

YMCA Geelong – OCCUPATIONAL HEALTH AND SAFETY POLICY

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 184-G	28/06/2016	03/08/2011 10/05/2016	APPROVED

1. INTRODUCTION

YMCA Geelong recognises its legal, ethical and moral responsibilities to prevent work related injury and illness. The YMCA is committed to providing safe places of work that do not place the health and safety of any person at risk. We will foster positive workplace cultures across our operations where safety is considered to be a core value, safe behaviour is encouraged and respected, and continual improvement is considered to be part of normal business practice.

This policy acknowledges that providing safe work places applies to all employees, patrons, contractors, sub-contractors, volunteers, visitors and other personnel who are involved with the activities of the YMCA.

2. POLICY

All YMCA staff, volunteers and leaders/managers shall ensure that this commitment is fulfilled by:

- Complying with Victorian Occupation Health and Safety Act 2004 and regulations
- Implementing, monitoring and reviewing OHS policies, developing procedures and practices in accordance with regulatory requirements and health and safety standards
- Defining health and safety responsibilities and accountability, including implementing OHS responsibilities in position descriptions.
- Providing and maintaining equipment, plant and systems of work that are safe and without risk to health as per the manufacturers specifications.
- Ensuring the use, handling, transport and storage of plant and substances is safe and without risk to health and that the [Material Safety Data Sheet is completed and updated for all chemical stored on sites](#). Complete [YMCA Geelong Material Safety Data Sheets and Hazardous Chemical Register](#) for all chemicals used and stored on site.
- Providing adequate induction, instruction, training, leadership and supervision of employees to enable them to work safely, this includes providing such information in appropriate languages.
- Implementing YMCA Geelong's OHS Management System through utilisation of the OHS Manual on Extranet by all site managers.
- Participating in the assessment of Health and Safety systems, in accordance with legislative requirements, including the YMCA Geelong Compliance Program and Local Assessment Programs.
- Facilitating consultation directly with the employees and through the elected/nominated OH&S Representative for each designated work group.
- Developing and maintaining effective consultative arrangements, to ensure all staff are included in the decision making process impacting on workplace health and safety
- Establishing a culture that encourages all personnel to actively manage health and safety risks

- Allocating adequate resources to maintain a safe, healthy and supportive working environment, this includes engaging suitably qualified and competent persons in Occupational Health and Safety to provide advice and support
- Adhere to the requirements outlined in the Occupational Health and Safety Responsibilities document and Occupational Health and Safety Structure document

The YMCA seeks the co-operation, commitment and support of all employees in achieving and maintaining a safe working environment.

3. DEFINITIONS

Safety culture refers to the enduring activities, behaviours, value, priority and commitment placed on safety by every individual, including the CEO and the Leadership team within the YMCA. Safety culture reflects our individual, group and organisational attitudes, norms and behaviours related to the safe provision of YMCA services.

4. SCOPE

This policy applies to all employees, volunteers and contractors of YMCA Geelong Inc. and subsidiaries and the Geelong and District YMCA Youth Services.

5. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Management	Health & Safety Change Agent and Senior Management Team is responsible for the development, monitoring and review of the Policy and related systems.
CEO	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.
Site Management- Camp Wyuna, Newton/North Geelong, Bannockburn, Community Programs	Responsible for: • the promotion of a safety culture that encourages effective health and safety performance and the integration of health and safety into all YMCA operations. • Adhering to the requirements of the Occupational Health and Safety Policy and procedures
All employees (including Managers, Directors, Coordinators, Team Leaders) and staff	Responsible for adhering to the requirements of the Occupational Health and Safety Policy and reporting any issues to Site Manager.

6. MONITORING, EVALUATION AND REVIEW

Adherence to this policy will be monitored through YMCA's OHS Management System procedures including: OHS Management System Review Procedure (Internal audit) and OHS Compliance Program Procedure.

Monthly reporting of OHS Objectives;

- Lost time injury rates
- Minor and Major Injury statistics

- Lead and Lag indicators of a safety culture in the workplaces.

Review of this policy will be undertaken in accordance with the requirements of the OHS Document Control Procedure and Register.

The Policy will be reviewed every two years in consultation with the Board and other stakeholders.

A monthly report will be prepared by the Health and Safety Change Agent and provided to the CEO for presentation to the Board and Senior Management Team.

7. SUPPORTING DOCUMENTS

- [YG 135-G Risk Management Policy](#)
- [Occupational Health and Safety Act 2004 and Regulations 2007](#)
- [YMCA OHS Management System](#)
- [YMCA Geelong Plant & Hazard Identification Checklist , MSDS and Hazardous Chemical Substances Protocol](#)
- [YMCA Geelong Material Safety Data Sheets and Hazardous Chemical Register](#)
- [Contractor – Maintenance Management System](#)
- [Emergency Evacuation Procedures](#)
- [Manual Handling Procedures](#)
- [Food Safety Procedures](#)
- [Incident Reporting Procedures](#)

8. POLICY INFORMATION

Approved by:	YMCA Geelong Board
Meeting number and date:	Board Meeting 28/06/2016
Effective date:	12/07/2016
Review date:	15/07/2020
Policy Owner:	CEO
Contact Details policy owner:	5221 8344 ohs.geelong@ymca.org.au
Amendment history:	

Version	Date	Author	Change Description
V1	27/07/2011	Alli Carr	OHS Policy template
V2	03/08/2011	Colin Hunt	OHS policy Statement drafted and approved by YMCA Geelong Board
V3	10/05/2016	David Hanson	Policy updated and transferred into new policy template and update with clauses 1, 3, 4,5,6,7,8.
V4	12/07/2016	Shona Eland	Policy updated 1, 3, 4,5,6,7,8.
V5	15/07/2020	Shona Eland	Clause 7 update with additional supporting documents