



SUSSEX NEIGHBOURHOOD HOUSE Inc.

OCCUPATIONAL HEALTH AND SAFETY POLICY & PROCEDURES

1. POLICY:

Sussex Neighbourhood House will as far as is practicable, ensure the provision of safe facilities, equipment and practice that protect the health, safety and welfare of all its staff, volunteers, participants and users.

2. AIMS:

The aim of this policy is to:

- ◆ Ensure that Sussex Neighbourhood House complies with its obligations under the Occupational Health and Safety **Act 1985** as outlined in the relevant Regulations and Codes of Practice.
- ◆ Ensure that the welfare of all who work and / or participate in activities at Sussex Neighbourhood House is the primary consideration in the planning practice and delivery of all programs and activities.
- ◆ Contribute to the achievement of creating a safe and inclusive Neighbourhood House environment.
- ◆ Uphold the values of learning and safety and access for everyone at Sussex Neighbourhood House.

3. RELATED LEGISLATION:

- ◆ Occupational Health and Safety Act 1985.
- ◆ Information Privacy Act 2000.

4. SCOPE:

This policy applies to all staff, volunteers, participants and users of Sussex Neighbourhood House.

PROCEDURES:

A sub-committee of Committee of Management will conduct an annual audit and develop an action plan and monitor its implementation.

A range of opportunities will be provided for staff and volunteers to raise matters of concern eg, staff meetings, team meetings, user forms, safety audit process.

Responsibilities:

The House Manager (as the nominated employer's representative for health and safety) and the Committee of Management are responsible as far as practicable for:

- ◆ Monitoring the health and safety of the House employees and volunteers.
- ◆ Keeping information and records which relate to the health and safety of the House employees and volunteers.
- ◆ Ensuring that employees are able to access advice on health and safety relating to the House facilities, practices and activities.
- ◆ Monitoring conditions in the House as they relate to health and safety.
- ◆ Providing health and safety information to employees and volunteers in appropriate languages including the name of a person to whom the employee / volunteer may make an inquiry or complaint.

Staff and volunteers of Sussex Neighbourhood House are responsible as far as practicable for:

- ◆ Taking reasonable care of their own health and safety and the health and safety of anyone else who may be affected by their actions by ensuring compliance with procedures in this policy.
- ◆ Making use of the range of opportunities to obtain information, provide feedback, input safety audits etc.
- ◆ Raising OH&S issues, and opportunities for improvement, both formally and informally.
- ◆ Cooperating with the House manager and the Committee of Management in ensuring compliance with the Occupational Health and Safety Act 1985 or regulations pertaining to the Act.
- ◆ Not wilfully putting at risk the health and safety of themselves or others.
- ◆ Attending training and information sessions and ensuring that groups and individuals under their supervision are aware of their obligations under the scope of this policy and the Occupational Health and Safety Act 1985.

REVIEW:

- ◆ This policy will be reviewed annually in March.

PUBLICATION:

- ◆ This policy will be displayed and made available throughout the House.