

## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

### **Purpose of Policy:**

To ensure the health and safety of employees, contractors, members, volunteers and others at the Maldon Neighbourhood Centre and who may be affected by its operations.

### **Scope:**

This policy applies to everyone who participates in any activity or is involved in the Neighbourhood Centre in any way, including employees, contractors, volunteers or Centre users.

### **Responsible Parties:**

The Committee of Management and Coordinator are responsible for ensuring the policy is adhered to. All employees, volunteers and Centre users are required to consider issues of Occupational Health and Safety in every activity they undertake.

### **Policy:**

The Coordinator will ensure that:

- A comprehensive annual OH & S audit is performed and any recommendations for improvement are highlighted at the following Committee of Management meeting for action
- Staff, volunteers and contractors are consulted on matters which may affect them
- The OH & S Policy is included in staff, contractor and volunteer Induction/Welcome packs
- Communication on OH & S issues is promoted as a normal part of work and discussed during staff meetings.
- Contractors, participants and other Centre users are made aware of safety procedures
- Immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from work activity, using the hierarchy of control framework
- OH & S issues are raised at the subsequent Committee meeting
- All incidents are properly recorded and reported
- Safe access to and egress from the workplace is maintained at all times

Staff, volunteers are contractors will:

- Carry out their duties in a manner which does not adversely affect their own health and safety or that of others
- Cooperate with measures introduced in the interests of workplace health and safety
- Immediately report all matters which may affect workplace health and safety to the Coordinator or Committee of Management

The Committee of Management will ensure that:

- OH & S is an agenda item at each Committee of Management meeting

Policy Reference Number: POL2013008  
Date of endorsement: 2 July 2013  
Date last reviewed: 23 March 2021  
Date for next review: 23 March 2024



**Maldon  
Neighbourhood  
Centre Inc**  
Friendship & Learning

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**Related Documents:**  
OH&S Audit Template

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Health and Safety Policy.docx