

VOLUNTEER INDUCTION PROGRAMME

HEALTH AND SAFETY POLICY

2026/2027

POLICIES & PROCEDURES - HEALTH AND SAFETY

The Association is committed to the health and safety of its committee, employees, volunteers, clients, contractors, authorised visitors and anyone else who may be affected by our operations.

We will comply with all relevant state and federal legislation.

To ensure this, the Association will:

- establish systems that provide for health and safety of all those afore mentioned;
- ensure that the OH&S Policy is implemented;
- conduct an annual review of the OH&S policy and procedures;
- take all reasonable steps to ensure a healthy and safe working environment;
- provide training and induction on OH&S matters to those afore mentioned;
- maintain a log of all incidents and near misses and hazard register;

All volunteers are required to follow the Associations OH&S policy and procedures and:

- report any identified hazards to the Coordinator.
- participate in consultation and training for OH&S.
- observe and promote safe work practices.

When working at a venue that is not the Associations office, you are bound by the venues OH&S policies and procedures and you are required to follow direction from the responsible person at that venue. Please see the Health and Safety Policy.

Fire Evacuation Procedure

If you discover a fire leave the office without your belongings other than your phone and proceed to the pre-agreed meeting point. For 1/8 Dewar Street Morley, please gather on the grass area on the far side of the car park. Call 000. Then please call a committee member and advise them of the situation.

At a venue (for an event) that is not the Associations, please follow the instructions of the responsible person in charge of the event.

POLICIES & PROCEDURES - HEALTH AND SAFETY

Purpose

The Claddagh Association Inc (the Association) is committed to the health and safety of its committee, employees, volunteers, clients, contractors, authorised visitors and anyone else who may be affected by our operations.

In this policy, 'workplace' includes working on site or off-site, attendance at a work/association related conference or function, and attendance at a client or other work or social related events.

The Association is committed to ensuring we comply with state and federal legislation in relation to Occupational Health and Safety, supported by codes of practice and guidance notes.

Responsibilities

The cooperation and involvement of all those persons listed above is required to achieve the objectives and procedures contained in this policy.

To support this the Association will ensure:

- a safe working environment/workplace;
- safe systems of work;
- processes to identify and minimise risks
- information, instruction, training and supervision that is reasonably necessary to ensure that each person is safe from injury and risks to health;
- processes that report and investigate all incidents.

To support this, everyone as outlined above, will:

- take reasonable care of the health and safety of themselves and others;
- comply with safe work practices, with the intent of avoiding injury to themselves and others;
- comply with any direction given by the Association, or it's delegate, for health and safety;
- not misuse or interfere with anything provided for health and safety;
- report all incidents to the Coordinator;
- report all known or observed hazards to the Coordinator.

POLICIES & PROCEEDURES - HEALTH AND SAFETY

Application of this Policy

The Association seeks the cooperation of all committee, employees, volunteers, clients, contractors, authorised visitors and anyone else who may be affected by our operations. The Association will encourage suggestions for realising our health and safety objectives to create a safe working environment/workplace.

This policy applies to all the Associations operations and functions, including those situations where individuals are required to work off site and any Association event that may be held at a premise other than that of the Associations.

Health Safety and Risk Management Procedures

The Association will actively work towards meeting the safety needs of all those persons previously listed. A systematic process of risk management is in place to provide information on which a strategy of improvement and reducing the risk factors for incidents.

Annual OHS Audit

- Review of the hazard register, existing practices, equipment and facilities.
- Collection of information to identify potential hazards.

Analysis of potential hazards.

The annual OH&S audit and any recommendations will be reported to the Committee for discussion and approval of any hazard reduction strategies that may be required as a result of the Audit.

Risk Management Register

In addition to the annual audit, the Association has a process of identifying hazards and risks. This process involves keeping a Hazard Register as a means of identifying and controlling known hazards and risks within the Association.

POLICIES & PROCEDURES - HEALTH AND SAFETY

First Aid

The Association policy in respect to first aid is as follows:

- Any employees required to provide first aid are to be trained and hold current first aid qualifications.
- A first aid kit is located in the office in the draw to the left of the sink. The Coordinator will ensure the kit is suitably stocked at all times.
- In case of an emergency, employees are to contact 000 for an ambulance.
- A first aid kit/s will be available at all events or outings where a venue may not provide one. ie park, community hall etc.
- It is preferred at least one person trained in first aid attends any event arranged and hosted by the Association.

Contagious Illnesses

To keep the workplace as free as possible from viruses and bacteria, individuals are requested to use routine infection control practices including washing hands regularly, covering coughs and sneezes, keeping the kitchen sink area clear of dirty dishes, and regularly cleaning out the fridge.

The Association may ask an individual to go home if they are obviously unwell.

Smoke Free Workplaces/Events

The Association is a smoke free organisation. Smoking is not permitted in or around places where business and/or events are conducted/held.

POLICIES & PROCEDURES - HEALTH AND SAFETY

Alcohol and Drugs

Use of Alcohol and Drugs in the Workplace Excluding Social Events

The Association has a zero tolerance to the consumption of alcohol and drugs in the workplace. Employees and Volunteers found to be under the influence of alcohol and/or drugs during work hours will have their employment/engagement terminated.

Employees and Volunteers Attendance at Social Events

If you are attending an event in the capacity of your employment or that of a volunteer, you must consume alcohol responsibly and refrain from using recreational drugs.

Should you find yourself under the influence of either alcohol or drugs at such an event or function you will need to withdraw yourself from the occasion. You may face disciplinary action as a result.

At no time are you to drive if you find yourself under the influence of alcohol or drugs while at an Association Social Event.

Use of Alcohol and Drugs at Association Social Events

The Association promotes/supports the responsible use of alcohol at its social events. Where an individual/s are considered affected by alcohol they will be refused further alcohol.

Underage drinking is not permitted at any Association organised events and functions and they will be refused service of alcohol.

The use of recreational drugs at Association events will not be tolerated and those found to be 'using' while in attendance will be asked to refrain from doing so and or asked to leave.