

APPENDIX 3.1 OH&S POLICY²

Your OH&S policy should include:

- the purpose of the procedure
- the standards the procedure must meet: relevant legislation; compliance codes; Australian standards; or industry best practice
- steps to be followed to achieve required objectives in managing the hazard or issue the procedure addresses
- roles and accountabilities of managers, supervisors, employees and volunteers
- direction to any additional guidance people will need to implement the procedure
- a process for review of the procedure and the date by which that will happen that is comprehensive, consistent and compliant with relevant legislation and standards in the way they will manage the hazard or issue.

Finally, review and/or test OH&S policies and procedures to make sure they are:

- written simply and clearly, so they will be understood by all employees and volunteers
- comprehensive, consistent and compliant with relevant legislation and standards in the way they will manage the hazard or issues addressed.

Developing an OH&S policy

Having a clearly thought out and accessible OH&S policy demonstrates the committee of management's commitment to providing a safe environment for volunteers, contractors and visitors to the community heritage organisation.

The policy should include:

- a commitment from the committee of management to provide a safe work place
- clearly defined responsibilities; that is:
 - responsibility of committees of management and volunteers to work together to identify hazards and risks in the workplace
 - responsibilities and accountabilities of committees of management to implement OH&S practices
- efforts to provide training and/or resources to ensure the work and workplace are safe.

SAMPLE POLICY

OCCUPATIONAL HEALTH AND SAFETY POLICY

Version:

Date of endorsement

The X Community Heritage Organisation is committed to providing a healthy and safe workplace for its members, volunteers, contractors and visitors.

Purpose

The purpose of this policy is to ensure the committee of management and volunteers are aware of their responsibilities under the OH&S act 2004 to provide and maintain, so far as is practicable, an environment that is safe and without risk.

Guidelines

The X Community Heritage Organisation is committed to enhancing OH&S on a continuous improvement basis by:

1. Developing risk assessment strategies to minimise risks to volunteers
2. Ensuring all equipment and substances are safe and, where practically possible, without risk to health when used in accordance with standard operating procedures
3. Encouraging consultation as an essential part of effectively managing health and safety
4. Provision of training and resources where practically possible

Adapted from: *Policies and Procedures: VCOSS Manuals for Community Organisations.*