

WORKPLACE HEALTH AND SAFETY POLICY

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1. Background and Scope

The Trentham Neighbourhood Centre (TNC) is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of its staff, volunteers, activity providers and visitors to the centre.

This policy applies to all staff, the Committee of Management (COM), volunteers, activity providers and visitors. The policy applies to all activities conducted within the centre, including the communal garden, as well as any TNC organised events conducted outside the centre's premises. TNC also expects users of the centre to take reasonable care for their own health and safety.

2. TNC Commitment

TNC supports the rights of all persons covered by the policy to operate in an environment that is safe and without risks to health. TNC will ensure that its practices comply with all applicable WHS laws, codes, standards and other regulatory obligations. TNC will, as far as is reasonably practicable, identify hazards, assess risks and implement appropriate measures to manage them.

3. Roles and Responsibilities

ROLE	RESPONSIBILITY
Committee of Management	<ul style="list-style-type: none"> Review and update (if required) this Policy every two years Review WHS risks and controls in the Risk Register for relevance and effectiveness at least annually Review WHS incidents reported by the Manager, staff or volunteers to ensure appropriate action is taken in a timely manner Monitor WHS legislation to ensure any changes/updates are reflected in relevant policies and procedures Report workplace incidents that involve death or serious risk to a person's health and safety to Worksafe Victoria
Manager	<ul style="list-style-type: none"> Ensure staff are provided with the necessary information/training/supervision to ensure they can safely perform their role Understand any potential hazards and risks that may relate to the centre's activities and ensure that the centre premises are safe and free from any hazards Report any WHS incidents to the Committee of Management in the Manager's Monthly Report. Any serious incidents must be reported immediately to the President (or delegate) Ensure that staff have read and understood this and other related policies
Staff	<ul style="list-style-type: none"> Read, understand and follow the requirements in this and any related policies Report any WHS incidents to the Manager as soon as they are identified Take any actions as instructed by the Manager to mitigate risks or create a safe environment

4. Types of WHS Incidents

There are a number of different types of WHS events that may occur as part of TNC activities that generally fall into the following categories:

Physical Injuries

Someone may sustain a physical injury that could range from something quite minor, such as a cut or an abrasion, to something more serious, such as an injury from a fall, a burn, an electric shock, an explosion, leading to medical attention, hospitalisation or death.

The Manager must ensure that, as far as is practicable, the centre is free from the risk of such events occurring and that all equipment provided by the centre for use by staff, volunteers and visitors is safe and compliant. Activity providers are responsible for ensuring that any equipment they provide during their activities conducted in the centre is safe and compliant.

Psychosocial Incidents

Psychosocial incidents are those that may cause someone to experience negative psychosocial responses that create a risk to their mental health. This may include:

- Aggression or violence
- Bullying
- Sexual harassment
- Unsatisfactory work conditions
- Exposure to traumatic content or events
- Exposure to physical hazards

The Committee of Management and the Manager are responsible, as far as is reasonably practicable, for monitoring the activities within the centre to identify any psychosocial hazards, assessing the risks to health and safety, and implementing controls and treatment plans to reduce or eliminate the risk.

Pandemic related incidents

While the impact of the COVID-19 pandemic may have lessened, the risks to exposure and transmission may continue due to emerging variants and further outbreaks. In addition, there is the risk of exposure to other seasonal respiratory illnesses.

Staff, members of the COM, volunteers and visitors should ensure that if they test positive for COVID-19, or if they are suffering with influenza or other respiratory conditions that are contagious, they do not visit the centre until the normal contagious period has elapsed.

5. Reporting WHS Incidents

All users of the TNC are responsible for identifying and reporting any potential WHS risks or hazards or any actual physical or psychosocial incidents to a staff member or to a member of the COM as soon as practicable.

The Manager must ensure that any serious incidents are reported immediately to the COM President (or delegate) and that appropriate measures are put in place to manage the incident and to prevent further occurrences.

WorkSafe must be notified immediately after the TNC becomes aware that an incident has occurred that:

- involves death or where the person required medical treatment; or
- exposed a person to serious risk to their health and safety (for example, a near miss).

6. Records

Records of all WHS incident reports and any related correspondence and documentation must be maintained for a minimum of 7 years.

7. Related Policies and Procedures

- Bullying and Harassment Policy
- Diversity and Inclusion Policy
- Equal Opportunity Policy
- Risk Management Policy

8. Legislation and Other Resources

- [Occupation Health and Safety \(Psychosocial Health\) Regulations 2025](#)
- [Work Health and Safety Act \(2011\)](#)
- [Guide to the model Work Health and Safety Act](#)
- [Work Health and Safety Regulations \(2011\)](#)
- [Preventing harm and injury at work](#)
- [Chamber of Commerce Psychosocial Health Hub](#)