



SA Genealogy & Heraldry Society Inc

Library: 201 Unley Road, Unley SA

POLICY STATEMENT

Occupational Health, Safety and Welfare Policy

In its pursuit of the stated goals in the Constitution, the *South Australian Genealogy & Heraldry Society Inc* recognises the significance of integrating health and safety into all its activities. Through its Council and with the support of all staff, volunteers, and visitors, the Society will provide and maintain the highest possible standards of health, safety and well being for all persons using our facilities located at 201 Unley Road, Unley SA.

We aim to prevent injuries and illness and to minimise property damage resulting from accidents in the workplace by:

- (i) maintaining a safe working environment;
- (ii) requiring safe systems of work;
- (iii) maintaining plant and substances in a safe condition;
- (iv) ensuring staff and volunteers have appropriate knowledge and information about hazards in their work area and adequate instruction, training and supervision;
- (v) maintaining an adequate first-aid kit;
- (vi) developing an effective means of consultation and communication on health and safety issues in the work area;
- (vii) employing an effective system for monitoring health, welfare and working conditions;
- (viii) instituting an effective mechanism for reporting, recording and investigating hazards identified and/or work-related illness and injury using an incident report procedure.

To ensure our aims are met we will:

- (i) identify and evaluate existing hazards and implement suitable control measures to prevent injury or illness;
- (ii) minimise the introduction of new hazards;
- (iii) inform staff, volunteers and visitors about the hazards remaining and instruct them in safe ways of working with them;
- (iv) expect staff and volunteers to engage in safe working procedures and practices;
- (v) work towards ensuring a person with basic casualty care skills is on duty during library and office hours;
- (vi) conduct an annual OHS&W audit;
- (vii) conduct regular evacuation and invacuation rehearsals.

The responsibility for the management of health and safety will be the initial responsibility of the President and Council of the Society through the *Administration and Finance Committee* and its *Facilities Subcommittee*.

The Society expects all staff, volunteers and visitors to be accountable for the health, safety and welfare of themselves and others in so far as they are able to foresee and in the light of the Society's efforts to address all the issues as outlined above.

The society is committed to an ongoing program of continuous improvement in occupational health, safety and welfare initiatives.