

ALEXANDRA COMMUNITY HUB

Occupational Health and Safety Policy

Policy No:12

Policy:

Alexandra Community Hub (ACH) is committed to ensure, so far as is reasonably practicable, that all stakeholders including employees, volunteers, students, tutors and visitors are safe from injury and risks to health while working, studying or undertaking other activities conducted by ACH.

Procedure:

1. Keep information and records relating to all injuries suffered by employees, volunteers, students, tutors and visitors.
2. Provide adequate facilities to protect the welfare of all employees, volunteers, students, and visitors.
3. Carry out risk assessment and management to ensure safe systems are maintained for premises and for all work and study environments.
4. Provide appropriate OH&S training to all employees and volunteers.
5. Provide information and supervision for all employees, volunteers, students, tutors and visitors enabling them to work and study safely.
6. Consult with employees, volunteers, students, tutors and visitors as far as is reasonably practicable on:
 - a. Identifying or assessing hazards or risks to health or safety on both premises and associated workplaces.
 - b. Making suggestions and decisions about the measures to be taken to monitor risks to health or safety at each premises or external venue.
 - c. Making decisions about the adequacy of facilities for welfare of all employees, volunteers, students, tutors and visitors.
 - d. Making decisions about any health and safety issue.
7. Ensure that any accident /injury is reported to the Coordinator at the earliest opportunity and recorded in the relevant register.

Related Documents

Incident Register
Incident Report

Related Policies

Risk Management Policy

Related Legislation

Occupational Health and Safety Act 2004 (Victoria)
Work Health and Safety Act 2011 (Federal)

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