

Workplace Health & Safety Policy

Objective

The Deans Marsh Community Cottage aims to provide a space that is safe and free of risk to its employees, volunteers, clients, and visitors.

Policy

DMCC will actively promote the importance of effective WH&S practices.

DMCC will ensure the health and safety of all clients, employees, volunteers and visitors through use of a risk management process to identify, document and manage workplace hazards and risks.

DMCC will maintain a Risk Management Plan which documents identified risks and strategies in place to mitigate those risks.

Specifically, we will:

- Regularly check the safety of the workplace
- Induct all employees and volunteers on safety procedures
- Develop and implement procedures to address workplace safety concerns
- Respond to new workplace safety concerns in a timely fashion

The steps to be undertaken will be:

- Hazard identification
- Risk assessment
- Identifying & implementing control measures
- Monitoring & review

DMCC will implement a Continuous Improvement Plan, which documents any identified WH&S issues requiring improvement, the actions to be taken to address these issues and a timeframe within which the action will be finalised.

The DMCC Risk Management Plan will provide details of WH&S training for staff and volunteers, including induction and any regular training or updates provided.

Related: Incident Report Form