



# Workplace Health and Safety Policy



Unit 2 / 9 Donaldson Street,  
Wyong, NSW 2259  
Phone: 1300 979 114  
[www.grandstandevents.com.au](http://www.grandstandevents.com.au)

# Contents

1. PURPOSE.....	3
2. SCOPE.....	3
3. DEFINITIONS.....	3
4. POLICY STATEMENT.....	3
5. OBJECTIVES AND TARGETS .....	4
6. CONSULTATION AND COMMUNICATION .....	5
7. ROLES AND RESPONSIBILITIES .....	6
8. DEVELOPMENT AND REVIEW OF POLICY.....	8
9. APPROVAL.....	9



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## 1. PURPOSE

Grand Stand Events is committed to complying with the requirements of Workplace Health and Safety (WHS) legislation and this policy reflects the value the organisation places on the health and wellbeing of all employees. Grand Stand Events recognises that varied and complex work environments exist and therefore every reasonable effort will be made in consideration of this diversity in order to provide a working environment that is safe and without risk to health and wellbeing.

## 2. SCOPE

This policy applies to all Grand Stand Events employees, business partners, contractors and visitors on site. Grand Stand Events will comply with relevant WHS Legislation. Grand Stand Events is committed to keeping abreast of changing safety legislation and standards and to communicate these within the organisation via WHS consultation arrangements.

## 3. DEFINITIONS

Consultation - WHS consultation involves the sharing of relevant WHS information between the employer and the employee. Consultation includes giving employees the opportunity to express their views, valuing these views and allowing them to contribute to the resolution of WHS issues.

Hazard - is a source of potential harm (or a situation with the potential to cause harm) to people, property or the environment.

Workplace Health & Safety Management System (WHSMS) - A set of plans, actions and procedures designed to systematically manage health and safety in the workplace that is actively endorsed by a committed employer.

PCBU – Person conducting a business or undertaking (as per the WHS Act).

Risk Management Program - A framework used to facilitate the early identification of foreseeable hazards, to assess the risk associated with these hazards, and implement appropriate control mechanisms.

## 4. POLICY STATEMENT

All Grand Stand Events employees and organisation affiliates are required to take reasonable care of themselves, as well as ensuring that their own acts or omissions do not affect the health and safety of any other person. They also have an obligation to comply with any reasonable instruction or policy from Grand Stand Events.

Through a process of continuous improvement, Grand Stand Events will develop its systems of work with a focus on the minimisation of illness and injury risks for all employees, business partners, contractors and visitors wherever practicable.

The organisation will provide appropriate resources to demonstrate their commitment and reflect their duty of care. Grand Stand Events will make every reasonable effort to provide a working environment that minimises incidents, personal injuries or damage to property.

Efforts include, but are not limited to, the following:

- Employee and workplace inductions.
- Appropriate training for all employees.
- Providing effective supervision.
- Providing safe plant and equipment and systems of work and ensuring that workers have received training in the use of plant and equipment and are familiar with hazards and risks associated with their use.
- Regular consultation on health and safety issues.
- Providing first aid equipment which is easily accessed by all employees/contractors and ensuring an adequate number of employees are trained to administer first aid.

If subcontractors are engaged to undertake work on our behalf, the following steps will be taken:

- Obtain copies of the following:
  - Relevant Insurances.
  - Construction Induction Training Cards.
  - Licenses where applicable.
  - Onsite induction and participation in SWMS review and site specific risk assessment.

## **5. OBJECTIVES AND TARGETS**

The management of Grand Stand Events fully endorses and supports a safety culture that recognises the individual and dual Workplace Health and Safety responsibilities of PCBU Responsible Officers, and all other operating personnel. The principle objective is to implement proactive health and safety management into all aspects of activities and to provide a working environment that is safe and without risk to health and wellbeing.

Objectives and targets will be achieved by:

- Implementing, maintaining and reviewing the SWMS across all sites and workplaces.
- Implement and maintain a Risk Management Program and continual assessments.
- Identifying and providing appropriate instructions, training and dissemination of WHS information.
- Providing adequate resources to implement all aspects of WHS.
- Documenting and communicating WHS responsibilities for all levels of staff.
- Providing safe plant and systems of work.
- Establishing measurable objectives and targets to ensure continued improvement of WHS.

## 6. CONSULTATION AND COMMUNICATION

Grand Stand Events promotes active participation of all workers in WHS decisions. The management consults with employees and contractors and gives them the opportunity and encouragement to be involved in WHS matters affecting the organisation and their own work.

