



Title: Occupational Health & Safety Policy
Section: Organisational

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Policy Statement

UBC will,

- Provide a workplace that is free from risks to health and safety by implementing the highest possible standards to protect workers' health, safety, mental and social wellbeing.
- Engage and consult with all workers and others affected by our business or undertakings to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree.
- Create a workplace environment where workers and others affected by our business or undertakings are encouraged and supported to raise health and safety issues and help reduce and manage them.

Obligations

UBC is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of employees, contractors, authorised visitors, and anyone else who may be affected by our business or undertakings.

We are committed to ensuring we comply with the *Work Health and Safety Act 2004*, the *Occupational Health and Safety Regulations 2017*, relevant Codes of Practice and relevant Australian Standards.

Purpose and Scope

The Occupational Health and Safety Policy is necessary to demonstrate UBC's commitment to health and safety, to ensure the responsibilities of employees, directors, members, volunteers and contractors are clearly understood and to outline appropriate mechanisms for communication and consultation regarding health and safety issues.

Definitions

UBC: The Uncle Bobs Club

State Committee: Directors of the Uncle Bobs Club

Consultation – means the sharing of information and exchange of views between the Club and employees and/or volunteers. Consultation does not have to mean agreement or approval on the part of the employees and/or volunteers.

Policy

To achieve positive health and safety outcomes UBC directors, employees, members and volunteers must work together. UBC will consult with employees, members, volunteers and contractors so far as is reasonably practicable on issues that may directly affect their health, safety and welfare.

UBC will:

- Comply with all applicable health and safety laws, regulations, compliance codes, guidelines and standards.
- Ensure all employees, members, volunteers and contractors are informed, understand and fulfil their health and safety responsibilities.
- Implement and maintain systems to support effective health and safety practices throughout the organisation.
- Establish and maintain consultative structures and mechanisms to facilitate consultation between management and employees.
- Maintain an active risk management program to heighten awareness, identify, assess, control and review risk factors in workplaces and systems.
- Provide information, instruction and training to, and encourage effective communication and consultation with, all employees on matters relating to workplace health and safety.
- Adopt a preventive approach to minimising the potential for injury, damage and loss, whilst ensuring that all incidents are investigated, and injured employees are returned to suitable work at the earliest opportunity.
- Provide support systems to help employees maintain or improve physical and psychological health and wellbeing.

Responsibilities

Directors and Executive Officer

Will ensure, as far as is reasonably practicable, the health and safety of:

- All employees, members and volunteers engaged, or caused to be engaged by us
- All employees, members and volunteers whose activities in carrying out work are influenced or directed by us
- Other people, by ensuring they are not put at risk from work carried out as part of our business undertakings.
- Provide and maintain a work environment free from risks to health and safety
- Provide and maintain safe plant (equipment), structures and safe systems of work
- Ensure the safe use, handling and storage of plant (equipment), structures and substances
- Provide adequate facilities for the welfare of workers in carrying out work
- Provide any information, training, instruction or supervision that is necessary to protect all people from risks to their health and safety arising from work activities
- Ensure that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from our business
- Consult with employees on all matters relating to health and safety.

Employees, Member and Volunteers

While at work, must:

- Take reasonable care for their own health and safety
- Take reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of other people
- Comply (so far as they are reasonably able to) with any reasonable instruction given by management
- Co-operate with any reasonable policy or procedure for work health or safety that has been communicated to them
- Not misuse or interfere with anything provided for work health and safety
- Report all incidents and near misses immediately, no matter how trivial
- Engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls
- Report all known or observed hazards to their supervisor or manager.

Stakeholders

Employees, Members and Volunteers

- Work safely so as not to put yourself or anyone else in danger.
- Comply with all OHS policies and safe work procedures including using all personal protective clothing and equipment issued.
- Be conscious of the work environment, identify and report hazards/incidents and recommend safety improvements to the Executive Officer or a Director.
- Participate in mandatory OHS training.
- When required, participate in incident investigations.

Executive Officer, Supervisors/Team Leaders

- Implement this policy and procedure with respective teams.
- Participate in mandatory OHS training.
- Consult with employees when identifying, assessing, and controlling OHS risk, and on issues that directly affect their health and safety.
- Work with employees in establishing safe work procedures, reviewing incident reports and implementing corrective actions.
- Provide the resources including safe plant/ equipment, financial, safety information, instruction, training and supervision to your team.
- Encourage near miss and hazard reporting
- Be actively involved in incident investigation, analysis, audits and inspections.

Communication/Implementation

This Policy will be communicated to all employees during induction and ongoing OHS training.

Disciplinary Procedures

If any employee, director, member, volunteer or contractor is found to be in breach of this policy, they will face disciplinary action. This action will be determined by State Committee, or if it is deemed necessary, a specially formed committee. Actions taken by UBC may vary from a written warning, up to termination of employment or cessation of engagement with the organisation. There will also be full cooperation with the relevant legal authorities.

Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

Associated Policies, Procedures and Other Documents

- N/A

References

- Work Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Relevant Codes of Practice
- Relevant Australian Standards

Policy Name: Occupational Health & Safety Policy

Responsible Director: Company Secretary

Functional Area: Organisational

Date adopted: 28/05/2020

Review Date: 26/05/2023

Review History

Date	Review Details	Action

Last Reviewed Date: 26/05/2020

Review & Update by: 26/05/2023

OHS POLICY

I confirm I have read and understood the OHS Policy

Staff Signature Date

Print Name