyone at the workplace is responsible for ensuring health and safety in the workplace. All persons responsible for the work activities of other employees are accountable for:

- ensuring their own personal health and safety, and that of others in the workplace;
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety;
- identifying practices and conditions that could injure employees, clients, members of the public or the environment; and
- controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager.

AAP engages in a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

Code of Conduct

AAP is committed to providing a safe, respectful, inclusive and flexible workplace environment that is free from discrimination, harassment, sexual harassment and bullying. We do not tolerate or condone any form of discrimination, harassment, sexual harassment or bullying in this workplace.

For further information, please read the Auspicious Code of Conduct.

Alcohol & Drug Policy

AAP has a duty of care under the commitment to comply with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*, especially those for drugs and alcohol, to protect employees and clients from any known harms.

For further information, please read the Alcohol & Drug Policy.

Breach of this Policy

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

For further information, please read the Auspicious Arts Disciplinary Policy and Procedure.

Health and Safety Representatives and Committee

AAP will encourage and facilitate the formation of work groups and the election of Health and Safety Representatives to represent employees on health and safety matters.

Where required under legislation, AAP will establish a Health and Safety Committee consisting of management and employee representatives. The Health and Safety Committee will be the principal forum in which management consults with employees on broad health and safety and policy issues.

Other

This Occupational Health & Safety document has been developed to ensure AAP complies with the Occupational Health and Safety Act 2009 (VIC) and any other relevant legislation.

Further Information / Reference

<i>Age Discrimination Act 2004</i>	<i>Racial and Religious Tolerance Act 2001 (Vic)</i>
<i>Disability Discrimination Act 1992</i>	<i>Sex Discrimination Act 1984</i>
<i>Equal Opportunity Act 2010 (Vic)</i>	<i>Racial Discrimination Act 1975</i>
<i>Fair Work Act 2009</i>	National Employment Standards
Fair Work Regulations 2009	<i>Occupational Health and Safety Act 2004 (Vic)</i>
<i>Australian Human Rights Commission Act 1986</i>	<i>Australian Human Rights Commission Regulations 1989</i>
<i>Protected Disclosure Act 2012 (Vic)</i>	replacing <i>Whistleblowers Protection Act 2001 (Vic)</i>