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# Occupational Health & Safety Policy

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## 1. INTRODUCTION

Life Skills & Adventures recognises its legal, ethical and moral responsibilities to prevent work related injury and illness. LSA is committed to providing safe places of work that do not place the health and safety of any person at risk. We will foster positive workplace cultures across our operations where safety is considered to be a core value, safe behaviour is encouraged and respected, and continual improvement is considered to be part of normal business practice.

This policy acknowledges that providing safe work places applies to all employees, patrons, contractors, sub-contractors, volunteers, visitors and other personnel who are involved with the activities of Life Skills & Adventures.

## 2. POLICY

All staff, volunteers and leaders/managers shall ensure that this commitment is fulfilled by:

- Complying with Victorian Occupation Health and Safety Act 2004 and regulations
- Implementing, monitoring and reviewing OHS policies, developing procedures and practices in accordance with regulatory requirements and health and safety standards
- Defining health and safety responsibilities and accountability, including implementing OHS responsibilities in position descriptions.
- Providing adequate induction, instruction, training, leadership and supervision of employees to enable them to work safely, this includes providing such information in appropriate languages.
- Participating in the assessment of Health and Safety systems, in accordance with legislative requirements.
- Facilitating consultation directly with the employees
- Developing and maintaining effective consultative arrangements, to ensure all staff are included in the decision making process impacting on workplace health and safety
- Establishing a culture that encourages all personnel to actively manage health and safety risks
- Allocating adequate resources to maintain a safe, healthy and supportive working environment, this includes engaging suitably qualified and competent persons in Occupational Health and Safety to provide advice and support
- Adhere to the requirements outlined in the Occupational Health and Safety Responsibilities document and Occupational Health and Safety Structure document

Life Skills & Adventures seeks the co-operation, commitment and support of all employees in achieving and maintaining a safe working environment.

## 3. SCOPE

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

#### 4 ROLES and RESPONSIBILITES

Department/Area	Role/Responsibility
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.  Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.  Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy

#### 5 MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.