

# Occupational Health & Safety (OHS)

## Policy

MNA is committed to providing a safe and healthy work environment for all employees. It is the policy of MNA to make every reasonable effort to prevent accidents, protect employees from injury, and promote the health, safety and welfare of all employees as well as volunteers.

## Responsibilities of the MNA Board

The MNA Board is responsible for:

1. Providing the information, instruction, training and supervision necessary to ensure the health and safety at work of employees, students, contractors, volunteers and others.
2. Creating a culture of safety by working with the people in point 1 to identify and resolve health and safety issues.
3. Ensuring the select of an event site is in a safe condition.

## Procedure – Training

1. One staff member of the MNA Board Chairperson will designate a Health and Safety Representative (HSR).
2. The HSR will complete an OHS training course.
3. The HSR will use their skills to assist other staff members and those identified in 1 to identify issues that arise and to work with the MNA Board to formulate an appropriate response.

## Procedure – Culture of Safety

1. The MNA Chairperson will form an OHS committee consisting of the HSR staff member and at least one other member of MNA.
2. The sub-committee will meet once per school semester to identify OHS issues and to record how MNA has responded to the issues.

## Procedure –Maintenance

1. Any equipment owned by MNA or its subcommittees needs to be maintained as fit for use. If any item does not meet OHS standards then it should be referred to the HSR immediately.
2. Well selecting an event centre the Event Coordinator needs to check to ensure the venue's facilities and equipment used is maintained and safe for sue.

### Version

1.0

### Review

Jan 2017 or as required