

Wingham Akoostik Music Festival 2018

Work Health and Safety Policies and Procedures

Date Adopted: 16 October 2014

Date Reviewed: April 2018

Date to be Reviewed: April 2019

This policy is to be read in conjunction with:

- Risk Assessment Policy
- Terms and Conditions

POLICY STATEMENT

Wingham Akoostik Music Festival aims to promote and maintain the highest degree of physical, mental and social well-being of all individuals in the workplace. The organisation will comply with all relevant federal and state legislation to ensure a safe workplace and all personnel have a responsibility to ensure a safe workplace by implementing safe systems of work.

Wingham Akoostik Music Festival will make resources available to comply with relevant Acts and Regulations associated with [workplace/occupational] health and safety and to ensure that the organisation's workplaces are safe and without risk to health.

Wingham Akoostik Music Festival will undertake annual reviews and take steps to enhance workplace health and safety on a continuous improvement basis.

RATIONALE

Wingham Akoostik Music Festival recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees, volunteers, contractors and visitors, acknowledging that employees/volunteers wellbeing is a major factor in enabling them to perform their duties to the best of their ability. Wingham Akoostik Music Festival further endeavours to ensure that their operations do not place the wider community at risk of injury or illness. Implementing the duty of care requires that management, employees and volunteers are aware of potential hazards and take steps to prevent workplace accidents, injuries and illnesses.

RESPONSIBILITIES

Wingham Akoostik Music Festival is committed to:

- Undertaking risk management activities to adequately manage and review risks and hazards to persons in the work environment
- Ensuring that all plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures
- Maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response
- Providing appropriate WHS training and information to all employees and volunteers
- Providing information, training and supervision for all staff enabling them to work in a safe and healthy manner
- Consulting with all employees, volunteers, students and contractors to enhance the effectiveness and scope of the WHS Management System

- Providing adequate resources to facilitate the fulfilment of Wingham Akoostik Music Festival WHS responsibilities
- Regularly monitoring and reviewing Health and Safety Management systems, including audits and workplace inspections
- Where one worker asks for a WH&S Representative the employer has 14 days to action the request. If the employer feels the request is unfair or unwarranted given the work situation then they may ask WorkCover for a decision.

Management Committee

Volunteers serving as The Management Committee are responsible for promoting and maintaining Wingham Akoostik Music Festival workplace health and safety (WHS).

It is the responsibility of the Management Committee or delegated senior staff to:

- have an up to date knowledge of work health and safety matters
- understand and establish systems that provide for the health and safety of all persons in the organisation including business operations, hazards and risks
- ensure that these WHS policy and work safety procedures are effectively implemented
- establish, implement and review systems, in consultation with its employees
- ensure that all of this is being done

Manager

The Manager will implement this policy and any safety procedures and take all practical measures to ensure that:

- all Committee, staff and volunteers are informed of WHS Policies and Procedures
- the organisation is safe and without risks to health;
- the behaviour of all persons in the organisation is safe and without risks to health;
- if they do not have the necessary authority to fix the problem, they will report the matter promptly, with any recommendations for action, to the Management Committee and where necessary to the owner of the premises.

In implementing these responsibilities the Manager will ensure:

- the dissemination of information about WHS to all staff
- that the required WHS notices [eg a summary of the relevant Act] and the company's return-to-work policy are available in the Administration office
- regular discussion about WHS issues at staff meetings
- regular consultation with staff/volunteers about matters impacting on WHS
- the maintenance a log of accidents, incidents and injuries, and the use of this information to identify risk throughout the organisation
- to bring any employees/volunteers concerns regarding health and safety to the attention of the Management Committee.

Employees/Volunteers

Under the legislation employees and volunteers must take reasonable care to protect their own health and safety and the health and safety of any other person. All staff and volunteers are required to cooperate with WHS policy and safety procedures and:

- report observed safety hazards to the Manager
- participate in consultation and training about WHS
- observe and promote safe working practices
- be responsible for safe working conditions within their control
- use equipment provided for health and safety purposes PPE (Personal Protective Equipment)
- comply with/follow instructions and using training provided in relation to health and safety

Contractors and Sub-Contractors

All contractors and sub-contractors engaged to perform work on the organisation's premises or locations are required, as part of their contract, to comply with the occupational health and safety policies, procedures and programs of the organisation. They must observe directions on health and safety from designated officers of the organisation. Failure to comply, or to observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

PROCEDURES

Managing Workplace Injuries

Wingham Akoostik Music Festival will keep a register of accidents, incidents and injuries. The register will be maintained by the Manager and will be used to record:

- all accidents and incidents that occur to staff and visitors while on the premises
- any journey accidents and incidents involving staff and volunteers
- date, time, location of injury
- brief description of the type, cause and location of the injury and treatment given
- all critical incidents irrespective of any actual injury occurring
- any referral for further treatment and recommendations for further action.

In the event of a workplace injury:

- It is the staff member's responsibility to notify the Manager, or immediate supervisor, of any injury within 24 hours, and to complete the organisation's register of accidents, incidents and injuries as soon as is practicable.
- Once an injury is notified the Manager will ensure that the injured person has received appropriate first aid and/or medical treatment and will conduct an investigation of the accident in order to prevent a recurrence.
- When the Manager is notified of an injury they will notify Wingham Akoostik Music Festival workers compensation insurance company. For a 'significant injury' the insurance company will be notified within 48 hours. For other types of injury the insurance company will be notified within 7 days.
- Any incident that involves the death of a person, serious illness or injury, or exposure to a serious risk to a person's health or safety must also be reported to the regulator (WorkCover) immediately and the site of the incident is not to be disturbed.

