

MSA-RTO-POLP-CAG:6-V1:0 SAFETY

PURPOSE

The purpose of this policy and procedure is to outline Music SA's obligations and processes in respect to workplace health and safety.

SCOPE

This policy and procedure applies to any employees, students, volunteers, visitors or contractors and their health and safety while they are at the Music SA workplace.

POLICY STATEMENT

Music SA recognises its obligation to take all reasonable precautions to provide and maintain so far as is reasonably practicable, an environment that is safe and without risks to health and wellbeing. The aim is to minimise the risk of injury and illness by adopting a planned and systematic approach to the management of workplace health and safety.

As a PCBU, Music SA has the primary duty of care to ensure the health and safety of workers while they are at work in the business or undertaking. A PCBU is also responsible for ensuring work carried out does not pose a risk to the health and safety of others.

DEFINITIONS

Workplace is any place where a worker, contractor, student, visitor or volunteer works and includes any place where such a person goes to work.

PCBU means a person conducting a business or undertaking.

MSA-RTO-POLP-CAG:6-V1:0 SAFETY

REFERENCES

- Standards for Registered Training Organisations (RTOs) 2015
- Users' Guide to the Standards for Registered Training Organisations 2015
- MSA-RTO-POLP-STC-1-V1.2 Staff Code of Conduct
- MSA-RTO-POLP-LSP:10-V1.0 RTO Child Safe Environment Policy and Procedure
- MSA-RTO-POLP-LSP_9-V1.1 RTO Policy and Procedure Incident Reporting
- Work Health and Safety Act 2011
- SA Children and Young People (Safety) Act 2017

DOCUMENTS

MSA-RTO-D-LSP:5-V1.0 Mandatory Notification Record Form.docx

RESPONSIBILITIES

The **Music SA Board** is required to:

- Approve this policy and procedure and all subsequent revisions
- Understand the operations of Music SA and be able to name the its key hazards and risks
- Ensure they receive regular reports on safety and seek further information if required
- Ensure systems are in place to manage safety and minimize risk; and
- Ensure Music SA complies with safety reporting and compliance reporting

The **Music SA Chief Executive Officer (CEO)** is responsible for:

- Updating Music SA's 3 year Safety Plan
- Budgeting for safety (i.e. training, protective clothing, safe equipment, storage, testing)
- Ensuring appropriate inductions for all staff and visitors
- Discussing safety at meetings (i.e. Standing Agenda Item)
- Discussing students at risk meetings (Standing Agenda Item)
- Bringing any issues relating to the safety of children to the Music SA Board's attention for noting/action as they arise
- Supporting staff efforts to resolve issues and identify and control hazards
- Allowing staff the time to attend safety training
- Investigating and report accidents/incidents
- Helping rehabilitate injured or sick staff
- Approving risk management plans for specific events
- Raising any safety issues and report to the board monthly against a safety agenda item

MSA-RTO-POLP-CAG:6-V1:0 SAFETY

The **Music SA Business Manager (BM)** is responsible for:

- ensuring that the RTO has in place adequate insurance and WorkCover arrangements; and
- reporting hazards, near-miss events or incidents in the workplace to the CEO and making recommendations on how to reduce the level of risk
- ensuring that plant, equipment and signage in the training room is maintained

All **Music SA Training Staff** are responsible for:

- discussing safety at meetings (i.e. Standing Agenda Item)
- discussing students at risk meetings (Standing Agenda Item)
- bringing any issues relating to the safety of children to the Music SA Board's attention for noting/action as they arise
- ensuring they are not affected by alcohol or drugs so that they might endanger themselves or others
- cooperating with Music SA in its efforts to comply with safety requirements (e.g. take part in housekeeping, attend training, raise issues, report accidents, report damaged equipment)
- not interfering with or misusing anything provided for the health, safety and welfare of persons at work
- complying with Music SA screening requirements to determine their suitability to work with children
- fulfilling their responsibilities as a Mandated Notifier of child 'abuse and neglect'.
- participating in all Child Safe Environment related training activities as required by the organisation.

Workers, contractors, volunteers and students will be responsible for:

- taking reasonable care for their own health and safety;
- taking reasonable care that their acts or omissions at work, including by the consumption of alcohol or drugs does not adversely affect, the health and safety of other persons;
- complying with any reasonable instruction that is given by a Music SA manager
- cooperating with health and safety policies and procedures in the workplace
- treating people in line with the Music SA Code of Conduct
- making proper use of available safety devices and personal protective equipment at all times; and
- not (or cause another worker to) interfering with, removing, displacing or rendering ineffective any safeguard, safety device, personal protective equipment or other appliance or work system provided for protection, except when necessary as part of an approved maintenance, repair or emergency procedure.

MSA-RTO-POLP-CAG:6-V1:0 SAFETY

PROCEDURE

Music SA will implement workplace health and safety in line with relevant legislation such that:

- Board and staff are involved in planning, implementing, measuring and improving safety.
- Staff are consulted on significant issues that do not require an immediate emergency decision.
- The safety system is documented via a policy and procedure.
- Hazards are managed through housekeeping, workplace inspections and accident/incident reporting.
- Accidents and incidents are recorded using Music SA's *Accident/Incident Report Form* and corrective action is followed up and the forms filed.
- Workers compensation claims are documented and managed and managers and staff are committed to best practice rehabilitation.
- Plant, equipment and facilities are maintained in a safe condition and MSDSs are kept on file.
- Training is given to all staff and volunteers to allow them to meet their responsibilities.
- Safety instructions are issued during induction.
- Emergency evacuation procedures are established and tested and signage is visible.
- Accident prevention to be regarded as an individual responsibility.
- Clearly visible signs and notices are posted as required.
- Dangerous substances are stored safely.
- Electrical testing and fire extinguisher testing is undertaken and recorded on an annual basis.

Risk Management

Music SA is committed to:

- assessing, identifying and reducing risk associated with work activities that have the potential to cause injury or illness; and
- developing and implementing safe systems of work.

Music SA necessarily carries out risk assessments in relation to its work activities and workplaces, and for specific projects and events. The purpose of these risk assessments is to assess the risks to health and safety of employees, contractors, volunteers, visitors and other third parties associated with the work activity, workplace, project or event, and to identify measures that need to be taken to control those risks. Risk assessments and control measures for risks form part of living documents that are prepared, maintained and updated in line with the international risk management standard ISO 31000 .

Wellbeing

Music SA staff are entitled to:

- work free from discrimination, bullying and sexual harassment and violence
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without feeling victimised
- participate in meditation exercises prior to staff meetings
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

Breach

A breach of this Safety Policy and Procedure may result in disciplinary action being taken.

STATUS AND DETAILS

Category:	Compliance and Governance
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Accountable Officer:	CEO