



# Work Health and Safety Management Arrangements

<b>Responsible Officer</b>	Director, Corporate Services
<b>Contact Officer</b>	Head of Human Resources
<b>Authorisation</b>	Chief Executive Officer on recommendation from the Occupational Health and Safety Committee
<b>Effective Date</b>	15 <sup>th</sup> September 2008 Reviewed 6 <sup>th</sup> August 2011 1 <sup>st</sup> January 2012
<b>Associated Documents</b>	Health and Safety Committee Policy, Procedures and Guidelines Work Groups Policy and Procedures Health and Safety Representative Policy and Procedures

## 1. Policy Name

The AFTRS Work Health and Safety Management Arrangements.

## 2. Preamble

Section 16 of the *Occupational Health and Safety Act 1991* required the development of written Health and Safety Management Arrangements (HSMAs) following consultation with staff. The aim is to assist in managing the health and safety of the workplace.

It is appropriate that this continue under the *Work Health and Safety Act 2011*.

## 3. Policy Scope

These arrangements aim to achieve the following outcomes.

- An improved dialogue between AFTRS management and workers in relation to health and safety issues.
- An increased awareness and understanding of health and safety issues.
- An increased understanding of the individual's role in relation to workplace health and safety.

- Opportunities to identify areas for improvement in health and safety provisions and to develop, implement and review procedures to meet these needs.

#### 4. Definitions

**Health and Safety Committee** is the Committee established under the legislation and the AFTRS Health and Safety Committee Policy.

**Work Group (WG)** is a group of workers of the same employer who can be represented by health and safety representatives in relation to health and safety matters affecting workers at work.

**Health and Safety Representatives (HSR)** represent the health and safety interests of workers in a WG.

#### 5. Policy Statement

The AFTRS environment is complex and has been developed to provide a unique learning experience. It consists of a mix of full and part time students, industry professionals, support staff, volunteers, contracted specialists and members of the public. The workspaces ranged from offices to workshops and include regularly changing locations off site used for productions and exercises. The School is a national organisation with the main campus in Sydney. There are, on average, between 200 and 250 workers (including contractors and volunteers) **will need to change because of students??**.

AFTRS is committed to safeguarding the health and safety of its workers, students, volunteers and visitors by providing and maintaining a safe working environment. This achieves the dual aims of ensuring legislative obligations are met and recognising the positive impact of healthy and productive workers on both the workplace generally and in meeting the School's charter.

AFTRS will strive to identify and promote best practice health and safety management and is committed to the reduction of workplace accidents, illnesses and injuries. It will continually seek to improve performance through the regular review and refinement of our management and operational strategies and systems.

#### Health and Safety Committee

The Health and Safety Committee (the Committee) is the major formal mechanism for consultation and cooperation between management and workers in promoting and developing measures to ensure a safe and health workplace. The Committee is comprised of management representatives, identified by the responsibilities of their duties and specific expertise, and at least as many worker members chosen to represent designated work groups including all health and safety representatives. It reports directly to the Senior Executive responsible.

The Committee has been charged with:

- assisting in the worker consultation process;

- developing, implementing and reviewing health and safety related policies, standards, rules and procedures;
- reviewing accident, incident and injury statistics and details and developing strategies to improve the School's performance, and
- assisting in communicating with, and educating workers in, health and safety matters.

### **Communication with Workers about the HSMAs**

Workers will be informed about the HSMAs by means such as emails, newsletters, information sessions, meetings, noticeboards and through access to the document on the intranet. Workers will be encouraged to comment on and contribute to the HSMAs through their representatives on the Committee. New workers will also be made aware of the HSMAs through the formal contracting and induction process.

All related policies and procedures will be available to staff electronically or by contacting Human Resources.

### **Review of the HSMAs**

The Committee has the responsibility of representing workers in the monitoring and improving of the HSMAs. This will occur at least every two years and workers will be encouraged to contribute and will be kept informed. Audits of the School's performance in the areas of work health and safety will form part of the internal audit process and be scheduled at least once every 5 years. The report will be presented to the School's managing Executive.

### **Roles and Responsibilities**

#### ***Chief Executive Officer (CEO)***

The CEO is, along with the AFTRS Council, the "Person conducting a business or undertaking" and has the ultimate responsibility for ensuring, so far as reasonably practicable, that AFTRS satisfies all legislative requirements as an employer and provides a safe and healthy workplace. This includes showing a strong commitment to health and safety and ensuring health and safety is an integral part of business planning. The CEO has delegated some strategic and operational responsibilities in relation to health and safety.

