



WORK HEALTH AND SAFETY POLICY AND PROCEDURE

Date of Approval: April 2014

Date Reviewed: April 2016

ActNow Theatre recognises the importance of proper management of work health and safety. The most valuable asset to the company is its artists, volunteers and staff, whose health and safety ranks equally with all other financial and operational considerations.

Responsibilities of ActNow Theatre Inc.

- It is the responsibility and aim of ActNow Theatre to minimise the risk of injury and disease to employees and other persons, by adopting a planned and systematic approach to the management of work health and safety and providing the resources for its successful implementation and continuous improvement.
- ActNow Theatre will endeavour, through the regular review of its systems, to strive for continuous improvement of work health and safety performance, with the aim of eliminating all work-related hazards and work-related injuries.
- ActNow Theatre aims to comply with all relevant current South Australian Work Health and Safety legislation, Codes of Practice and Australian Standards.

Responsibilities of Workers and Volunteers

- All persons who work and volunteer at ActNow Theatre are responsible for observing work health and safety requirements, taking care to protect their own health and safety and avoiding adversely affecting the health and safety of other people.
 - A breach of this Work Health and Safety Policy and Procedure may result in disciplinary action being taken.
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WORK HEALTH AND SAFETY PROCEDURE

A copy of this Work Health and Safety Policy and Procedure will be provided and explained to each employee, contractor and volunteer of ActNow Theatre. A copy will be placed in a prominent position at ActNow Theatre premises.

Overall accountability for work health and safety rests with ActNow Theatre and those who influence or direct workers and volunteers in carrying out work.

So far as reasonably practicable, ActNow Theatre will provide the following:

- Maintenance of a work environment without risk to health and safety;
- Maintenance of safe structures and equipment;
- Maintenance of safe systems of work;
- Safe use, handling and storage of equipment;
- Access to adequate facilities for the welfare of workers at work;
- Information, training, instruction or supervision necessary to protect all persons from risks to their health and safety;
- Conditions at the workplace are monitored for the purpose of preventing illness or injury of workers;

Active consultation and co-operation with workers will be undertaken in order to ensure the best possible resolution for health and safety issues at ActNow Theatre.

In all instances, ActNow Theatre will seek to implement best practice solutions for health and safety concerns and ensure compliance with all relevant and current South Australian Work Health and Safety legislation.

Responsibilities of ActNow Theatre Inc:

ActNow Theatre will:

- Implement appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information. ActNow Theatre will consider creating a risk register to capture any WHS concerns from workers;
 - Ensure that all employees, contractors and volunteers are provided with adequate information, instruction, training and supervision;
 - Ensure that this Work Health and Safety Policy and Procedure is implemented throughout the workplace and that all relevant managers/supervisors, employees, contractors and volunteers are trained in the use of this Procedure;
 - Ensure that any person who makes decisions, or participates in making decisions that affect the whole, or substantial part of ActNow Theatre and has the capacity to significantly affect the financial standing of ActNow Theatre is aware they are considered an **Officer** and must comply with that duty or obligation; and,
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- Ensure that Officers of ActNow Theatre have a clear understanding of the nature of the operations of the company and generally of the hazards and risks associated with those operations.

Responsibilities of Officers of ActNow Theatre:

- Any person designated as an Officer of ActNow Theatre must exercise due diligence and take reasonable steps to ensure that ActNow Theatre complies with its duties and obligations under the *Work Health and Safety Act 2012* (SA).

Responsibilities of Managers/Supervisors:

Managers/Supervisors working for ActNow Theatre will be responsible for:

- The health and safety of employees, contractors and volunteers they supervise, and for members of the public, clients and any other persons who are in their area of operation;
- The day-to-day management of health and safety issues within their area of responsibility;
- Effective consultation with employees, contractors and volunteers on all issues which may affect their health and safety at work;
- Effective injury and illness reporting, recording and investigation in relation to employees, contractors and volunteers who may suffer work-related injuries and illnesses. Managers/supervisors are also responsible for ensuring that any injured workers are proactively returned to work; and,
- Supervising their areas of responsibility to ensure full compliance with this Work Health and Safety Policy and Procedure.

Responsibilities of Employees, Contractors and Volunteers

Employees, Contractors and Volunteers working for ActNow Theatre are responsible for:

- Taking reasonable care for their own health and safety;
 - Taking reasonable care that their acts or omissions at work do not adversely affect the health and safety of other persons. This includes ensuring that any consumption of alcohol or drugs outside work does not adversely effect their ability to work in a safe, effective manner with regard to the safety of other persons;
 - Cooperating with any reasonable health and safety policies and procedures in the workplace;
 - Actively supporting any consultation process on work health and safety matters;
 - Making proper use of available safety procedures, safety devices and personal protective equipment at all times;
 - Complying, so far as reasonably able, with any reasonable instruction relating to compliance with South Australian Work Health and Safety legislation given by an ActNow Theatre manager/supervisor;
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- Reporting any hazards in the workplace to their manager/supervisor. Employees, contractors and volunteers may also make recommendations about reducing the level of risk;
- Reporting all incidents to their manager/supervisor as soon as possible after the event;
- Assisting in incident investigations; and,
- Adhering to this Work Health and Safety Policy and Procedure at all times.

Employees, Contractors and Volunteers working for ActNow Theatre must not:

- Interfere with, remove, displace or render ineffective any safeguard, safety device, personal protective equipment or other appliance or work system provided for protection, except when necessary as part of an approved maintenance, repair or emergency procedure;
 - or cause another employee to interfere with, remove, displace or render ineffective any safeguard, safety device, personal protective equipment or other appliance or work system provided for protection, except when necessary as part of an approved maintenance, repair or emergency procedure.
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