Gawler
Environment Centre

Gawler Environment Centre
Work Health and Safety Policy

The Gawler Regional Natural Resource Centre Inc, trading as Gawler Environment Centre and hereafter referred to as GEC, believe that our people are our primary asset. Therefore, we commit our energy and attention to protect the health and safety of all people involved with our organisation including:

- Employees
- Volunteers
- Contractors
- GEC members
- Members of the public who are users, visitors or guests of the GEC

GEC promotes a strong safety culture that effectively prevents accidents, we commit to perform regular and systematic identification of hazards and to manage them with appropriate risk assessments and subsequent actions to remove or minimise danger.

WHS shall be a mandatory consideration in the following situations:

- All activities conducted at the Gawler Environment Centre (8 Main North Road, Gawler)
- In the primary place of employment (8 Main North Road, Gawler)
- While in transit to GEC activities or events
- At sites or venues where GEC's activities or events are held
- Where there are identified potential or actual hazards
- When attending to maintenance or repair tasks.

Responsibilities

GEC management committee responsibilities

As the principal duty holder, the GEC management committee is responsible for ensuring the GEC responsibilities under the *Work Health and Safety Act 2012* (SA)[1] and *Work Health and Safety Regulations 2012* (SA) are met and that this policy and all WHS procedures are kept up to date through regular, timely and documented reviews. It is the responsibility of the GEC Management Committee to ensure that the requirements of this policy are complied with.

The GEC Management Committee shall:

- Perform a yearly review of GEC WHS Policy and Procedures
- Communicate effectively with the GEC Coordinator to remain aware of WHS activities and issues, including discussion and review at Management Committee meetings on a regular basis.

[1] WORK HEALTH AND SAFETY ACT 2012 (austlii.edu.au)

- Provide all necessary resources to enable effective management of Work Health and Safety.

GEC Coordinator responsibilities

It is the responsibility of the GEC coordinator to take reasonable care for the health and safety of all people involved with our organisation at the Gawler Environment Centre or at GEC activities and events, and for all people who may be affected by his/her acts or omissions. The GEC coordinator will take reasonable steps to provide and maintain a safe working environment.

The GEC Coordinator shall:

- Ensure all tasks undertaken have the appropriate risk assessments performed.
- Provide those involved with the GEC the necessary safety information and instruction (and where required training and supervision) to perform tasks in a safe manner.
- Provide those involved with the GEC the necessary safety equipment to perform tasks in a safe manner.
- Communicate health and safety concerns to the committee.
- Cooperate and comply with all GEC WHS policies and procedures.

Volunteer responsibilities

Our Volunteers must:

- Take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of others involved with the GEC.
- Cooperate and comply with all GEC WHS policies and procedures and follow reasonable instructions given by the GEC coordinator to protect their health and safety.
- Identify and report any workplace incidents or hazards to the GEC coordinator.
- Not wilfully interfere with or misuse items or facilities provided.

Volunteers are encouraged to challenge any unsafe acts they see or perceive and put a task on hold if they judge that safety is not adequate, until a competent person takes appropriate risk control measures.

Contractors, Users, Visitors and Guests responsibilities

Our Contractors, Users, Visitors and Guests must:

- Not put themselves or any other person at risk during involvement with the GEC.
- Cooperate and comply with all GEC WHS policies and procedures.

Policy Actions and Risk assessment

A responsible person, the GEC coordinator, shall be appointed to maintain the WHS system.

In the primary place of employment, a risk assessment shall be performed and the following matters shall be identified, documented, actioned, and reviewed in a timely manner:

- Actual and potential hazards
- Actions to minimise or eliminate hazards
- Training requirements of staff and volunteers in WHS

These will include consideration of: The physical environment; Ergonomics and layout of work stations; Housekeeping and hygiene; Stress in the workplace; Security; Manual handling; Movement and safety; Evacuation procedure.

For GEC activities and events prior risk assessment must be undertaken to manage any identified risks, the following matters shall be identified, documented and actioned:

- Actual and potential hazards
- Actions to minimise or eliminate hazards
- Training requirements of staff and volunteers in WHS

These will include consideration of: The physical environment; Ergonomics and layout of work stations; Housekeeping and hygiene; Stress in the workplace; Security; Manual handling; Movement and safety; Evacuation procedure.

The GEC Coordinator shall table all WHS Risk assessments at Management Committee meetings. The GEC Coordinator shall report to the Management committee any identified risks that require further action, i.e. are unable to be remedied immediately, as soon as possible after the risk is identified.

Other relevant documents

Gawler Environment Centre OHS Procedures

Gawler Environment Centre volunteer operating procedures and induction checklist

AUTHORISATION:

This version was approved on:	21/03/2024
This version takes effect on:	21/03/2024
Authorised by:	GEC Management Committee
Chairperson:	Jack Gill
Chairperson signature:	