



13 Workplace Health and Safety Policy

MRC amends its policies from time to time. This version was correct at 06/11/2019. To confirm that this is the latest version of this policy, please refer to the MRC Intranet or contact the policy owner.

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| Policy Owner | Chief Executive Officer |
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1. Background and Purpose

This policy outlines Melbourne Recital Centre's (MRC) commitment to providing a healthy and safe environment for all onsite and engaged by MRC.

This policy is developed with reference to the *Occupational Health & Safety Act 2004* (OHS Act 2004), Occupational Health and Safety Regulations 2017, Melbourne Recital Centre Enterprise Agreement 2015 and the Victorian Public Sector Commission (VPSC) Code of Conduct. The *Workplace Health and Safety Policy* should be read in conjunction with the *Respectful Behaviours Policy* and MRC's Workplace Health and Safety (WHS) procedures.

2. Scope

This policy applies to the Board, employees, volunteers, contractors and any other agents carrying out an outsourced function on behalf of Melbourne Recital Centre.

3. Our Commitment

Melbourne Recital Centre has a duty to provide, as far as is reasonably practicable, a healthy and safe workplace. MRC is committed to:

- Ensuring compliance with all legislative requirements, such as occupational health and safety laws, regulations and standards, as well as MRC policies and procedures.
- Supporting a culture where all individuals take responsibility for their own and others' health, safety and wellbeing.
- Maintaining a health and safety management framework (including procedures, systems, training, reporting and monitoring) to ensure health and safety legislative obligations are met.
- Regular consultation with staff, hirers, contractors and visitors regarding workplace health and safety.
- Supporting the mental health and wellbeing of staff, hirers, contractors and visitors through the promotion and maintenance of a healthy work environment.

Melbourne Recital Centre is committed to managing workplace risks associated with systems of work. This will be achieved by:

- Regular meetings of the management Workplace Health and Safety Committee to discuss the continuous improvement of the health and safety management framework, regularly review incidents, inspections and performance measures and consult with workplace health and safety representatives on topics regarding workplace health and safety.
- Providing appropriate health and safety information, training, inductions, instruction and supervision including but not limited to staff, hirers, contractors and visitors.
- Maintain and regularly update procedures for identification, assessment and control of hazards and risks, to eliminate or minimise them as far as reasonably practicable.
- Providing a program to support sustainable and timely return to work for injured or ill members of staff.
- Undertaking routine inspections of all relevant facilities and equipment at Melbourne Recital Centre.
- Maintaining systems for hazard, near miss, incident and injury reporting, and ensure proactive follow up for investigation and risk control.
- Ongoing review and development of Safe Work Method Statements and Safe Operating Procedures across all departments within Melbourne Recital Centre.
- Requiring contractors and hirers to follow safe systems of work and when required provide appropriate risk management documents relevant to their activity or event at Melbourne Recital Centre.

4. Breach of Policy

In the case where this, or a related policy, is breached, resolution will be in accordance with MRC’s disciplinary processes, taking into account the Victorian Public Sector Code of Conduct and potentially law enforcement agencies.

5. Roles and Responsibilities

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| Board | For approving this policy and for exercising specific authority under this policy |
| Chief Executive Officer (CEO) | For exercising specific authority under this policy and for providing organisational leadership which encourages a high awareness of, and adherence to, policies and procedures |
| Leadership Group | For championing the application of this policy in MRC; ensuring adherence to all policies and procedures on a day-to-day basis in their areas of responsibility; and responding effectively and consistently to instances of breach |

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| Policy Owner | For providing advice to MRC employees, contractors and volunteers on the intent and operation of the policy for which they are responsible; for identifying potential changes and updates to the policy; and for leading the process of change and approval for updating and implementing a policy. |
| All Employees, Contractors and Volunteers | For complying with the requirements of this policy and developing an awareness of MRC's policies and procedures to the extent required for their role |
| Health and Safety Representative | A Health and Safety Representative (HSR) is elected by the members of their designated work group (DWG). They represent the DWG on its occupational health and safety (OHS) issues, concerns and interests. |

6. Links and References

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| Internal Support Materials | |
| Enterprise Agreement | Enterprise Agreement |
| WHS Procedures | WHS Procedures |
| WHS Terms of Reference | <i>Tempo</i> |
| Respectful Behaviours Policy | <i>Tempo</i> |
| External Support Materials | |
| <i>Occupational Health and Safety Act 2004</i> | OHS Act 2004 |
| Occupational Health and Safety Regulations 2017 | OHS Regulations 2017 |
| <i>Dangerous Goods Act 1985</i> | Dangerous Goods Act 1985 |
| <i>Equipment (Public Safety) Act 1994</i> | Equipment (Public Safety) Act 1994 |
| <i>Equipment (Public Safety) Regulations 2017</i> | EPS Regulations 2017 |
| Worksafe Victoria | https://www.worksafe.vic.gov.au/ |
| Live Performance Australia | http://www.liveperformance.com.au/ |

7. Glossary

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| Contractor | Supplier of goods and services to the MRC under a contract |
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| Delegate | Employee with specific authority under the register of delegations to transact on behalf of the MRC |
| Enterprise Agreement | Formal agreement on pay and conditions established jointly by the MRC and its employees |
| Workplace Health and Safety (WHS) Committee | A Workplace Health and Safety Committee allows businesses to work together with workers on health and safety matters. The main function of the Workplace Health and Safety Committee is to facilitate co-operation in developing and carrying out measures to improve the safety of workers and to assist with the development of health and safety standards, rules and procedures. |
| Designated Work Group (DWG) | A DWG is a grouping of employees who share similar workplace health and safety concerns and conditions. A DWG is established to form the 'electorate' that may elect HSRs. An HSR is a person who has been elected by his or her co-workers to represent them on OHS issues. |
| Health and Safety Representative (HSR) | A health and safety representative (HSR) is elected by the members of their designated work group (DWG). They represent the DWG on its occupational health and safety (OHS) issues, concerns and interests. |
| Policy | Provides formal parameters for decision-making, action or behaviour. Generally relates to matters of substance, focusing on key principles rather than specific tasks, and will be capable of wide application, without substantial revision, for several years |
| Policy Owner | The MRC employee with ultimate responsibility for the management and maintenance of a policy |
| Procedures | Translate policies into specific and detailed actions reflecting the current MRC structures, systems, resource allocations and positions. Procedures may include any instructions, desk-duties, guidelines, tools, forms, and other resources which assist staff in the implementation of the policies |
| Public | "Public" means persons other than Employees, Hirers or Contractors who could, if we do not manage our workplace properly, be exposed to risks from the conduct of our business. |

8. Document Control

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| Prepared by | Head of Operations | 07/10/2019 |
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| Endorsed by | Governance Audit and Risk Committee | 28/10/2019 |
| Approved by | Melbourne Recital Centre Board | 19/11/2019 |
| Date of effect | | 19/11/2019 |
| Date of next review | | 19/11/2021 |