

Occupational Health & Safety (OHS) Policy

This policy should be read in conjunction with the risk management policy, privacy policy, ICT acceptable use and security policy and records and information policy.

Introduction

Peninsula Leisure Pty. Ltd., values safe workplaces and safe work practices, and recognises its legal, moral and ethical responsibilities to provide a safe and healthy work environment for all employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure. Peninsula Leisure is committed to achieving a high-standard of safety performance and empowering its employees and contractors to identify hazards and act to prevent an injury or illness from occurring.

Purpose

This commitment will be achieved through

- Exceeding occupational health and safety statutory requirements, codes, national/international standards and OHS guidelines;
- Setting objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services;
- Ongoing review of our health and safety performance, with the intention to identify continuous improvement opportunities;
- Defining roles and responsibilities for health and safety;
- Identifying, assessing and controlling all foreseeable health and safety hazards.

Scope

This policy applies to all directors of Peninsula Leisure, employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure.

Policy

Strategies Peninsula Leisure will adopt include

- Addressing health and safety by proactively implementing the Peninsula Leisure Occupational Health and Safety Management System (OHSMS);
- Ensuring health and safety management principles are included in all organisational planning activities;
- Providing ongoing training, information, instruction and supervision to all Peninsula Leisure employees and visitors to support safe work environments;
- Consulting with Peninsula Leisure employees and other parties to enhance the effectiveness of the Peninsula Leisure OHSMS;
- Ensuring incidents are investigated and lessons are learnt within the organisation;
- Distributing health and safety information, including this policy, to all employees and interested parties;
- Providing sufficient resources to ensure health and safety is central part of the Peninsula Leisure operations;
- Ensuring effective injury management and rehabilitation is provided to all employees.

Policy Accountability

Peninsula Leisure has ultimate responsibility for Peninsula Leisure's health and safety performance, and will provide leadership, support, direction and resources to ensure that Peninsula Leisure meets its commitments to health and safety. These responsibilities will be delivered under the direction of Peninsula Leisure's Board, CEO and the Executive Management Team. Collectively this team will ensure that health and safety is incorporated into Peninsula Leisure's day to day business operations.

Policy Responsibilities

The Board of Directors: oversee the effectiveness of the Occupational Health and Safety policy. Maintain a commitment to ensuring this policy is enacted always. Measure performance as indicated in the Peninsula Leisure Key Performance Indicator document.

The Chief Executive Officer: ensure adequate resources and support systems are provided to enable compliance with this policy.

The Centre Manager: promotion of a safety culture that encourages effective health and safety performance and the integration of safety into all business operations. Work and lead by example at all times. Participate in the ongoing implementation and review of the Occupational Health and Safety Management System (OHSMS).

The Operations Manager: develop, implement, monitor and review this policy, and the Peninsula Leisure Occupational Health and Safety Management System. Report on performance as indicated in the Peninsula Leisure Key Performance Indicator document.

The Risk Coordinator: execute the occupational health & safety policy in conjunction with the business.

All employees: adhere to the requirements of this policy. Work safely, in accordance with established Safe Operating Procedures (SOP's), training and lead by example.

Members and guests: act in a safe manner, taking reasonable care for his or her own health and safety. A member or guest must not intentionally or recklessly interfere with or misuse anything provided at facilities operated by Peninsula Leisure in the interests of health, safety or welfare.

Review of Policy

The policy is reviewed at least annually, however a review may be completed more frequently as required.

Definitions

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| Employer | A person who employs one or more people under contracts of employment or contracts of training. |
| Employee | A person employed under a contract of employment or contract of training. Please note that the word 'worker' as used in this document, is taken to have the same meaning as 'employee' as defined in the Occupational Health and Safety Act 2004. |
| Peninsula Leisure | A management company established by Frankston City Council (FCC) to operate and manage sport and recreation facilities such as Peninsula Aquatic Recreation Centre (PARC), Pines Forest Aquatic Centre (PFAC) or any other such facility. |
| Safety Culture | Refers to the activities, behaviours, values, priority and commitment placed on safety by every individual, including the Board of Directors, CEO and the Executive Management Team of Peninsula Leisure. Safety culture reflects our individual, group and organisational attitudes, norms and behaviours related to the safe provision of programs and services. |
| Employee Representatives | Employees who have been canvassed through an 'expression of interest' process and who are members of the HSC are considered to be employee representatives for the purpose of representing their DWG on matters relating to health and safety. <i>Note: The above comes into effect where there are no elected HSRs.</i> |
| Nominated Employer Representative (ER) | A position nominated by Peninsula Leisure to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures. |