

Workplace Health and Safety Policy



Policy number	6	Version	1.0
Drafted by	Thomas O'Hare	Approved by Board on	20/05/2024
Responsible person	Thomas O'Hare	Scheduled review date	20/05/2025

1. Introduction

- 1.1 The 1812 Theatre is committed to safeguarding the health, safety and welfare of all people who interact with the organisation and discharging its workplace health and safety obligations.
- 1.2 This policy falls within the field of operation of The 1812 Theatre's overall Risk Management Processes, under the general supervision of the Board of Directors

2. Purpose

- 2.1 The 1812 Theatre recognises that workplace health and safety is integral to achieving excellence in performance and work performance outcomes. The purpose of this policy is to, as far as reasonably practicable:
 - prevent workplace injuries and illnesses
 - promote a safe and healthy workplace culture
 - provide a framework for consulting, collaborating and communicating with workers and health and safety representatives
 - consider workplace health and safety in project planning and work activities
 - allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
 - ensure that workers understand their rights and responsibilities, and can identify and control risks in the workplace
 - drive continuous improvement in workplace health and safety.
- 2.2 This policy applies to all employees, contractors, consultants, and volunteers at The 1812 Theatre, including all personnel affiliated with third parties.

3. Definitions

- 3.1 For the purpose of this policy, employees, contractors, consultants and volunteers will be referred to as **'staff' or 'staff members'**.
- 3.2 In this policy, **'workplace'** means places where people undertake work in connection with The 1812 Theatre, whether on-site or off-site, including work-related conferences, functions, client events, retreats and social events.
- 3.3 **'Occupational violence'** refers to any incident where a person is physically attacked, abused, assaulted, or threatened in the workplace.

4. Policy

- 4.1 This policy applies to any location where duties are performed (i.e. any workplace), as outlined earlier at 3.2

Commitment to workplace health and safety

- 4.2 The 1812 Theatre aims to safeguard the rights of all people to work in an environment that is safe and without risks to health and safety, to the extent reasonably practicable.
- 4.3 The 1812 Theatre is committed to working in partnership with all workers to identify and address workplace health and safety issues. It encourages the formation of work groups and the appointment of health and safety representatives to represent employees on health and safety matters.
- 4.4 The 1812 Theatre is committed to continuously improving its workplace health and safety practices through the ongoing development of systems and processes to:
- identify, assess, and control workplace hazards
 - reduce the incidence and cost of occupational injury and illness
 - provide a rehabilitation system for those affected by occupational injury or illness.
- 4.5 The 1812 Theatre is committed to facilitating the return to work of employees as soon as practicable after a work-related incident or illness.
- 4.6 The 1812 Theatre is committed to ensuring all workers are free from bullying and occupational violence in the workplace.

Workplace Health and Safety Committee and representatives

- 4.7 Where a Workplace Health and Safety Committee is required by legislation, or where the Board of Directors otherwise deems it necessary, The 1812 Theatre will establish a Workplace Health and Safety Committee in accordance with the applicable legislation.
- 4.8 Any Workplace Health and Safety Committee will meet at least quarterly. An agenda will be circulated by the head of the Committee before the meeting. A designated note-taker will take minutes of the meeting.
- 4.9 Where required by law, or deemed necessary, designated work groups shall each elect a workplace health and safety representative as their elected spokesperson. Representatives are encouraged to work with management to discuss workplace health and safety issues, and to work with management to improve health and safety standards.
- 4.10 Where feasible, the workplace health and safety co-ordinator shall be a member of the Committee.
- 4.11 Where feasible, the risk management officer shall be a member of the Committee.
- 4.12 Where the organisation is not required to establish a Workplace Health and Safety Committee, and does not otherwise establish such a committee, The 1812 Theatre may conduct regular health and safety forums.

Review

- 4.13 The 1812 Theatre's Workplace Health and Safety Policy and Procedures will be reviewed at least every one year. The review will involve assessing the effectiveness of the policy and procedures by (among other things):
- reviewing overall health and safety performance
 - ensuring continued compliance with the relevant legislation.

5. Legislation and industrial instruments

Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of employees and other stakeholders in the workplace. All officers, employees, contractors, suppliers, and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:

- Workplace health and safety laws that operate in each state and territory
- Workers' compensation legislation that operates in each state and territory
- Criminal laws
- Anti-discrimination laws
- Employment laws (including measures to address bullying at work under the Fair Work Act 2009).

