

Policy Title:	Workplace Health and Safety
Policy Type:	Constitutional Policy
Date:	03/2017 (1) 18/01/2021 (2) 09/02/2022 (3) 24/03/2023 (4) 8/04/2024 (5) 09/04/2025 (6) 08/04/2026 (7)

GOALS

The Bribie Island Community Arts Society Incorporated (BICAS) Policies and Procedures have been developed to support everyone participating at the Bribie Island Community Arts Centre (BICAC), including Board Members, Society members, employees, volunteers, Working Together Group (WTG) participants, contractors, and the public (herein referred to as BICAS/BICAC participants). BICAS is committed to providing a safe, harassment and abuse free environment, providing equal opportunity and an enjoyable and safe Centre for all participants.

This Policy – Workplace Health and Safety (herein the Policy) ensures that all BICAS/BICAC activities are carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety, mental well-being, and welfare of BICAS/BICAC participants who may be affected by our business or undertakings.

The Policy shows:

- our commitment to health and safety within the Centre, and to reducing the risks to the health and safety of all BICAS/BICAC participants;
- our commitment to complying with the requirements of the *(Qld) Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011*; and,
- how BICAS will deal with anyone who is found to have breached the Policy.

The Policy applies to everyone participating in BICAS/BICAC activities.

INTRODUCTION

The purpose of the Policy is:

- to provide a workplace that is free from risks to health, mental well-being and safety by implementing the highest possible standards to protect BICAS/BICAC participants' health, safety, mental and social wellbeing;
- to engage and consult with BICAS/BICAC participants and others affected by our business or undertakings to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree; and,
- to create an environment where BICAS/BICAC participants are encouraged and supported to raise health, mental well-being and safety issues and help reduce and manage them.

The Policy places an obligation on all BICAS/BICAC participants to take responsibility for the safety of themselves and others while participating in any BICAS/BICAC activities. To facilitate familiarisation of the Policy and an understanding of their obligations under the Policy, copies will be provided to all BICAS/BICAC

participants. Participants are required to familiarise themselves with its contents and provide signed acknowledgement of receipt and understanding of the Policy to BICAS.

RESPONSIBILITIES

Management

Management will ensure, as far as is reasonably practicable, the health, mental well-being and safety of:

- all BICAS/BICAC participants engaged, or caused to be engaged by us;
- all BICAS/BICAC participants whose activities are influenced or directed by us; and,
- others, by ensuring they are not put at risk from activities carried out as part of our business and creative undertakings.

We will also:

- provide and maintain an environment free from risks to health, mental well-being and safety;
- provide and maintain safe plant (equipment), structures and safe systems of work;
- ensure the safe use, handling, and storage of plant (equipment), structures and substances;
- provide adequate facilities for the welfare of BICAS/BICAC participants in carrying out work or engaged in BICAS/BICAC activities;
- provide any information, training, instruction, or supervision that is necessary to protect BICAS/BICAC participants from risks to their health, mental well-being and safety arising from BICAS/BICAC activities
- ensure that the health of BICAS/BICAC participants and the conditions at BICAS premises are monitored for the purpose of preventing illness or injury arising from our business or BICAS/BICAC activities; and,
- consult with BICAS/BICAC participants on all matters relating to health and safety.

BICAS/BICAC Participants

While participating in BICAS/BICAC activities, all BICAS/BICAC participants must:

- take reasonable care for their own health and safety;
- take reasonable care that what they do, or what they do not do, does not adversely affect the health, mental well-being and safety of other people;
- comply (so far as they are reasonably able to) with any reasonable instruction given by any BICAS/BICAC member or participant who has authority to give instruction;
- co-operate with any reasonable policy or procedure for work health or safety that has been communicated to them;
- not misuse or interfere with anything provided for work health and safety purposes;
- report all incidents and near misses immediately, no matter how trivial;
- engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls; and,
- report all known or observed hazards to their direct supervisor, the Venue Manager or a BICAS Board Member.

APPLYING THE POLICY

BICAS seeks the co-operation of all BICAS/BICAC participants, visitors and others who may be affected by our business, activities, or undertakings.

BICAS encourages and supports suggestions to create a safe environment as a result of all possible preventative measures being taken.

The policy applies to all business operations and functions, including those situations where BICAS/BICAC participants/representatives participate in BICAS/BICAC activities off-site/outside of BICAS premises.

COMMUNICATING THE POLICY

The Policy (and related procedures) shall be available on BICAS premises.

All BICAS/BICAC participants and others affected by our business or undertakings will be provided with a copy on commencement and have an opportunity to discuss the Policy at an Induction Training.

WHERE TO FROM HERE?

If, after reading the Policy you are unsure about your obligation in general or in relation to a specific situation, you should discuss this initially with your direct supervisor or the Venue Manager.

If you have concerns about approaching your direct supervisor or the Venue Manager you should make direct contact with a BICAS Board member or by writing to the Board Secretary who will pass your concerns on to the Board. The Board will be able to provide you with guidance and advice on the appropriate steps to follow to resolve your concerns.

REVIEW

The Policy will be reviewed annually during the BICAS Work Health and Safety Audit Program, through consultation with Board Members, employees, members and volunteers, or when legislative requirements change, or in the event of a workplace incident/accident.

VARIATIONS

BICAS reserves the right to vary, replace or terminate this policy.

VERSION AND REVISION INFORMATION

Policy Authorised by: Title:	Robert Hamilton BICAS CHAIRPERSON	Original issue: /03/2017
Policy Authorised by: Title:	Carolyn Wheeler BICAS CHAIRPERSON	Version 4: 24/03/2023 Approved by Board: 24/03/2023 Review Date: 24/03/2024
Policy Maintained by: Title:	Julie Thomson VENUE MANAGER	Version 4: 24/03/2023
Policy Authorised by: Title:	Carolyn Wheeler BICAS CHAIRPERSON	Version 5: 24/03/2024 Approved by Board: 08/04/2024 Review Date: 08/04/2024
Policy Maintained by: Title:	Julie Thomson VENUE MANAGER	Version 5: 08/04/2024
Policy Authorised by: Title:	Carolyn Wheeler BICAS CHAIRPERSON	Version 6: 24/03/2024 Approved by Board: 09/04/2025 Review Date: 09/04/2026
Policy Maintained by: Title:	Julie Thomson VENUE MANAGER	Version 6: 09/04/2025
Policy Authorised by: Title:	 Carolyn Wheeler BICAS CHAIRPERSON	Version 7: 24/03/2024 Approved by Board: 08/04/2026 Review Date: 08/04/2027
Policy Maintained by: Title:	Julie Thomson VENUE MANAGER	Version 7: 08/04/2026

BICAS POLICY – WORKPLACE HEALTH AND SAFETY

I, (employee, volunteer, etc., – please print)

....., have read, understand and agree to abide by the Bribie Island Community Arts Society Inc.'s (BICAS) Policy – Workplace Health and Safety. I understand that such adherence is a condition of my employment, volunteer work, contract work, and/or any other participation in BICAS/BICAC activities. I understand that a violation of the BICAS Policy – Workplace Health and Safety, may be grounds for termination from BICAS/BICAC participation; as a volunteer; or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this Day of, 20.....

BICAS/BICAC PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *that I have read a copy of the BICAS Policy – Workplace Health and Safety;*
- *that I should comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply.*

Your Name:

Please Print

Signed:

Date:
