



Occupational Health and Safety Policy

PURPOSE: Kingston University of the Third Age Inc. is committed to ensuring, as far as is reasonably practicable, that appropriate resources are made available to keep our sites and events safe and without risks to health and welfare of members, class leaders, volunteers, contractors and visitors.

POLICY:

1. Kingston University of the Third Age Inc. recognises its responsibility to ensure its sites and events are safe and without risks to health and safety, in compliance with the Victorian *Occupational Health and Safety Act 2004* and the *Occupational Health and Safety Regulations 2017*, relevant *Codes of Practice* and guidelines.
2. Risks will be controlled by a four-stage process:
 - (a) identification of any hazards within the sites and events;
 - (b) assessing the risks that may result from the hazards;
 - (c) deciding on appropriate control measures to prevent or minimise the risk level; and
 - (d) implement, monitor and review control measures.
3. In addition, the promotion and maintenance of health and safety is the responsibility of all persons attending our sites and events.
4. Each person is expected to ensure that tasks are undertaken in a safe manner and safe procedures are followed at all times.
5. Members, class leaders and volunteers are expected to report any unsafe conditions or hazardous practices to Committee of Management (CoM) members without delay.
6. Such reports are to be investigated as soon as possible.
7. Regular site inspections to identify hazards will be conducted under the auspice of the CoM.
8. Safety awareness and safe practices are to be promoted to influence positive behaviours towards safety.

RELATED POLICIES/DOCUMENTS/LEGISLATION

Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Risk Management Policy

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	Review Date:	August 2024