Workplace Health and Safety Procedures

Last updated September 2021

Procedure number	3	Version	1.0
Drafted by	Thomas O'Hare	Approved on	20/05/2024
Authorised person	Thomas O'Hare	Scheduled review date	20/05/2025

1. Responsibilities

1.1 The **Members of the Board** will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- consult with workers about, and participate in, The 1812 Theatre's workplace health and safety program
- ensure that all workers receive appropriate information on the policy and related procedures, and on their obligations under workplace health and safety laws.
- coordinate the identification, development, implementation and review of workplace health and safety policies and procedures
- assist producers/directors to identify, assess and select measures to control hazards and risks to health and safety in the workplace, and to others as a result of The 1812 Theatre's undertaking and work
- assist producers/directors to monitor and evaluate hazard- and risk-control measures
- assist producers/directors to identify, develop and provide appropriate workplace health and safety-related information, instruction and training
- monitor and advise on legislative and technical changes relating to workplace health and safety
- help employees/volunteers and health and safety representatives to follow policies and safe work procedures.
- review relevant workplace health and safety legislation to determine whether a Workplace Health and Safety Committee is required for the workplace and/or at any particular site

1.2 **Producers/Directors** will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- consult with workers/volunteers about, and participate in, The 1812 Theatre's workplace health and safety program
- use risk identification, assessment and control principles to achieve The 1812 Theatre's workplace health and safety objectives
- provide information to workers/volunteers on relevant policies, procedures and workplace health and safety obligations.

1.3 **Employees and volunteers** will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- participate in workplace health and safety training, actions and activities and support The 1812 Theatre in its efforts to achieve its workplace health and safety and, where relevant, rehabilitation objectives
- follow lawful and reasonable workplace health and safety instructions from managers or supervisors
- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives

- 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.

1.4 **Contractors of, visitors to and volunteers** of The 1812 Theatre will:

- demonstrate a commitment to providing and maintaining a safe and healthy workplace
- follow lawful and reasonable workplace health and safety instructions from The 1812 Theatre
- report any serious incidents, accidents, injuries or hazards in the workplace to The 1812 Theatre assess risks to their health and safety arising from the provision of [their services etc]
- have control measures in place to address those risks, including complying with any relevant policies and practices.

2. Processes

2.1 This procedure outlines the process that The 1812 Theatre and its workers should use to raise workplace health and safety concerns, and how The 1812 Theatre will respond.

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

Emergency evacuation

2.3 Fires, bomb threats, gas leaks and similar incidents are risks in all workplaces. The 1812 Theatre will provide workers with information on emergency evacuation procedures to cover all identified scenarios relevant to the workplace.

2.4 It is imperative that all workers are aware of the procedures to follow in the event that evacuation is required and follow any direction given by employer representatives in the event of an evacuation. All workers must participate as directed in any emergency evacuation drills.

Reporting

2.5 If a worker/volunteer identifies:

- a workplace health or safety incident, accident, injury or hazard, including a near miss
- any non-compliance with The 1812 Theatre's Workplace Health and Safety Policy or Procedures,

they must report it to their producer/director or a board member as soon as possible.

2.6 Where a hazard or near miss is identified and/or reported, the worker must submit an incident report to their producer/director, who will work with the worker and the workplace health and safety coordinator to:

- identify, assess, and select measures to control hazards and risks to health and safety
- monitor and evaluate hazard- and risk-control measures.

2.7 Incident reports are available from the Board of Directors.

Workers' compensation

- 2.8 If an employee develops an illness or injury in connection with work, they should report the incident to their supervisor as soon as possible and consider whether to submit a worker's compensation claim.

Breaches

- 2.9 Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which may include counselling, dismissal, or cessation of the person's engagement with The 1812 Theatre.

First aid

- 2.10 A first aid kit is located at **NEED A LOCATION**
- 2.11 The qualified first aid officers at The 1812 Theatre are **NEED THIS LIST**.

Emergency contact

- 2.12 It is important that The 1812 Theatre has details of the person/s whom each employee would wish to be notified in the event of any emergency at work. Details will be noted in each employee's personnel file. Employees should notify human resources of any changes.

Workers' compensation

- 2.13 Any worker who is injured at work should report the incident to their supervisor as soon as possible and consider whether to submit a worker's compensation claim.

3. Related Documents

Risk Management Policy

Bullying Policy

Anti-discrimination Policy