

# Workplace, Health & Safety Policy

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Melbourne Recital Centre (the Centre) amends its policies from time to time. This version was correct at **30/06/2023**. To confirm that this is the latest version of this policy, please refer to the Centre's intranet or contact the policy owner.

<b>Policy Owner</b>	Chief Executive Officer
<b>Policy Category</b>	Safety

# Purpose

To outline the Centre's approach, expectations and commitment to Workplace, Health & Safety (WHS).

# Scope

This policy applies to all employees, contractors, suppliers, consultants, hirers, artists, volunteers, board members and visitors engaged by or connected with the Centre. It applies to the workplace, work-related activities and social events, or any activity in which there is a connection to work (physically or on-line).

# Authority

1. The policy is set and approved by the Board and made under the:
  - a. [Corporations Act 2001](#)
  - b. Melbourne Recital Centre Constitution
  
2. For the purposes of following best practice, this policy is informed by:
  - a. [Victorian Public Sector Code of Conduct - Directors](#)
  - b. [Victorian Public Sector Code of Conduct - Employees \(VPSCC\)](#)
    - i. [VPSC: Leading the Way - Occupational Health & Safety](#)
  - c. [WorkSafe](#)
  - d. [Screen Safe Australia](#)
  
3. This policy supports the compliance associated with:
  - a. [Occupational Health & Safety Act 2004](#)
  - b. [Occupational Health & Safety Regulations 2017](#)
  - c. [Workplace Injury Rehabilitation & Compensation Act 2013](#)
  - d. [Workplace Injury Rehabilitation & Compensation Regulations 2014](#)
  - e. [Accident Compensation \(OHS\) Act 1996](#)
  - f. [Workers Compensation Act 1958](#)
  - g. [Equipment \(Public Safety\) Act 1994](#)
  - h. [Equipment \(Public Safety\) Regulations 2017](#)
  - i. [Dangerous Goods Act 1985](#)
  - j. [Dangerous Goods \(HCDG\) Regulations 2016](#)
  - k. [Public Health & Wellbeing Act 2008](#)
  - l. [Public Health & Wellbeing Regulations 2019](#)
  - m. [Public Health & Wellbeing Amendment \(Pandemic Management\) Act 2021](#)
  - n. [Public Administration Act 2004](#)

4. This policy should be read in conjunction with the Centre's other relevant policies on Respectful Behaviours, Child Safe, and Complaints & Public Interest Disclosures.

## Policy

1. The Centre is committed to providing a safe and healthy workplace and will:
  - a. Create and support a positive culture where all individuals take responsibility for their own and others' health, safety and wellbeing;
  - b. Operate an accessible health and safety management system that eliminates or reduces risk of injury or illness to individuals, consistent with the nature and scale of its operations;
  - c. Maintain a health and safety framework that complies with legislative requirements, including mandatory reporting, to the highest standard that is reasonably practicable;
  - d. Consult with affected individuals for decision making when there is an impact on WHS; and
  - e. Support the health, safety and wellbeing of individuals through the promotion, training and dissemination of appropriate information, instruction and/or induction.
  
2. The Centre's health and safety system will be governed by:
  - a. The maintenance of a fit-for-purpose health and safety management framework that includes processes that address documentation, planning, implementation, measurement and evaluation against targets, as well as management and review for continuous improvement;
  - b. Applying a risk- and evidence-based approach to the management of risk through the identification of hazards (eg routine inspection of facilities/equipment), assessment of risk and implementation of effective controls;
  - c. Ongoing development, review and updating of standard operating procedures, safe work statements, training and risk assessments across within the Centre;
  - d. Requiring third parties such as contractors and hirers to provide appropriate risk management documentation relevant to their activity or event;
  - e. Maintaining systems for reporting, investigation and/or follow up action for hazards, incidents, near-misses and injuries, as appropriate;
  - f. Preparation of management reports for trend analysis and review by Board;
  - g. Documentation and communication of health and safety responsibility, authority to act and reporting requirements for staff and board (eg via current terms of reference, charters, position descriptions etc);

