



Occupational Health and Safety

MV Cape Don Society (the Society) is committed to providing and maintaining a safe and healthy working environment for its members and other persons who attend MV Cape Don. It is also committed to providing the necessary resources to meet its responsibilities to comply with all relevant Australian as well as international safety and welfare laws, codes of practice and industry standards.

The Society will promote and encourage a positive OH&S culture by enabling effective consultation between office holders and members to ensure that risk management forms an integral part of all its operations. Paramount importance is placed on the development, implementation and review of supporting OH&S policies and programmes (including the Society's Safety Management System) that place high emphasis on the personal safety and welfare, prevent the risk of injury or disease to members and ensure the effective rehabilitation of injured members.

The following roles and responsibilities are essential to the success of this policy.

Committee Responsibility

The Committee shall implement appropriate risk management strategies and agreed OH&S arrangements with its members.

This includes ensuring that operations, work practices and equipment, the purchase, storage and use of dangerous goods are all established, reviewed and maintained to safeguard the health, safety and welfare of members, contractors and other persons. Included is the reporting of incidents, the existence of emergency response procedures, the security of members and assets and the provision of First Aid.

The committee shall ensure that contractors and others engaged to perform work on board or at field locations, discharge similar OH&S obligations in a safe and competent manner.

Team Leaders' Responsibilities

Team Leaders shall act to resolve OH&S hazards and risks reported by members. In this, they shall utilise risk management tools and consult with members on OH&S matters. Team Leaders shall arrange and provide instructions, training and supervision in safe work methods and practices.

Team Leaders shall undertake regular safety inspections of areas under their control, investigate hazards and consult with OH&S resources provided by the Committee.

Team Leaders shall ensure that appropriate personal protective equipment is available for use by members and that it is properly used and maintained.

Team Leaders shall report any incidents to the next available Committee meeting which must agree to take appropriate action if and as required.



Members' Responsibilities

All new members shall attend a required safety induction programme.

All members are expected to contribute to the continuing development of best practice OH&S measures and participate in risk management safety meetings. They shall comply with established policies, procedures and safety work practices.

Members shall report health and safety hazards, incidents and safety violations to their supervisor.

Members shall use and maintain personal protective equipment provided for their health and safety and shall assist in the provision of first aid to persons injured during Society activities.

Contractors' Responsibility

All contractors and their employees engaged to perform work on the Society's premises shall agree to comply with OH&S legislation and implement acceptable safe work methods whilst observing directions on health and safety from designated officers of the Society. Contractors are required to comply with Society procedures and protocols whilst carrying out work for the Society.

Contractors are required to sign a waiver absolving the Society and/or the Sea Heritage Foundation of any liability or compensation as a result of any accidents or incidents resulting in any injury.

The Society values the contribution of all its members to its OH&S programmes and initiatives. Excellence in occupational health and safety can only be achieved through the active participation and cooperation of every level of the Society, the Committee, members and contractors.

MV Cape Don Society Inc.
31 October 2009