



WORKPLACE HEALTH AND SAFETY

POLICY FOR VOLUNTEERS

Last updated: 23.7.12

Musica Viva's Commitment

I, along with the Board of Directors and my senior Managers will be held accountable for the occupational health, safety and welfare of all persons employed within the organisation.

We believe that WH&S is vitally important to this company and shall make all necessary resources available to ensure that the workplace is safe and without risk to health.

All employees and volunteers are required to actively co-operate with the WH&S Policy and Program to ensure their own health and safety and the health and safety of others in the workplace.



MARY JO CAPPS
Chief Executive Officer

Musica Viva's Obligations:

This policy, which focuses on volunteers within Musica Viva, forms part of a more comprehensive WH&S Policy that covers anyone working for Musica Viva and all aspects of the work done.

Musica Viva is committed to protecting the health and safety of its staff and volunteers by promoting and maintaining safe systems of work. Federal and State legislation requires that 'persons conducting a business or undertaking' (PCBU) are required, so far as is reasonably practicable, to ensure the health and safety of the workers engaged in work for the business or undertaking. To that end the Company strives to create a safe working environment through consultation with its volunteers and the implementation of a risk management process for identifying, assessing, controlling and reviewing risks as an integral part of its business activity.

Musica Viva will create a program of activities and procedures to manage occupational health and safety that will include:

- The appointment of Health and Safety representatives (HSRs)
- Risk Identification, assessment and control
- Development of safe operating procedures
- Emergency procedures and drills
- Occupational Health and Safety Training and Education
- The provision of WH&S equipment, services and facilities
- Clear guidelines on reporting and recording of incidents, accidents injuries and illnesses
- Compliance with all WH&S legislative directives

- Provision of information to volunteers, employees, contractors and subcontractors
- Provision of the resources required for all the above activities and procedures

A Volunteer's Obligations:

People who are 'workers' have duties under the WHS Act as well as the various State legislation. As a volunteer worker, you only have duties if you carry out work for an organisation which is a PCBU, such as Musica Viva.

If so, you have the same duties as other 'workers' at the workplace, namely;

- to take reasonable care for your own health and safety
- to take reasonable care that your conduct does not adversely affect the health and safety of others
- to comply with any reasonable instruction that is given to you by the PCBU (to help it to comply with the WHS Act), and
- to cooperate with any reasonable policy or procedure relating to health and safety at the workplace.

Risk Management:

Volunteers, like other workers, face a wide range of possible risks and injuries from carrying out work. Such injuries may be physical or psychological. The level of care that is required will depend on individual circumstances, such as your age, where the work is carried out and the relationship between you and the staff member you are working for.

To try and mitigate the risks that might occur in the work you are asked to do each task will go through a risk management process involving four steps

- Identify any hazards that might cause harm
- Assess the seriousness of the harm and likelihood of it happening
- Put in place the most effective control measures that are reasonably practicable in the circumstances
- Review control measures for their effectiveness

Any identified risk will then be put through the following hierarchy of controls to select the most effective control that can be applied.

1st Option	ELIMINATION	Just stop doing/using it! Get rid of it!	Eg. There is a hole in the floor – have it repaired!
2nd Option	SUBSTITUTION	Change the environment or change the equipment for something safer	Eg. A piece of equipment is causing injuries. Substitute this particular product for one that is lighter/easier to handle/install.
3rd Option	ISOLATION	TEMPORARY MEASURE ONLY Place a physical border	Eg. A piece of floor is a trip hazard – place "Hazard" cones around the area until it can be fixed.

		around the hazard to prevent anyone being injured	
4th Option	ENGINEERING	Change the design to something that is safer	Eg. Someone designs a new trolley to move equipment, which minimises manual handling risks.
5th Option	SAFE PRACTICE	There is no substitute for the equipment or the environment – so you change the way you interact with it.	Eg. We are constantly working to improve our good posture policy for primarily desk based workers.
Last Option	PERSONAL PROTECTIVE EQUIPMENT	There is no substitute for the equipment or the environment, or the way it is handled, so Personal Protective Equipment is worn.	Eg. You have to wear gloves or a mask.

Reporting:

It is your responsibility to report anything you consider to be unsafe. Reporting can be through one of the following channels:

- To the staff member you are working for
- To the State Manager or President (if not at Chalmers St.)
- To one of the company Health and Safety Reps
- To the Chief Operating Officer

All accidents and near misses must be reported. An accident and incident register is kept by the Chief Operating Officer so that accidents and near misses can be assessed and controls put in place to reduce the chance of any repeat. Please report any accidents and incidents as soon as possible after they have occurred. The same reporting channels can be used if you have a grievance of any sort related to the work being asked of you.

A report on WH&S matters is sent to the Board 5 times a year, including the latest entries to the accident and incident register.

Whilst undertaking work for Musica Viva all volunteers are covered under the company's insurance policies.

Induction:

When you start working for Musica Viva or start on a very different task Musica Viva will take you through an induction process that will include all or some of the following elements;

- Description of the tasks involved, including a job description if necessary
- Training on any equipment required for the task
- Any guidelines that have been developed to minimise risk (eg. Driving policy)
- A briefing on the workplace including emergency exits and procedures, first aid kit and officers and the facilities of the workplace

- A copy of the company's full WH&S policy