



Workplace Health and Safety Policy

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Purpose

Milk Crate Theatre is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its staff, volunteers, contractors and visitors to its premises.

Scope

This policy applies to:

- a) All staff members; and
- b) Contractors, volunteers and visitors to Milk Crate Theatre workplace.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including but not limited to workshops, presentations and social events.

Background

Milk Crate Theatre (MCT) supports the rights of all persons engaged with our organisation to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.

MCT is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues. This will be accomplished through the ongoing development, in consultation with MCT's staff, of management systems and procedures designed to, so far as is reasonably practicable:

- identify, assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.



Psychological Safety

Milk Crate Theatre is committed to ensuring both the physical and psychological safety of its employees. We are committed to reducing bullying and occupational violence so far as is practicable in the workplace.

For the purposes of this policy, bullying is defined as repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying can include:

- verbal abuse;
- excluding, ignoring or isolating a person;
- psychological harassment;
- intimidation;
- assigning meaningless tasks unrelated to a person's job;
- giving a person impossible assignments and deadlines;
- unjustified criticism or complaints;
- deliberately withholding information vital for effective work performance; and
- constant taunting, teasing or playing practical jokes on a person who is not a willing participant.
- Bullying can be verbal, or in writing (including online).

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

Policy

Under the Work Health and Safety Act 2011 safety is everyone's responsibility and you must take reasonable care to protect your own health and safety, as well as that of others.

Milk Crate Theatre commits to implement processes that aim to:

- Maintain a safe and healthy working environment;
- Provide a WHS management system that includes the provision of appropriate information, training, instruction, and supervision;
- Assess work-related risks;
- Establish processes for reporting incidents, hazards and risks and responding in a timely way to that information;
- Regularly review WHS systems;
- Actively promote a systematic approach to managing workplace risks and injuries.



Management of risks

Milk Crate Theatre and workers must work collaboratively to ensure that:

- a) Health and safety risks are eliminated, so far as is reasonably practicable
- b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable. If risks cannot be brought into tolerance than they must be escalated to Audit and Risk Committee through the CEO.

Incident recording and reporting

Employees who are injured or involved in a workplace incident must:

- Notify their manager or the CEO as soon as possible or ask a co-worker to do so on their behalf;
- Complete an Incident Report with their supervisor as soon as possible;
- The supervisor should complete this form if the employee cannot do so within 24 hours.

Milk Crate Theatre management must:

- Investigate the injury/incident to identify what can be done to prevent the incident happening again;
- Record any required preventative action on the Incident Report.

If an incident results in a serious injury, illness, death or is dangerous then the worker must report the incident to the CEO as soon as becoming aware or as soon as they are reasonably able. In addition to being able to provide support to staff on the ground, these types of incidents may be a notifiable incident as defined by the WHS Act and may require reporting to Fairwork NSW.

Hazards

MCT recognises that hazards exist in any workplace.

All workers are responsible for removing and reporting hazards. For example, if there is a spill on the ground that can be wiped up with available materials, then that staff member who finds the hazard is expected take care of the hazard straight away.

Any items that can't be fixed immediately and require rectification should to be brought to the attention of Milk Crate Theatre management in person or by phone or email as soon as reasonably possible.



Accidents

Time and effort is spent to ensure that your workplace is as safe as possible.

If an accident should occur it is important that procedures are followed to prevent future incidents.

- a) The employee should seek first aid treatment from a first aid attendant or at a medical centre, doctor's surgery, hospital or ambulance. If an ambulance is required, call 000.
- b) The employee should notify the supervisor as soon as reasonable after the injury, and before they leave the workplace.
- c) An Accident Report Form must be completed by the employee. This is available from your supervisor. Once completed this is to be given to the CEO.
- d) If a medical expense is to be paid, or there is time lost, a Workers Compensation Form should be completed and returned to the CEO.
- e) If an injured employee is unable to do their usual work following the workplace injury, while they recover, a Rehabilitation Plan will be prepared.
- f) A WorkCover Medical Certificate will be required from the treating Doctor to cover any period of absence due to the workplace injury. A WorkCover Certificate will also be required for any employee returning to full duties or suitable duties.
- g) Any medical expenses incurred by an injured employee should be forwarded to the CEO for reimbursement from the Workers Compensation insurance company.

Injuries & Emergencies

Milk Crate Theatre has a first aid kit in the office and a basic first aid kit in all program boxes. We aim to have staff with First Aid training on all programs and presentations. Milk Crate Theatre management team will be able to direct you to the trained First Aid person if you need support.

a) Medical Emergency

In the case of a medical emergency:

- a) Immediately dial 000- the operator will inform emergency services.
- b) Give your name, location, number of persons injured and any details that may assist.
- c) Await further instructions OR
- d) Follow injury and first aid procedures.



b) Fire Safety & Evacuation

In case of fire, all occupants must follow directions given by the Fire Warden or venue staff.

The evacuation plan should be commenced as soon as the alarms are heard. In case of an emergency, please:

- a) Alert everybody in your area.
- b) Switch off machinery.
- c) Close all doors behind you.
- d) If safe to do so, use a fire hose or extinguisher to fight the fire.
- e) Turn off air-conditioning.
- f) Follow the instructions of fire warden.
- g) Remain calm and do not take risks.

Correct Lifting Procedure

A few basic safety rules apply to correct manual lifting procedures. These must be observed.

- a) Don't attempt to lift more than you are capable of. Assess the load and get help if necessary.
- b) Don't bend your back. Keep it straight and lift with your legs and thigh muscles.
- c) Get a firm grip on what you want to lift.
- d) Get your feet in the right position.
- e) Keep the load close to your body.
- f) Don't twist your back when you are carrying the load: turn your feet in the right direction.
- g) If more than one person is lifting an object, ensure that you are coordinated and know what each is doing.

Breach of this Policy

A breach of this policy may lead to disciplinary action including termination of employment or engagement.

Individuals found to have committed an offence under any relevant legislation may also be subject to penalties as prescribed by the legislation.

Responsibilities

The **CEO and other Executive Officers** will:

- Be committed to the provision and maintenance of a healthy and safe workplace;
- Consult and participate in the health and safety program;
- Use risk identification, assessment and control principles to reach Milk Crate Theatre's health and safety objectives;
- Inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations; and
- Participate in Milk Crate Theatre's inductions and implement all safety procedures.



Milk Crate Theatre Management (core team) will:

- Conduct regular audits of all equipment to ensure that they are properly maintained and serviced.
- Undertake an environmental risk assessment of our spaces and venues;
- Minimise hazards and unsafe work practices:
- Assist New South Wales Workplace Health and Safety inspectors if required:
- Investigate breaches of workplace health and safety and remedy the situation where possible:
- Investigate workplace incidents/accidents, and review incidents to make the workplace safer:
- Promote health and safety in the workplace:
- Check that employees are following workplace health and safety legislation, regulations and guidelines;
- Monitor and provide regular reports to the CEO on Milk Crate Theatre's Work Health and Safety performance.

All workers will:

- Take reasonable care for their own health and safety:
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Use all equipment in an appropriate manner;
- Ensure their working from home environment is safe and healthy;
- Comply, so far as they are reasonably able, and co-operate with any reasonable instruction, policy or procedure issued in relation to health and safety;
- Immediately report any hazard or breach in workplace health and safety and any resulting injury or illness to their supervisor and the CEO
- Complete an Incident Report within 24 hours of the injury or incident

Service providers, suppliers, visitors and other persons attending Milk Crate Theatre workplaces are required to:

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as they are reasonably able, with any reasonable instruction given in relation to health and safety.



Definitions

Hazard: A hazard is something that has the potential to cause harm. Hazards can be physical (for example a live wire) or mental.

Psychosocial hazard: A hazard that arises from, or relates to the design or management of work, work environment, workplace interactions or behaviours, and may cause psychological harm, regardless of it may also cause physical harm.

Accident: An accident is an event which causes an injury to a person, and/or damage to property and/or equipment.

Hazard identification: The process of recognising that a hazard exists and defining its characteristics. Different methods may be used to identify hazards including:

- observation
- consultation with workers, clients, or other users
- trial of models or prototypes
- review of technical standards and other information sources
- monitoring and measurement.

Notifiable incident: Is as defined in the Work Health and Safety Act 2011 and as such means an incident involving the death of a person, a serious injury or illness of a person, or a dangerous incident as defined by the Act.

Incident: An event that has led to or could have led to an injury or illness. Incidents include near misses, accidents, and injuries or illness.

Injury or illness: The result of physical or mental harm.

Mental hazard: Is any hazard that has the potential to harm the mental wellbeing or mental health of the Worker (for example, work-related stress or bullying).

Reportable incident: An incident that is required to be reported to the regulator in Australia. Incidents that are reportable are death, serious injury or illness or a potentially dangerous incident.

Risk: A risk is the likelihood that death, injury, or illness might result because of a hazard.

Workers: All Milk Crate Theatre employees, contractors, volunteers.

Workplace: Any place where Workers carry out work for the Department including any place where a worker goes or is likely to go, whilst undertaking Department duties.