- h. Regular management meetings (approximately monthly) convened by the Workplace, Health & Safety Committee which also comprise trained Health and Safety Representatives;
  - i. The appointment of a Return-To-Work Officer to help support sustainable and timely return to work for injured or ill employees; and
  - j. The use of internal audit to review of WHS frameworks for effectiveness.
3. Employees, board members and third parties are expected to:
- a. Comply with all relevant Commonwealth and State legislation and regulations;
  - b. Uphold the standards, behaviours and responsibilities specified in all of the Centre's policies but, in particular, the integrity- and safety-related policies outlined in Authority - section 4;
  - c. Take reasonable steps to bring to the attention of the Centre, where appropriate, or take action to prevent any behaviour that is unsafe;
  - d. Act in good faith and use skill, care and diligence in the performance of their duties and responsibilities, and not intentionally cause serious safety risk for the Centre;
  - e. Take reasonable care that their actions and decisions do not adversely affect their work performance or harm the health and safety of themselves or others;
  - f. Participate in and complete any training programs to promote safe, inclusive or respectful workplace, when requested and as appropriate.
4. The Centre is committed to ensuring employees feel supported to raise safety, welfare and wellbeing concerns. In particular, the Centre will:
- a. Encourage employees to disclose genuine concerns through their line management or Key Management Personnel;
  - b. Treat all safety incidents or complaints seriously and respond promptly;
  - c. Consider engaging third party consultants with requisite expertise to conduct external investigations for complex cases or provide input into the development of frameworks, as required.
5. The Centre will maintain the integrity, security and confidentiality of records relating to incidents, breaches or complaints, in accordance with its policies on Workplace, Health & Safety; Privacy; Information & Data Management; and Complaints & Public Interest Disclosures.
6. The Centre may engage the WHS services of a third party to help ensure the Centre remains current when meeting its legislative and compliance reporting Obligations.
7. Any breaches of this policy may be directed to the Head of Operations or CEO in the first instance to assess the best approach for resolution or action. It should be noted that for employees of the Centre, breaches or contravention may constitute Serious Misconduct which may lead to disciplinary action including dismissal, termination of contract or being banned from the Centre.

# Procedural Principles

## Incident Management and Information Sharing

1. The Centre will keep records of incidents, near-misses, and breaches relating to WHS in accordance with the WHS Manual and review these at high level within the WHS Committee for the purposes of continuous improvement.
2. Quarterly management reports with statistics will be prepared for the Board for general review and trend analysis.
3. Incidents will be reported using the 'WHS009 form' which will be stored securely on the OHS share drive by the Stage Door and Facilities Coordinator. Investigating officers will be assigned based on experience and familiarity of subject matter to enable investigation, action and follow up as required. Exceptions will be made for incidents of a highly personal or sensitive matter such as sexual harassment and child safety (refer separately Respectful Behaviours and Child Safe policies).
4. Information will be shared with external agencies and/or other related parties, as appropriate, to the extent that the information is required to be shared by law.

## Hybrid Working

1. The Centre is committed to the principle of flexible and hybrid working that supports and enables productivity, positive team culture and social connection.
2. The Centre supports flexible and hybrid working, where appropriate and practicable, in accordance with expected position duties, and where agreed between staff and line managers.
3. The Centre may issue guidelines on expected level of physical attendance for staff to promote engagement and collaboration or in response to policy direction from the CEO, Board or Victorian Government.
4. Staff are expected to follow guidelines and checklists to ensure remote workstations are set up ergonomically and safely before undertaking work.
5. Staff are expected to follow guidelines on appropriate IT etiquette protocols when working online.

## Vaccinations

1. The Centre supports strongly the use of medically endorsed vaccinations to reduce or prevent spread of illness and provide a safe working environment for all staff, hirers, artists, contractors and audience.
2. After an appropriate period of consultation with staff and on current policy advice from the Victorian Government and Board, the Centre may decide to:
  - a. Provide assistance (financial or time-off) to support uptake of vaccinations (eg flu/COVID-19); and/or
  - b. Issue a lawful directive requiring individuals to be vaccinated as a condition of attendance in the physical workplace, particularly in response to pandemic or endemic diseases.
3. Any lawful directive requiring staff to be vaccinated will be described as supplementary policy appended to the Workplace, Health & Safety Policy.

# Roles & Responsibilities

<b>Board</b>	For exercising specific authority in setting and approving this policy. Ensure that the Centre meets its safety obligations by monitoring WHS risk and oversee the Centre's Workplace Health & Safety management system.
<b>Chief Executive Officer (CEO)</b>	For exercising specific authority under the policy and for providing organisational leadership which encourages awareness, promulgation and approval of frameworks, policies and procedures relating to WHS. The CEO would have the equivalent status of Authorised Officer within the organisation. Relevant committees involved in governance include the Workplace, Health & Safety (WHS) Committee, Senior Leadership Team (SLT) and the Board.
<b>Director of Corporate Services (DCS)</b>	For exercising specific authority under this policy, maintaining the policy and procedures, and ensuring external reporting and compliance obligation are met via the support of the Corporate Services team, particularly via the services and contributions of HR Manager (adopts role of Return-to-Work Officer/safety onboarding of new staff); Governance Project Manager (reviews policy, board charters) and DCS (formally report Notifiable Incidents to WorkSafe).
<b>Head of Operations (HO)</b>	For exercising specific authority under this policy, maintaining the policy and procedures, and ensuring compliance obligation are met via the support of the Operations team, particularly via the services and contributions of Technical Manager (for general liaison with WorkSafe, maintenance of WHS frameworks) and HO (development of WHS plans/roadmaps, administer WHS training budget).
<b>Policy Owner</b>	For providing advice to the Centre's employees, contractors and volunteers on the intent and operation of the policy for which they are responsible; for identifying potential changes and updates to the policy; and for leading the process of change and approval for updating and implementation of frameworks, policies and procedures, in consultation with Workplace, Health & Safety Committee, as required and where relevant.
<b>All employees, contractors, volunteers and committee members</b>	For complying with the requirements of this policy and developing requisite awareness of the Centre's policies and procedures to the extent required for discharging their duties of their roles. This includes but is not limited to following training or standard operation procedures, prepare risk assessments or act as document owners that comprise WHS framework.



# Internal References

<b>Board Charter</b>	M:\0 CORPORATE GOVERNANCE\1. MRC Board\Board and Committee Charters
<b>Covid-19 Safe Plans/Guidance</b>	
- for external audience	<a href="#">Melbourne Recital Centre Website</a>
- for internal audience	<a href="#">Tempo</a>
<b>WHS Framework</b>	<a href="#">Tempo</a>
- Policy/Terms of Reference	
- Emergency Documentation	
- Risk Management	
- WHS Manual (see WHS008 - Ergonomics; WHS014 - Incident Management & Reporting)	
- Reference Documents	
- WHS Forms (see WHS009 - Incident Reporting)	
- WHS Committee	
<b>HR Onboarding</b>	[pending]
<b>IT Centre</b>	<a href="#">Tempo</a>
- Guidebook & Working From Home (WFH)	
- Help Guides: Online Etiquette WFH	
<b>Hybrid Working &amp; Collaboration</b>	<a href="#">Tempo</a>
<b>Safety Induction</b>	<a href="#">Melbourne Recital Centre Website</a>
<b>Policies</b>	<a href="#">Tempo</a>
- Child Safe	
- Complaints & Public Interest Disclosure	
- Information & Data Management	
- Privacy	
- Respectful Behaviours	
- Workplace, Health & Safety	

# Definitions

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<b>Complaints</b>	<p>An incident or expression of dissatisfaction related to one or more of the following:</p> <ol style="list-style-type: none"> <li>1. Services or interactions with individuals;</li> <li>2. Allegations of abuse or misconduct by a staff member, contractor, volunteer or other individual associated with the Centre;</li> <li>3. Disclosure of abuse or harm made by an individual;</li> <li>4. Conduct of an individual at the Centre;</li> <li>5. Inadequate handling of a prior concern;</li> <li>6. General concerns about the safety of a group of individuals or activity.</li> </ol> <p>Complaints may be <i>informal</i> in which there is a focus on resolution of the matter whereas <i>formal</i> complaints focus on proving that the complaint is substantiated.</p> <p>Most complaints are initiated at an individual's request which is then received, investigated, handled and resolved. The matter may be internally investigated or externally investigated with the expertise of third-party specifically engaged for that matter. Depending on the nature of the complaint, there may be an additional mandatory requirement imposed on the Centre to notify or formally report to external organisation (eg Victorian police).</p> <p>Complaints that relate to improper conduct and serious professional misconduct of the public sector can be made directly to IBAC, outside of the Centre. In this scenario, a very specific process will be followed as dictated by IBAC investigations.</p>
<b>Incident</b>	Similar to complaint except that the event is not necessarily brought forward at the request of an individual who has expressed dissatisfaction.
<b>Hybrid Working</b>	Work conducted in both physical and digital or online environments. The latter may consist of platforms such as Microsoft Teams, Zoom or email.
<b>Key Management Personnel</b>	This includes the members of the Board and its sub-committees as well as the CEO and members of the Senior Leadership Team.
<b>Obligations</b>	There are legislative obligations that require organisations to report WHS breaches to WorkSafe (eg Notifiable Incidents) or Victorian Police. The Victorian Government may also issue directive (eg Pandemic Work Orders) for the Centre to follow given our status as a public entity.

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<b>Serious Misconduct</b>	Behaviour that is inconsistent with continuing employment. Examples include: causing serious and imminent risk to the health and safety of another person or to the reputation or profits of an employer's business, theft, fraud, assault, sexual harassment or refusing to carry out a lawful and reasonable instruction that is a part of the job.
<b>Workplace</b>	Any place or situation where there is a relevant connection to work (includes both physical, remote workplace or on-line work-related event). Work can include meetings, training, work function or other events.

## Version History

Version	Approved By	Effective Date	Sections Modified
1	Board	15 November 2022	Triennial Review of Workplace, Health & Safety policy. Incorporation of new COVID-19 Vaccination Expectations Policy as supplementary appendix.
2	CEO	30 June 2023	Removal of Appendix A: COVID-19 Vaccination Expectations post July 23 review.
3			
4			