

# PO-A2-001

## Health and Safety Policy

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### PURPOSE

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The purpose of this policy is to demonstrate Adelaide Anthros (A2) commitment to ensuring the health, safety, and well-being of all volunteers, staff, contractors, and attendees involved in its activities. It sets out the organisation's approach to managing WHS risks and complying with applicable legislation and standards.

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### 1. SCOPE

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This policy applies to all activities conducted by Adelaide Anthros (A2), including events, meetings, setup and pack-down operations, and volunteer involvement. It covers all personnel, contractors, visitors, and attendees involved in the organisation's activities.

### 2. OBJECTIVES

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To provide a safe and healthy environment by implementing effective WHS practices, fostering a safety culture, and ensuring compliance with relevant legal obligations under South Australia's Work Health and Safety laws, thereby preventing injuries, illnesses, and property damage.

### **3. DEFINITIONS**

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- Hazard: A source or situation with the potential to cause harm or adverse health effects.
- Risk: The chance or probability that a hazard will cause harm, considering the severity and likelihood.
- Incident: An unplanned event that results in or could result in injury, illness, or property damage.
- Near Miss: An incident that did not result in injury or damage but had the potential to do so.
- Director: The individual responsible for providing strategic leadership and oversight of the organisation's health and safety commitments.
- Volunteer Leads: Personnel responsible for supervising and coordinating volunteers during Adelaide Anthros (A2) activities.
- Volunteers: Individuals who freely offer their time and effort to assist with Adelaide Anthros (A2) activities without monetary compensation.
- Attendees: Individuals who participate in or are present at Adelaide Anthros (A2) activities, events, or locations, including spectators, visitors, or guests.
- Contractors: External individuals or organisations contracted to provide goods, services, or specialised work for Adelaide Anthros (A2) activities.
- Hierarchy of Controls: A system used to minimize or eliminate exposure to hazards, ranked from most effective to least: elimination, substitution, engineering controls, administrative controls, and PPE.
- Emergency Procedures: Established protocols to respond to incidents such as fire, medical emergencies, or security threats.
- Induction: The process of familiarising new volunteers or staff with safety policies, procedures, and hazards.
- Regulator: The government authority responsible for enforcing WHS legislation, in South Australia this is SafeWork SA

### **4. POLICY STATEMENT**

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Adelaide Anthros (A2) is committed to maintaining a proactive WHS management system that identifies hazards, assesses risks, and implements controls to minimise harm. The organisation recognises its legal obligations under the Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2012 (SA) and will allocate resources to support a safe environment.

### **5. EXTERNAL REFERENCES**

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- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)
- SafeWork SA – [www.safework.sa.gov.au](http://www.safework.sa.gov.au)
- Model WHS Regulations and Codes of Practice – [www.safework.sa.gov.au](http://www.safework.sa.gov.au)
- Australian Standards (e.g., AS ISO 45001:2018 Occupational health and safety management systems)

## 6. RESPONSIBILITIES

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- **Directors:** Approves the Health and Safety Policy, allocates necessary resources, supports safety initiatives, and ensures organisational compliance with legal requirements. They foster a safety culture by demonstrating leadership at the highest level and ensuring that health and safety responsibilities are integrated into the organisation's operations and decision-making processes.
- **Volunteer Leads:** Ensure that health and safety policies are understood and followed, oversee safety practices on-site and monitor volunteers for adherence to safety procedures. Volunteer Leads act as a communication link between volunteers and Directors, reporting hazards or incidents and supporting a safe environment for all participants.
- **Volunteers:** Are required to adhere to the organisation's health and safety policies, participate in safety briefings, and follow established procedures to ensure their own safety and that of others. They play a vital role in the success of the event and are responsible for reporting hazards or incidents immediately to Volunteer Leads or Directors.
- **Attendees:** Attendees are expected to follow safety instructions and cooperate with organisational safety procedures. They are also responsible for reporting hazards or unsafe conditions to event staff or Volunteer Leads to help maintain a safe environment for all.
- **Contractors:** Are required to comply with the organisation's health and safety policies, follow site-specific safety procedures, and cooperate with organisational safety requirements. They are responsible for ensuring their own safety and that of their workers, reporting hazards or incidents to designated personnel.

## 7. KEY ELEMENTS

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- **Hazard Identification:** Regular inspections and hazard reporting systems.
- **Risk Management:** Risk assessments using the organisation's risk matrix; implementation of controls based on hierarchy of controls.
- **Consultation:** Engage volunteers and staff in safety discussions.
- **Training:** Provide induction and ongoing safety training for all personnel.
- **Emergency Preparedness:** Maintain emergency plans, evacuation procedures, and first aid arrangements.
- **Incident Reporting and Investigation:** Record, investigate, and analyse incidents to prevent recurrence.
- **Continuous Improvement:** Regular review of safety performance and system effectiveness.

## 8. IMPLEMENTATION

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- Communicate this policy to all personnel during inductions and safety meetings.
- Ensure access to safety resources, signage, and procedures.
- Monitor compliance through audits and inspections.
- Review and update the policy annually or following significant incidents or legislative changes.

## 9. REVIEW

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This policy will be reviewed annually by the Directors of Adelaide Anthros (A2), or sooner if required due to incidents, legislative updates, or organisational changes.

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**End of Document**