

# 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.

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## 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 take action to prevent an injury or illness from occurring.

## Purpose

This policy aims to:

- Underpin the Peninsula Leisure Occupational Health Safety (OHS) Management System;
- Demonstrate our commitment to health and safety;
- Foster a positive safety culture, and encourage best practice solutions;
- Define roles and responsibilities;
- Set a practice of continual improvement.

## 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

### Peninsula Leisure Commitment to Occupational Health & Safety

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All Peninsula Leisure employees, contractors, volunteers, members and guests will ensure the organisation's commitment is fulfilled by:

- Establishing a commitment to leading by example;
- Working safely at all times, within the training that has been received or undertaken;
- Providing and maintaining plant, equipment and systems of work that are safe and without risks to health;
- Ensuring the use, handling, transport and storage of plant, equipment and substances is safe and without risks to health, including the provision and maintenance of Personal Protective Equipment;
- Providing adequate induction, instruction, training, leadership and supervision of employees to enable them to undertake the requirements of their position/s as safely as possible;
- Complying with all relevant statutory Acts and Regulations;
- Implementing best practice solutions in reference to Australia / New Zealand Standards, codes of practice and industry guidelines;
- Consulting with all levels of staff, via the establishment of a Safety Committee, represented by an employee member from each Designated Work Group;

- Establishing a culture that empowers all employees to actively manage health and safety risks within their level of authority, and report all hazards, incidents and near misses;
- Providing adequate resources for health and safety management, including suitably qualified and competent persons to provide advice and support.

### 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 at all times. 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.

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

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 <i>Occupational Health and Safety Act 2004</i> .
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.

*Note: The above comes into effect where there are no elected HSRs.*

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.

## Revision History

Revision	Date	Author	Summary of changes
1.0	Unknown	James Sileni	Establishment of policy.
1.1	09/12/2016	Stuart West	Annual review and minor content change.
1.2	22/07/2016	Stuart West	Review of policy as part of the Mornington Peninsula Shire tender proposal, company name change and new policy format.
1.3	06/10/2016	Stuart West	Annual review of policy, additional content (definitions) and policy review statement.
1.4	25/10/2016	Stuart West	Reviewed by Audit and Risk Committee with changes outlined completed.

## Authorisation

Name: Tim Gledhill

Signature: 

Position: Chief Executive Officer  
Peninsula Leisure

Date: 3/11/16