



Workplace Health and Safety Policy

Policy number	27	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
Committee on			
Review History:			
Date: 14/7/2020		By: Secretary	
Date: 21/9/2022		By: President	

PURPOSE

Gallipoli Barracks Community Centre is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises.

SCOPE

This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to Gallipoli Barracks Community Centre's premises, to the extent it is relevant to them.

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

Gallipoli Barracks Community Centre 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.

Gallipoli Barracks Community Centre is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

Gallipoli Barracks Community Centre 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 Gallipoli Barracks Community Centre's Safety Representatives, of management systems and procedures designed to, so far as is reasonably practicable:

- 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.

Bullying and violence at work

Gallipoli Barracks Community Centre is committed to reducing bullying and occupational violence so far as is practicable in the workplace.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying can include:

- verbal abuse;
- excluding, ignoring or isolating a person;
- psychological harassment;
- intimidation;
- assigning meaningless tasks unrelated to a person's job;
- giving a person impossible assignments and deadlines;
- unjustified criticism or complaints;
- deliberately withholding information vital for effective work performance; and
- constant taunting, teasing or playing practical jokes on a person who is not a willing participant.

Bullying can be verbal, or in writing (including online).

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

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.

Any breach of this policy by a contractor may result in cancellation by Gallipoli Barracks Community Centre of the services provided by that contractor.

Occupational Health and Safety Coordinator

The Occupational Health and Safety Coordinator will be held accountable for coordinating Gallipoli Barracks Community Centre's management of health and safety on behalf of the CEO. The Occupational Health and Safety Coordinator does not assume the responsibilities of supervisors and managers.

Health and Safety Representatives

Gallipoli Barracks Community Centre 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.

Health and Safety Committee

Where required under legislation, Gallipoli Barracks Community Centre 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.

AUTHORISATION

AM

Committee Secretary

Date:

01/06/2023





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RESPONSIBILITIES

The **President and other executive officers** 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 Gallipoli Barracks Community Centre'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 Gallipoli Barracks Community Centre's inductions and implement all safety procedures.
- Ensure that all staff receive appropriate training in the policy and related procedures, and their obligations under occupational health and safety laws.
- Coordinate the identification, development, implementation and review of Work Health and Safety policies and procedures;
- Monitor and advise on legislative and technical changes relating to health and safety;
- Support employees to follow policies and safe work procedures developed.

Employees will:

- Participate in health and safety training, actions and activities and support Gallipoli Barracks Community Centre in its efforts to reach its health and safety and, where relevant, rehabilitation objectives;
- Follow reasonable health and safety instructions from managers or supervisors;
- Report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives;
- 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 Gallipoli Barracks Community Centre induction programs and implement all detailed safety procedures.

Contractors and visitors to Gallipoli Barracks Community Centre 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 Gallipoli Barracks Community Centre policies and practices.

PROCESSES

Review of Policy and Procedure

This procedure will be reviewed annually by the President in consultation with the Committee and employees.

The review will involve assessing the effectiveness of the procedures by (among other things):

- reviewing overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

Dissemination of Policy and Procedure

The Workplace Occupational Health & Safety Policy and related procedures will be displayed in the workplace and all employees and volunteers will be provided with a copy by their supervisor/manager. New employees will be provided with a copy of the documents as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

RELATED DOCUMENTS

- Gallipoli Barracks Community Centre works under the Queensland Governments WorkCover program and Legislation. Our current Work Cover documents can be found in the office for reviewing and understanding.

LEGISLATION & AWARDS

- <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>
- <https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws>
- <https://www.worksafe.qld.gov.au/laws-and-compliance/compliance-and-enforcement>

AUTHORISATION



Committee President

Date 1/6/2023