



*This policy should be read in conjunction with the risk management, privacy, ICT acceptable use and security and records & information policies.*

## Introduction

**Peninsula Leisure (PL) Pty. Ltd.**, values safe workplaces and safe work practices, and recognises its legal, moral and ethical responsibilities to provide a safe and healthy work environment for all employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure. Peninsula Leisure is committed to achieving a high standard of safety performance and empowering its employees and contractors to identify hazards and act to prevent an injury or illness from occurring.

## Purpose

This commitment will be achieved through:

- Meeting occupational health and safety statutory requirements, codes, national/international standards and OHS guidelines.
- An annual OHS Plan that sets objectives and targets with the aim of minimising health and safety related risks of injury or illness to employees and other persons.
- Ongoing review of PL's health and safety performance, with the intention to identify continuous improvement opportunities.
- Defining roles and responsibilities for health and safety throughout the organisation.
- Identifying, assessing and controlling all foreseeable health and safety hazards.

## Scope

This policy applies to all directors of Peninsula Leisure, employees, contractors, members, guests and volunteers of facilities that are owned or operated by Peninsula Leisure.

## Policy

### Strategies Peninsula Leisure will adopt include

1. **Planning & Strategy** - The organisation ensures consistency in planning of all OHS activities in workplaces owned, operated or leased by Peninsula Leisure. This ensures strategies are developed and achieved, consistent with company strategic objectives and targets.
2. **Consultation, Communication & Training** - The organisation facilitates the development and implementation of consistent and systematic approaches to ensure employees are appropriately trained; and there is employee consultation and communication which informs business decision making where there is an impact on workplace health and safety.
3. **Hazard & Risk Management** - The development and implementation of a consistent and systematic approach to risk management through maintaining a healthy and current risk appetite across all operations, reporting of all incidents (including near misses), hazard identification, risk assessment and implementation, monitoring and review of risk controls.
4. **Business Continuity, Emergency & Incident Management** - The organisation has established a framework for the appropriate management of workplace emergency situations including injuries and illnesses, incidents and health and safety hazards, dangerous occurrences and system failures.
5. **Reporting & Document Control** - The provision of systems for reporting incidents, hazards and near misses. Creating, modifying and approving health and safety documents and data; and notifying employees of changes. This will ensure documentary evidence of business activities is available and accessible for as long as required, for operational, accountability and compliance purposes.



- 6. **Measurement, Evaluation & Review** - The organisation will facilitate measurement, evaluation and analysis of OHS and business performance. This will ensure an understanding of OHS performance trends, their significance and implications at all levels within Peninsula Leisure that will drive continuous improvement.

**Policy Accountability**

PL has ultimate responsibility for Peninsula Leisure’s health and safety performance, and will provide leadership, support, direction and resources to ensure that Peninsula Leisure meets its commitments to health and safety. These responsibilities will be delivered under the direction of PL’s Board, CEO and Executive Management Team (EMT). Collectively this team will ensure that health and safety is incorporated into Peninsula Leisure’s day to day business operations and corporate governance.

**Policy Responsibilities**

The **Board of Directors:** oversee the effectiveness of the OHS policy. Maintain a commitment to ensuring this policy is enacted always. Measure performance as indicated in the Peninsula Leisure Key Performance Indicator document.

The **Chief Executive Officer:** ensure adequate resources and support systems are provided to enable compliance with this policy. Promotion of a safety culture that encourages effective health and safety performance and the integration of safety into all business operations. Always work and lead by example and participate in the ongoing implementation and review of the Occupational Health and Safety Management System (OHSMS).

The General Manager **Risk, Health and Safety:** develop, implement, monitor and review this policy and the Peninsula Leisure OHSMS. Report on health and safety performance as indicated in the PL OHS Plan.

**All employees:** adhere to the requirements of this policy. Work safely, in accordance with established OHS procedures, processes and guidelines, training and lead by example. Act in a safe manner, taking reasonable care for his or her own health and safety.

**Members and guests:** act in a safe manner, taking reasonable care for his or her own health and safety. A member or guest must not intentionally or recklessly interfere with or misuse anything provided at facilities operated by PL in the interests of health, safety or welfare.

**Review of Policy**

The policy is reviewed at least annually, however a review may be completed more frequently as required.

**Definitions**

Employer	A person who employs one or more people under contracts of employment or contracts of training.
Employee	A person employed under a contract of employment or contract of training. Please note that the word ‘worker’ as used in this document, is taken to have the same meaning as ‘employee’ as defined in the <i>Occupational Health and Safety Act 2004</i> .
Peninsula Leisure	A management company established by Frankston City Council (FCC) to operate and manage sport and recreation facilities such as Peninsula Aquatic Recreation Centre (PARC), Pines Forest Aquatic Centre (PFAC) or any other such facility.
Safety Culture	Refers to the activities, behaviours, values, priority and commitment placed on safety by every individual, including the Board of Directors, CEO

and the Executive Management Team of Peninsula Leisure. Safety culture reflects our individual, group and organisational attitudes, norms and behaviours related to the safe provision of programs and services

Employee  
Representatives

Employees who have been canvassed through an 'expression of interest' process and who are members of the Health and Safety Committee (HSC) are considered to be employee representatives for the purpose of representing their Designated Work Group (DWG) on matters relating to health and safety.

*Note: The above comes into effect where there are no elected HSRs.*

Nominated Employer  
Representative (ER)

A position nominated by Peninsula Leisure to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

## Revision History

Revision	Date	Author	Summary of changes
1.0	Unknown	James Sileni	Establishment of policy.
1.1	09/12/2016	Stuart West	Annual review and minor content change.
1.2	22/07/2016	Stuart West	Review of policy as part of the Mornington Peninsula Shire tender proposal, company name change and new policy format.
1.3	06/10/2016	Stuart West	Annual review of policy, additional content (definitions) and policy review statement.
1.4	25/10/2016	Stuart West	Reviewed by Audit and Risk Committee with changes outlined completed.
1.5	12/09/2017	Stuart West	Annual review of the policy. Significant content change to align with AS4801 and ISO45001 standards.
1.6	24/10/2018	Stuart West	Annual review of the policy.
1.7	24/10/2019	Stuart West	Annual review of the policy and content change (policy responsibilities).
1.8	15/09/2020	Stuart West	Annual review of policy (updated OHS adopted strategies to align with PL OHS Plan).
1.9	20/09/2021	Stuart West	Annual review of policy (minor content change)
2.0	22/09/2022	Stuart West	Annual review of policy, new PL logo added, formatting and minor content changes.



## Authorisation

Name: Kath Thom

Signature:

Position: Chief Executive Officer  
Peninsula Leisure

Date: 22 September 2022