

LOCKYER UPLANDS POLICIES AND PROCEDURES FILE

Workplace Health and Safety Policy

AIM

The policy aims to protect LUCI members and volunteers from the health and safety risks arising from work activities through:

- Elimination or minimisation of risks arising through work activities;
- Provision of information, education and training relating to potential risks arising from work activities and relevant risk management procedures;
- Compliance and enforcement measures to ensure risk management procedures are followed throughout work activities
- Consultation with members and volunteers to address issues related to managing health and safety risks arising through work activities.

PART 1 HEALTH AND SAFETY POLICY SUPERVISION AND OVERSIGHT

The Lockyer Uplands Catchments Inc Management Committee (the Committee) is required to:

- develop the Workplace Health and Safety (WH&S) Policy;
- provide the WH&S Duty Officer/s with advice, information, education and training to assist in the carriage of the Duty Officer/s responsibilities; and
- review policy effectiveness annually in consultation with Duty Officers.

PART 2 WH&S DUTY OFFICER AND RESPONSIBILITIES

- Implementing LUCI's WH&S policy and procedures is the responsibility of Duty Officer/s (the DO) who is/are delegated by LUCI's Management Committee to manage and/or coordinate a LUCI project or activity.
- Where management and/or coordination of a LUCI project or activity is delegated to more than one person, then each person in that role has the responsibilities of a WH&S DO and is responsible for implementing LUCI's WH&S policy and procedures.
- A DO must be a currently registered LUCI member.
- The DO is responsible for health and safety only for those people he/she directs or influences in a LUCI project or activity;
- Duties imposed on the DO to ensure health and safety throughout work activities require the DO:
 - to eliminate risks to health and safety so far as is reasonably practicable; and
 - if it is not reasonably practicable to eliminate risks to health and safety to minimise those risks so far as is reasonably practicable.

PART 3 HEALTH AND SAFETY MANAGEMENT

Duties to ensure risk management, so far as is practicable, require the DO:

- To undertake a risk assessment prior to the commencement of the relevant project or activity which includes:
 - The likelihood of a hazard or risk occurring;
 - The seriousness of the hazard or risk;
 - Level of participant knowledge of the hazard or risk and ways to eliminate or minimise the risk;
 - Identifying an available and suitable means for eliminating the hazard or risk;
 - Developing appropriate and suitable risk management actions for the project or activity.
- Implement and monitor the effectiveness of risk management actions.
- Notify the appropriate WH&S inspector and the President or Secretary of the association of any incident that exposes a member or volunteer to a serious risk arising through work activities.
- In the event of a 'notifiable' incident, ensure the work activity site is not disturbed until an inspector arrives at the site or until he/she instructs otherwise.

PART 4 WH&S MANAGEMENT RECORDS

- The Committee provides the DO with a copy of the WH&S Policy and templates for completing a risk assessment and risk management form and notification of an incident.
- The DO is required to store a copy of the completed risk assessment and risk management form and, in the event of a notifiable incident, an incident notification record with the administration file for the relevant LUCI project or activity.