

Occupation Health & Safety Policy

Governance

1. Scope

All Staff, Volunteers, Contractors and members & participants who are involved with the activities of the YMCA of Sydney.

2. Policy Statement

The YMCA of Sydney is fully committed to protecting the health and safety of employees, volunteers, contractors, members & participants who are involved with the activities of the YMCA.

3. Definitions

- The "OH&S Act" means: Occupational Health and Safety Act 2000 No.40 (NSW) and any amendments made since this date
- "Employees" includes all staff and volunteers who work for the YMCA of Sydney.
- "Managers" includes all senior and centre managers
- "Supervisors" includes all staff/coordinators that provide guidance or instruction to others on work activities.

4. Applicability

The YMCA of Sydney will ensure that this commitment is fulfilled by:

- Fulfilling a duty to protect the health and safety of its employees and other people at or near the workplace.
- Providing and maintaining a working environment (including plant and systems of work) that is safe for employees and is without risk to their health.
- Providing necessary information, instruction, training and supervision (in appropriate languages) to allow employees to perform their work safely.
- Will report and investigate accidents and dangerous occurrences.
- Ensure the health and safety of employees when using, handling, storing or transporting plant and hazardous substances.
- Providing adequate facilities including first aid services for the employee's welfare at work.
- Providing safe access to and from the workplace.
- Monitoring the conditions of the workplace through monthly scheduled workplace safety audits, inspections and checklists
- Adhering to Occupational Health and Safety Legislation.
- Implementing a comprehensive audit system relating to OHS issues including but not limited to an annual risk audit.
- Facilitating consultation with the employees through the election of an OHS Representative OR nomination of a Safety Officer for each designated work group who shall participate in the YMCA of Sydney OHS Committee as per division 2 part 13 – 19 of the Act.

The YMCA of Sydney seeks the cooperation of all employees and volunteers in achieving and maintaining a safe working environment.

Responsibilities:

The *YMCA of Sydney Board of Directors* has ultimate responsibility for the health and wellbeing of all staff, volunteers and others within the jurisdiction of the centres it manages. The Board should review this policy annually to ensure its currency, that its execution is established and maintained and make recommendations for change according to relevant laws, codes of practice or best practice methods.

The *Chief Executive Officer* is responsible for the overall coordination, implementation and monitoring of this policy, with assistance from the OHS Representatives/Safety Officers.

Managers have departmental responsibility for ensuring that:

- All occupational health and safety legislation is complied with, understood and observed by all staff, visitors and volunteers.
- Occupational health and safety practices and procedures are developed for each work area, including emergency procedures and record keeping systems.
- Implementing the occupational health and safety policy
- Their budget and resources are sufficient to meet the OHS policy requirements, including relevant training, safety equipment and safe workplace conditions.

Supervisors are responsible for implementing this policy and adhering to OHS requirements in their work area. This includes:

- Role modelling good occupational health and safety practices by taking reasonable care of their own safety and that of others who may be affected by their actions.
- Providing the necessary instruction, training, tools and equipment needed to safely perform work tasks.
- Implementing their part of the occupational health and safety policy.
- Investigating all incidents.
- Taking actions to prevent situations that have the potential to cause injury or damage.
- Maintaining a current knowledge of relevant occupational health and safety issues and legislation.

Employees have a duty to:

- Obey all written and verbal occupational health and safety instructions issued by the YMCA of Sydney or their supervisors.
- Avoid placing themselves and others at risk.
- Comply with all written and verbal safety instructions, procedures and directions given by their supervisor.
- Correctly use all protective clothing and equipment supplied by the YMCA of Sydney.
- Report hazards to the relevant party i.e. Safety officer or supervisor.

5. Related Policies

5.1 Risk Management Policy

6. Procedures & Standards

6.1 New Employee OHS Induction Manual

6.2 Position specific Induction Handbook including relevant work related procedures

6.3 Occupational Health & Safety Management System and its related documents

6.4 Occupational Health & Safety Management System Roles and Responsibilities

6.5 YMCA of Sydney Intranet resources

7. Responsibilities & Delegations

7.1 A description of who is responsible for execution or management of this policy is described within the policy

8. Considerations

8.1 OHS Act 2000 No.40

8.2 OHS Regulations 2001

8.3 WorkCover Code of Practice – Workplace Consultation

9. Other

The policy will be accessible to all employees and the associated OHS Policy Statement displayed on notice boards, as a hard copy. Managers are required to ensure that all staff is aware of its existence and the direct impact on their employment.

This policy will be reviewed annually to ensure account is taken to any YMCA of Sydney and legislation changes.