- Any incidents, accidents or injuries will be reported to the Management Committee as soon as possible.
- Records of such incidents will be kept for a period of 5 years

Investigating Workplace Injuries

The investigation must be conducted using the Incident/accident Investigation Report and involve:

- An inspection of the incident/accident site to gather any applicable information
- Interviews with any team members or people receiving a service who were involved
- Development of recommendations of actions i.e. preventative measures, improved safety procedures and further training needs to be taken to prevent future incident/accidents.
- Monitoring of recommended corrective actions.
- The findings from the investigation and the developments of preventative measures should be discussed with relevant team members and a full report forwarded to the Management Committee. The Manager will be responsible for ensuring that the recommendations have been implemented and a system of monitoring has been developed to ensure that these actions are effective.

First Aid

The *Work Health and Safety Act 2011* requires that satisfactory first aid facilities be available in each workplace. Our minimum requirements are:

- First aid kits at the office premises (and other work sites where necessary); and
- Additionally, all employees shall be encouraged to complete a first aid/CPR course and update certificates as part of ongoing training and development
- The Office Administrator should check stock list in first aid kits annually and after use and replenish any stock that is used
- Disposable gloves should be used by staff and volunteers when applying first aid
- Universal Infection Control Procedures are to be followed in any first aid procedures.

Workers Compensation

Wingham Akoostik Music Festival is required by NSW WHS Legislation to keep a register of all injuries that result from Wingham Akoostik Music Festival activities. Under NSW Workers compensation legislation, Wingham Akoostik Music Festival must notify its workers' compensation insurer within 48 hours of all injuries that have the potential to result in a workers' compensation claim.

Wingham Akoostik Music Festival will maintain an appropriate Workers Compensation Insurance Policy covering all workers.

Claims for workers compensation must be supported by a medical certificate. In accordance with workers compensation legislation Wingham Akoostik Music Festival shall forward the claim form and documents to the insurance company within seven days of receipt from the employee.

Workplace Occupation and Rehabilitation Program

In the event of an employee injuring him/herself at work, Wingham Akoostik Music Festival will assist in the process of enabling the worker to return to work as soon as is safely possible.

Procedures to be followed in the event of illness or injury include:

1. The employee is to notify the Manager of any injury/accident as soon as it is practicable. This is to be done whether or not the injury has resulted in time off work and/or workers compensation claim.
2. In the event of workplace injury or illness, the agreed role of the Manager is to:
 - Assist worker in completing a claim form.
 - Organise for worker to seek appropriate medical treatment.
 - Issue Workcover Medical Certificate to be completed by attending doctor and worker.
 - Facilitate pay arrangements.
 - Provide information on rights and entitlements under the legislation.
 - Liaise with all appropriate bodies (Management Committee, Union, Rehabilitation Provider, and Insurer) throughout the rehabilitation process.
 - Complete a Return to Work Plan in consultation with employee, WorkCover Authority and appropriate representatives
3. Employees/volunteers have the right to choose their own treating doctor and rehabilitation provider.
4. Where an employee is unable to return to their previous duties, either temporarily or permanently, a consultation on suitable duties/employment will take place and include:
 - The employee
 - Wingham Akoostik Music Festival Manager
 - Representative of the Management Committee
 - Insurance company doctor/government medical officer, if necessary
 - Rehabilitation service provider if applicable
 - Representative from the relevant Union (if the employee is a union member).
5. Where an employee is unable to return to previous duties, the employer shall make every effort to find an alternative position which incorporates suitable duties in relation to the employee's qualifications and experience and in accordance with rehabilitation service provider guidelines.
6. No employee is to be dismissed at any stage of a rehabilitation program.
7. Where an employee returns to work, but with a reduction in hours as part of a rehabilitation program, all entitlements such as sick leave, annual leave, superannuation etc shall accrue at the pre-injury rate. Refer to WorkCover Return to Work Guidelines.
8. In the event of a dispute between the Management Committee and the employee regarding the implementation of the workplace rehabilitation program, resolution

shall be sought by negotiation between the employee, local union delegate, rehabilitation provider and Management.

Keys

All keys allocated are to be recorded on a key register. The number of keys allocated should be kept to a minimum. Personnel leaving the organisation must return all keys.

Environment Checklist

- Ensure toilets are well lit to avoid dark areas.
- Monitor overcrowding in designated fenced areas to prevent discomfort, crushing etc.
- Ensure car parking areas are monitored to avoid collisions and incorrect parking.
- Stall holders marquees must be secured properly and do not infringe on public walk ways.
- No smoking signs must be displayed around food areas.

For further information see Risk Assessment Policy.

Professional Supervision

Wingham Akoostik Music Festival will ensure that employees engaged in direct service with clients as their *primary* work responsibility are provided with appropriate professional supervision in accordance with their qualifications and role.

DISSEMINATION OF POLICY

The WHS Policy and related procedures shall be kept in an accessible place for all employees and volunteers.