



Health & Safety Policy & Procedure

1. PURPOSE

The Turkish Australian Culture House Inc. (TACH) is committed to providing an environment that is safe and free of risk to the health and welfare of all people who come into contact with, or are affected by, our operations.

2. SCOPE

This policy applies to all people who conduct work for TACH in a paid or unpaid capacity. This includes management committee members, executive members, subcommittee members, volunteers, teachers and contractors involved with the activities of TACH including the Turkish Saturday School.

3. RESPONSIBILITIES

Position	Responsibilities
Management Committee and Executive Members	Approve the <u>Health and Safety Policy and Procedure</u> Ensure policy compliance across all activities of the Turkish Australian Culture House Inc. Ensure all identified hazards and injuries are investigated, assessed, and acted upon
Education Subcommittee	Ensure the ongoing school activities comply with this policy Ensure teachers and volunteers receive induction, training, supervision and support in order to comply with this policy
Risk and Safety Subcommittee	Proactively identify health and safety hazards Use Risk Management principles to assess risk and make recommendations to the Management Committee for appropriate controls
Volunteers and Paid Contractors	Comply with policy

4. PROCEDURE

All new volunteers and paid contractors must be made aware of workplace health and safety regulations and procedures during before commencing with TACH.

All volunteers and paid contractors must follow all workplace health and safety legislation, regulations and guidelines including emergency procedures and drills.

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Hazard and Incident Identification and Management:

- A **hazard** is a dangerous or potentially dangerous situation that could result in illness, injury or death.
- All Management Committee members onsite are responsible for assessing and checking for environmental hazards when running activities
- All hazards, incidents or near-misses must be immediately reported to a member of the TACH Management Committee
- The Management Committee will investigate hazards and incidents and remedy the situation where possible
- The Management Committee will use Risk Management principles to assess risk and implement appropriate controls

Incidents involving death or serious injuries

- Incidents involving death and certain serious injuries, or near-misses, may be required to be reported to WorkSafe WA depending on the setting in which they occurred, and whether they occurred as part of a TACH-controlled “workplace.”
- The President or Secretary is responsible for reporting these incidents to WorkSafe WA.
- The President or Secretary must report incidents to TACH’s insurance company as soon as practical after occurrence.

5. RETENTION OF RECORDS

All records relating to Health and Safety, including hazard and incident investigation, must be kept by the Secretary for 7 years.