#### ***Director, Corporate Services***

This is the Senior Executive responsible for workplace health and safety. They have the delegated responsibilities of:

- providing and maintaining a safe and healthy working environment;
- providing adequate facilities including first aid services;
- providing safe access to and from the workplace;
- providing necessary information, training and supervision to allow workers to perform their work safely, and

- developing the HSMA in consultation with workers and/or their chosen representatives.

### ***Senior Executives (All Divisional Directors)***

Senior Executives are “officers” for the purposes of health and safety and must exercise due diligence to ensure that AFTRS (across the School) complies with its health and safety duties.

Within their Division they have the responsibility to:

- establish a work culture that focuses on creating the healthiest and safest workplace possible;
- actively support health and safety strategies;
- support and participate in hazard inspections;
- incorporate health and safety into business planning;
- take practical steps to ensure that workplaces effectively apply a risk management approach to hazards;
- foster a culture of reporting incidents, accidents and dangerous occurrences and that appropriate action is taken;
- ensure all workers get proper training, and
- review reports submitted from the Health and Safety Committee.

### ***Managers***

Managers are responsible for;

- consulting with workers on health and safety matters;
- ensuring that everyone in their area understands and adheres to health and safety procedures;
- that hazards are identified and appropriately managed;
- that all workers have the knowledge and skills to work safely;
- that protective equipment is provided and used where necessary;
- that health and safety issues are integrated into all planning and considered in purchasing goods and services;
- ensure incidents, accidents and near misses are reported, and
- ensure that relevant records are maintained.

Workers

All workers are expected to:

- meet any specific health and safety responsibilities attached to their roles;
- not place themselves or others at risk through their actions or omissions;
- follow all reasonable instructions, policies and procedures and use provided protective equipment, and
- report all accidents, incidents and hazards to their manager.

### ***Head of Human Resources***

Specific responsibilities attached to this position include:

- chairing the Health and Safety Committee;

- overseeing the development, implementation and evaluation of health and safety related policies, procedures and practices;
- submitting all relevant documents to the Director, Corporate Services, and
- providing staff with health and safety related information and training as necessary.

## **Health and Safety Dispute Resolution**

It is expected that all of those involved with health and safety issues will approach all problems with the sincere aim of satisfactorily resolving them and with the ongoing welfare of workers foremost in their mind. On occasions where even in a cooperative environment issues need to be resolved the following process should be applied unless an alternative process has been identified in specific situations under a different approved policy or procedure.

- I. All reasonable attempts should be made by all those involved to remedy any reported issue before escalation of the problem.
- II. Where a worker identifies a health and safety issue they should first raise it with their immediate supervisor in an attempt to resolve it immediately.
- III. Where there is a perceived risk to the safety and health of a worker, student, volunteer or member of the public interim measures should be implemented to allow for further investigation and action.
- IV. Where there is an issue that involves an immediate threat to the safety and health of any person, the Health and Safety Representative, in consultation with the appropriate supervisor, may direct any potentially dangerous work to cease. Workers may also cease work they believe to be immediately unsafe.
- V. Where any issue remains unresolved, the dispute resolution procedure in the regulations should be followed. If still unresolved the issue can be referred to the regulator to arrange for an inspector to attend the site and assist in resolving the issue. Records will be maintained throughout every stage of the dispute resolution process.
- VI. Issues raised and the resolutions made shall be communicated to all workers where appropriate.
- VII. All details of health and safety issues raised and the outcomes of the resolutions implemented will be tabled at the next Health and Safety Committee meeting.

## **6. Related Policies and Procedures**

As required the School will develop policies and procedures in relation to health and safety issues. These will be tabled at Health and Safety Committee meetings and, if recommended, will be submitted to the Director, Corporate Services for consideration and approval. These documents will be available to all workers.

The following is a list of areas to be covered by this documentation. It is not exhaustive.

- Risk Management.
- Health and Safety Representatives.
- Work Groups.

- Hazards.
- Training.
- Emergency Procedures.
- First Aid.
- Smoking.
- Rehabilitation.
- Employee Assistance Program.

## **7. Review**

These HSMA's will be reviewed by the Health and Safety Committee at least every two years.