



WYONG MUSICAL THEATRE COMPANY

Health and Safety Policy

1. Introduction

WMTC is defined under Safe Work Australia as a Volunteer Association ie a group of people working together for one or more community purposes that do not employ any paid workers. As such, WMTC is not covered and does not have duties under the relevant WHS Act.

However, we recognise that the health and safety of our members and volunteers is a priority, and that if accidents or incidents do occur, they should be reported.

Incidents will be reported and investigated to ensure that the possibility of recurrence is minimised. We have set in place hazard inspection and maintenance programs to minimise accidents and hazardous occurrences,

This policy applies to all WMTC members, volunteers and visitors.

2. Purpose

This policy has been developed to ensure that all WMTC members, volunteers and visitors understand the processes to be taken in the event of a dangerous occurrence or accident.

3. Policy

WMTC commits to preventing accidents and minimising dangerous occurrences and will endeavour to achieve a zero accident rate.

WMTC will provide a mechanism for reporting accidents, incidents and dangerous occurrences.

WMTC will investigate accidents to determine the cause, with the objective of preventing an occurrence.

All accidents, incidents or occurrences must be immediately reported to the Officer in charge at the time ie First Aid Officer, Production Manager, Stage Manager or Committee member. This Officer will take the appropriately required action to control the situation.

Any dangerous occurrence which has the potential to result in injury or damage to person or property must be reported in the same manner as an accident.

The most appropriate corrective action will be taken to ensure the incident does not recur.

4. Definitions

Incident – an event which causes or could have caused injury, illness, damage to plant, equipment, vehicles, property, material, the environment, or causes public alarm. It also includes losses of containment, fire, explosion, non-compliance with regulatory environmental requirements, vehicle incidents and off-site incidents.

5. Responsibilities

It is the responsibility of the Committee to do whatever is reasonably practicable to eliminate or minimise the health and safety risks arising from the activities which WMTC undertakes. All matters must be dealt with in a timely manner.

The process of eliminating or minimising health and safety risks is called risk management and involves four steps:

1. identify hazards – find out what could cause harm
2. assess the risks if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
3. control risks – implement the most effective control measure that is reasonably practicable in the circumstances, and
4. review control measures – to ensure they are working as planned.

It is the responsibility of the members, volunteers and visitors (including contractors) to:

1. take reasonable care for their own health and safety and ensure they don't adversely affect the health and safety of others.
2. comply, so far as they are reasonably able, with any reasonable instruction that is given to them by WMTC officers, and

3. co-operate with any reasonable policy or procedure that WMTC has provided to them.
4. report accidents and hazards at the earliest convenience

6. Procedures

All illnesses and injuries must immediately be assessed by a First Aid Officer (or Officer in charge) to determine whether medical treatment is required.

If medical treatment is required, suitable arrangements must be made for transport to a doctor or hospital.

In the event of a death, immediately advise 000 Emergency Services. The site of the incident must not be disturbed until the police arrive and the action to be taken is advised.

This does not apply if the disturbance to the site is for the purpose of

- Protecting the health and safety of any person; or
- Aiding an injured person involved in an incident; or
- Taking essential action to make the scene safe or to prevent a further occurrence or incident

Any accident, incident or dangerous occurrence that has the potential to result in injury or damage to property must be reported in the same manner as an accident, incident or occurrence that results in injury or damage.

All serious illnesses and injuries which may have the potential to result in an insurance claim must be reported in writing in the WMTC Injury/Incident Report Form (see Appendix A) within 24 hours.

All other accidents, incidents and dangerous occurrences must be reported in writing on the WMTC Injury/Incident Form Register (see Appendix B) within 24 hours.

These completed forms will be retained and filed by the WMTC Committee.

If the incident or injury results in an insurance claim, all claims for compensation must be accompanied by an appropriate medical certificate.

APPENDIX A - WMTC Serious Injury/Incident Report Form

What happened: an overview	<ul style="list-style-type: none">• Provide an overview of what happened. • Nominate the type of notifiable incident—was it death, serious injury or illness, or 'dangerous incident' ?
When did it happen	Date and time.
Where did it happen	Incident address. Details that describe the specific location of the notifiable incident—for example section of the theatre or the particular piece of equipment that the incident involved
What happened	Detailed description of the notifiable incident.
Who did it happen to	<ul style="list-style-type: none">• Injured person's name • Date of birth • Address

	<ul style="list-style-type: none"> • Contact number.
How and where are they being treated (if applicable)	<ul style="list-style-type: none"> • Description of serious injury or illness—i.e. nature of injury (eg burn, fracture, electric shock) and part of body affected • Initial treatment of serious injury or illness. • Where the patient has been taken for treatment.
Who is the person conducting the business or undertaking (there may be more than one)	<ul style="list-style-type: none"> • Legal and trading name. • Business address (if different from incident address), ABN/ACN and contact details including phone number and email.
What has/is being done	Action taken or intended to be taken to prevent recurrence (if any).
Who is notifying	<ul style="list-style-type: none"> • Notifier's name, contact phone number and position at site. • Signature of notifier • Name, phone number and position of person to contact for further information (if different from above).

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