

This policy should be read in conjunction with the risk management, privacy, ICT acceptable use and security and records & information policies.

Introduction

Peninsula Leisure (PL) Pty. Ltd., values safe workplaces and safe work practices, and recognises its legal, moral and ethical responsibilities to provide a safe and healthy work environment for all employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure. Peninsula Leisure is committed to achieving a high standard of safety performance and empowering its employees and contractors to identify hazards and act to prevent an injury or illness from occurring.

Purpose

This commitment will be achieved through:

- Meeting occupational health and safety statutory requirements, codes, national/international standards and OHS guidelines.
- An annual OHS Plan that sets objectives and targets with the aim of minimising health and safety related risks of injury or illness to employees and other persons.
- Ongoing review of PL's health and safety performance, with the intention to identify continuous improvement opportunities.
- Defining roles and responsibilities for health and safety throughout the organisation.
- Identifying, assessing, and controlling foreseeable health and safety hazards so far as is reasonably practicable.
- Engaging workers and their representatives (HSRs) in meaningful consultation and participation on health and safety matters that may affect them.
- Promoting and supporting both mental and physical wellbeing through safe and inclusive workplace practices.

Scope

This policy applies to all directors of Peninsula Leisure, employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure.

Policy

Strategies Peninsula Leisure will adopt include

1. **Planning & Strategy** - The organisation ensures consistency in planning of all OHS activities in workplaces owned, operated or leased by Peninsula Leisure. This ensures strategies are developed and achieved, consistent with company strategic objectives and targets.
2. **Consultation, Communication & Training** - The organisation facilitates the development and implementation of consistent and systematic approaches to ensure employees are appropriately trained; and there is employee consultation and communication which informs business decision making where there is an impact on workplace health, safety and wellbeing.
3. **Hazard & Risk Management** - The development and implementation of a consistent and systematic approach to risk management through maintaining a healthy and current risk appetite across all operations, reporting of all incidents (including near misses), hazard identification, risk assessment and implementation, monitoring and review of risk controls.

4. **Business Continuity, Emergency & Incident Management** - The organisation has established a framework for the appropriate management of workplace emergency situations including injuries and illnesses, incidents, hazards, dangerous occurrences and system failures.
5. **Reporting & Document Control** - The provision of systems for reporting incidents, hazards and near misses. Creating, modifying and approving health and safety documents and data; and notifying employees of changes. This will ensure documentary evidence of business activities is available and accessible for as long as required, for operational, accountability and compliance purposes.
6. **Measurement, Evaluation & Review** - The organisation will facilitate measurement, evaluation and analysis of OHS and business performance. This will ensure an understanding of OHS performance trends, their significance and implications at all levels within Peninsula Leisure that will drive continuous improvement.

Policy Accountability

PL has ultimate responsibility for Peninsula Leisure's health, safety and wellbeing performance, and will provide leadership, support, direction and resources to ensure that Peninsula Leisure meets its commitments to health, safety and wellbeing. These responsibilities will be delivered under the direction of PL's Board, CEO and Executive Management Team (EMT). Collectively this team will ensure that health, safety and wellbeing is incorporated into Peninsula Leisure's day-to-day business operations and corporate governance.

Policy Responsibilities

The Board of Directors:

- Oversee and ensure the effectiveness of the OHS policy.
- Maintain a commitment to ensuring this policy is enacted always and compatible with strategic direction.
- Measure performance in line with the Peninsula Leisure Key Performance Indicators.

The Chief Executive Officer:

- Ensure adequate resources and support systems are provided and communicated appropriately to enable compliance with this policy.
- Promotion of a safety culture that encourages effective health, safety and wellbeing performance and the integration of safety into all business operations and strategy.
- Always work and lead by example and participate in the ongoing implementation and review of the Occupational Health and Safety Management System (OHSMS).

The Operations, Risk, Health and Safety Manager:

- Develop, implement, monitor and review this policy and the Peninsula Leisure OHSMS.
- Report on health, safety and wellbeing performance as indicated in the PL OHS Plan.

All employees:

- Understand and adhere to the requirements of this policy.
- Work safely, in accordance with established OHS procedures, processes and guidelines, training and lead by example.
- Act in a safe manner, taking reasonable care for his or her own health, safety and wellbeing and that of their coworkers.
- Work together to achieve a workplace culture that promotes health, safety and wellbeing.

Members and guests:

- Act in a safe manner, taking reasonable care for their own health and safety.

- A member or guest must not intentionally or recklessly interfere with or misuse anything provided at facilities operated by PL in the interests of health, safety or welfare.
- Comply with all PL policies, code of conduct and T&C's.

Review of Policy

The policy is reviewed at least annually; however a review may be completed more frequently as required.

Definitions

Employer	A person who employs one or more people under contracts of employment or contracts of training.
Employee	A person employed under a contract of employment or contract of training. Please note that the word 'worker' as used in this document, is taken to have the same meaning as 'employee' as defined in the <i>Occupational Health and Safety Act 2004</i> .
Peninsula Leisure	A management company established by Frankston City Council (FCC) to operate and manage sport and recreation facilities such as Peninsula Aquatic Recreation Centre (PARC), Pines Forest Aquatic Centre (PFAC), Frankston Skate Park (SKATE) or any other facility.
Safety Culture	Refers to the activities, behaviours, values, priority and commitment placed on safety by every individual, including the Board of Directors, CEO and the Executive Management Team of Peninsula Leisure. Safety culture reflects our individual, group and organisational attitudes, norms and behaviours related to the safe provision of programs and services
Employee Representatives	Employees who have been canvassed through an 'expression of interest' process and who are members of the Health and Safety Committee (HSC) are considered to be employee representatives for the purpose of representing their Designated Work Group (DWG) on matters relating to health and safety. <i>Note: The above comes into effect where there are no elected HSRs.</i>
Nominated Employer Representative (ER)	A position nominated by Peninsula Leisure to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

Authorisation

Name: Kath Thom

Signature: 

Position: Chief Executive Officer
Peninsula Leisure

Date:

