

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

Introduction

Peninsula Leisure 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.
- Setting objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services.
- Ongoing review of our health and safety performance, with the intention to identify continuous improvement opportunities.
- Defining roles and responsibilities for health and safety.
- Identifying, assessing and controlling all foreseeable health and safety hazards.

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

- Addressing health and safety by proactively implementing the Peninsula Leisure Occupational Health and Safety Management System (OHSMS).
- Ensuring health and safety management principles are included in all organisational planning activities.
- Providing ongoing training, information, instruction and supervision to all Peninsula Leisure employees and visitors to support safe work environments.
- Consulting with Peninsula Leisure employees and other parties to enhance the effectiveness of the Peninsula Leisure OHSMS.
- Ensuring incidents are investigated and lessons are learnt within the organisation.
- Distributing health and safety information, including this policy, to all employees and interested parties.
- Providing sufficient resources to ensure health and safety is central part of the Peninsula Leisure operations.
- Ensuring effective injury management and rehabilitation is provided to all employees.

Policy Accountability

Peninsula Leisure has ultimate responsibility for Peninsula Leisure's health and safety performance, and will provide leadership, support, direction and resources to ensure that Peninsula Leisure meets its

commitments to health and safety. These responsibilities will be delivered under the direction of Peninsula Leisure’s Board, CEO and Management Teams. Collectively this team will ensure that health and safety is incorporated into Peninsula Leisure’s day to day business operations.

Policy Responsibilities

The **Board of Directors:** oversee the effectiveness of the Occupational Health and Safety policy. Maintain a commitment to ensuring this policy is enacted always. Measure performance as indicated in the Peninsula Leisure Key Performance Indicator document.

The **Chief Executive Officer:** ensure adequate resources and support systems are provided to enable compliance with this policy. Promotion of a safety culture that encourages effective health and safety performance and the integration of safety into all business operations. Always work and lead by example and participate in the ongoing implementation and review of the Occupational Health and Safety Management System (OHSMS).

The **Risk, Health and Safety Manager:** develop, implement, monitor and review tis policy and the Peninsula Leisure OHSMS. Report on health and safety performance as indicated in the Peninsula Leisure OHS Plan.

All employees: adhere to the requirements of this policy. Work safely, in accordance with established OHS procedures, processes and guidelines, training and lead by example.

Members and guests: act in a safe manner, taking reasonable care for his or her own health and safety. A member or guest must not intentionally or recklessly interfere with or misuse anything provided at facilities operated by Peninsula Leisure in the interests of health, safety or welfare.

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) or any other such 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.

Note: The above comes into effect where there are no elected HSRs.

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.

Revision History

Revision	Date	Author	Summary of changes
1.0	Unknown	James Sileni	Establishment of policy.
1.1	09/12/2016	Stuart West	Annual review and minor content change.
1.2	22/07/2016	Stuart West	Review of policy as part of the Mornington Peninsula Shire tender proposal, company name change and new policy format.
1.3	06/10/2016	Stuart West	Annual review of policy, additional content (definitions) and policy review statement.
1.4	25/10/2016	Stuart West	Reviewed by Audit and Risk Committee with changes outlined completed.
1.5	12/09/2017	Stuart West	Annual review of the policy. Significant content change to align with AS4801 and ISO45001 standards.
1.6	24/10/2018	Stuart West	Annual review of the policy.
1.7	24/10/2019	Stuart West	Annual review of the policy and content change (policy responsibilities).

Authorisation

Name: Tim Gledhill

Signature:



Position: Chief Executive Officer
Peninsula Leisure

Date: 7 November 2019