



HEALTH AND SAFETY POLICY OCTOBER 2016

BOARD STATEMENT OF POSITION

The Lion Foundation is a Charitable Trust which operates gaming machines in bars, hotels and other commercial premises and distributes the funds to not-for-profit organisations and community groups around the country.

The Lion Foundation Board is committed to ensuring that the health, safety and wellbeing of all TLF personnel is protected and maintained in the workplace. We recognise that all staff have a role to play under the Health and Safety at Work Act 2015 (HSWA) for ensuring positive health and safety outcomes across the organisation.

We believe that this should be reflected in the culture of our organisation, and that all staff should be supported through clear policy directives, effective risk management policies and procedures, and a strong monitoring and review procedure.

Overall, our aim is for everyone to make it home safely at the end of the day.

SCOPE

This policy applies to:

1. all permanent and fixed term staff, trustees and committee members, contractors, and consultants providing products and services to TLF, and all business partners, including but not limited to suppliers, compliance partners and TLF venue operators and venue staff collectively referred to as TLF personnel.
2. This policy should be read in conjunction with the Health and Safety Procedure Guidelines.

USEFUL DEFINITIONS UNDER THE HSWA:

Hazard –Anything that can cause harm, this includes a person's behaviour

Risk: is the chance of possibility that harm may occur

Duty holder: a person who has a duty under the PCBU. There are four types of duty holders: PCBUs, officers, workers and other persons in the workplace.

PCBU: a "person conducting a business or undertaking". This may be an individual person or an organisation. The concept is broad and encompasses employers, including individuals or a business. A PCBU must ensure the health and safety of all workers who work for the PCBU, while the workers are at work.

Officer: a person who has the ability to significantly influence the management of a business.

Worker: an individual who carries out work in any capacity for a PCBU, including as an employee; a contractor or subcontractor; an employee of a contractor/subcontractor; an apprentice or trainee; or a volunteer worker.

Workplace: a place where work is carried out for a business or undertaking, and includes any place where a worker goes, or is likely to be, while at work.

Notifiable Event: an event which includes death, illness or injury in the workplace. The Regulator (Worksafe) must be advised by phone or in writing within 48 hours.

Reasonably practicable: means what is or was, at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up relevant matters.

HEALTH AND SAFETY POLICY

The Lion Foundation will provide a work environment and culture that:

- Makes safety a priority for management and staff;
- Takes reasonable and practicable steps to ensure exposure to health and safety risks are eliminated or minimised;
- Delivers, reviews and monitors a fit for purpose Health and Safety Management System;
- Complies with the Health and Safety at Work Act 2015 (HSWA);
- Actively encourages the reporting of work health and safety issues;
- Builds safety awareness and understanding amongst all TLF personnel;
- Ensures all TLF personnel are provided appropriate training as required by current operating procedures and legislative requirements;
- Strives for continuous improvement by actively reviewing industry best practice and applying this to the workplace;
- Ensures all employees are fit for duty and capable of undertaking their assigned work tasks in a safe manner.
- Engages a Health and Safety Committee (which is open to any employee to join) to help achieve TLF's health and safety objectives.

Work health and safety is both an individual and shared responsibility for all TLF personnel. We all have a duty of care to ensure that our health and safety responsibilities are met and that our policy objectives are enacted in the workplace. The following responsibilities are essential to the success of this policy:

The Board is responsible for:

- Ensuring the Health and Safety Management System is fit for purpose, effectively implemented, regularly reviewed and continuously improved;
- Ensuring that the Health and Safety Management System is sufficient to address the identified risks faced by TLF;
- Communicating its health and safety goals to the CEO;
- Ensuring that sufficient resources are available to implement and support safe work practices;

- Providing ways for workers to be informed about and involved in health and safety issues;
- Ensuring all safe work procedures are kept up-to-date and are being applied.

The CEO is responsible for:

- Ensuring that the Board's health and safety goals are established in the actions and priorities of senior management;
- Ensuring that there is a regular reporting mechanism for keeping the Board fully informed about all matters pertaining to health and safety;
- Allocating health and safety responsibilities through the organization by including them in role descriptions and performance review processes;

Managers are responsible for:

- Managing day-to-day health and safety issues;
- Promoting communication about health and safety at work as a normal component of all aspects of work;
- Taking effective and timely action to ensure a healthy and safe workplace is maintained;
- Leading the implementation of Health and Safety Management System;
- Identifying any resource requirements for the Health and Safety Management System and allocating these resources;
- Allocating responsibilities and accountabilities to employees for implementing the Health and Safety Management System;
- Ensuring new employees receive information, training and appropriate supervision;
- Ensuring employees receive training before starting new tasks or using new equipment;
- Investigating accidents and incidents, and maintaining records relating to the health and safety of staff.

Employees are responsible for:

- Working, and encouraging others to work, in a healthy and safe manner;
- Cooperating with, supporting and promoting health and safety in the workplace;
- Following safety procedures and instructions and participating in safety training;
- Using equipment provided by TLF to protect their health and safety;
- Reporting any workplace incidents, unsafe conditions or potential hazards that come to their attention;
- Actively participating in the resolution of occupational health and safety issues;
- Protecting their health and safety and that of others by not working while under the influence of alcohol or other drugs;
- Not interfering with, or removing any safety guards, safety devices or protective equipment provided by TLF.

We expect contractors and visitors to:

- Comply with safety instructions while in our workplace and ensure that their actions do not place other people at risk.

HEALTH AND SAFETY MANAGEMENT SYSTEM

The TLF Health and Safety System includes the following key aspects:

- The identification and assessment of work related health and safety risks;
- A system for reporting and investigating incidents and for taking timely remedial

- action to prevent recurrence;
- A plan for managing emergency situations;
 - A process for ensuring that any person who is injured at work is properly cared for;
 - A means of ensuring that employees engage with and participate in health and safety matters;
 - A process for consulting with and co-ordinating with other entities who also have duties under the HSWA in relation to the same activity;
 - Continuous improvement of all aspects of the system and its implementation.

RELATED PROCEDURE DOCUMENTS

This Policy is to be read in conjunction with the **Health and Safety Policy Guidelines; and the Risk Register.**

REVIEW PROTOCOL

Policy reviewed by the full Board

Date reviewed: October 2016

Next review date: October 2017

Any person to whom this policy applies will be given an opportunity to have input into the review of this policy, through the Health and Safety Committee.