Grand Stand Events consults with all employees through monthly tool box talks, review of workplace risk assessments, SWMS and site specific inductions.

Matters for consultation include:

- Hazard and risk identification.
- Control measures for managing hazards and risks.
- The development of safe work method statements or risk assessments.
- Site safety rules.
- Site induction.
- Changes to site conditions.
- The development and review of safety policies and procedures.
- Emergency procedures, covering:
  - emergency plan.
  - the location of a first aid kit.
  - the location of fire retardant equipment.

All employee/contractor consultation and communication is recorded. Processes in place include:

- A toolbox talk register.
- SWMS electronically filed and reviewed regularly.
- Clearly recording all WHS meeting minutes.
- WHS Policy register with review dates noted.

## 7. ROLES AND RESPONSIBILITIES

Responsible Party	Day-to-day responsibilities
<p><b>Employee</b></p> <p>Section 28 (WHS Act 2011) – Duties of workers While at work, a worker must:</p> <ul style="list-style-type: none"> <li>a) Take reasonable care for his or her own health and safety.</li> <li>b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.</li> <li>c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the Act.</li> <li>e) Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.</li> </ul>	<p>Do not knowingly put yourself at risk of injury or illness.</p> <p>Do not knowingly put others at risk through your own acts or omissions.</p> <p>Follow all instructions from your supervisor for the purposes of maintaining workplace health and Safety.</p> <p>Familiarise yourself with Grand Stand Events workplace health and safety policies and procedures – if you are not sure of what you must do, ask your supervisor.</p> <p>Ensure Grand Stand Events workplace health and safety policies and procedures are followed.</p> <p>If you identify a hazard, whether it is in the workplace or relates to your employment with Grand Stand Events, report it immediately to your supervisor.</p> <p>Actively participate in any consultation arrangements such as workplace health and safety surveys, discussions or ‘toolbox talks’.</p> <p>Familiarise yourself with your ‘Host Employer’ polices and procedures, and comply with their WHS requirements.</p>

<b>Team Leader / Line Manager</b>	<p>The definition of a worker’s duties also applies to team leaders, business managers and those who are NOT officers of Grand Stand Events.</p> <p>Section 28 – Duties of workers While at work, a worker must:</p> <p>a) Take reasonable care for his or her own health and safety.</p> <p>b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.</p> <p>c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the Act.</p> <p>d) Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.</p>	Do not knowingly put yourself at risk of injury or illness.
		Do not knowingly put workers or persons in your area of influence at risk through your own acts or omissions.
		All instructions that are given from Grand Stand Events for the purposes of maintaining workplace health and safety must be followed.
		Familiarise yourself with Grand Stand Events workplace health and safety policies and procedures – if you are not sure of what you must do, ask the person you report to.
		Ensure Grand Stand Events workplace health and safety policies and procedures are followed by yourself, and by those in your area of influence.
		Ensure that workers or persons in your area of influence are provided with or have access to information, training, instruction or supervision necessary to protect those persons from health and safety risks.
		If you identify a hazard, whether it is in the workplace or relates to your employment with Grand Stand Events, report it immediately.
		Ensure that any incident or hazard that is reported to you is documented/lodged in a timely manner via Grand Stand Events incident and hazard reporting processes.
		Actively participate in, and promote, any consultation arrangements such as workplace health and safety surveys, discussions or ‘toolbox talks’.

<b>Tier One Officers</b>  <b>Grand Stand Events Directors</b>	Tier One officers have an overarching responsibility for health and safety at Grand Stand Events. They must ensure:  a) Adequate facilities are provided.  b) Information, training, instruction or supervision is given.  c) Health and safety conditions are monitored.	Champion a positive health and safety culture and approve the WHSMS.
		Understand high level health and safety risks and the proposed measures to control health and safety risks specific to Grand Stand Events.
		Ensure appropriate resourcing is provided to give effect to the WHS policies.
		Establish targets and objectives for Grand Stand Events WHSMS.
<b>Contractor / Visitor / Client</b>	Section 29 – Duties of other persons at the workplace.  A person at a workplace (whether or not the person has a duty) must:  a) Take reasonable care for his or her own health and safety.  b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.  c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the Act.	Do not knowingly put yourself at risk of injury or illness.
		Do not knowingly put others at risk through your own acts or omissions.
		Follow all instructions given by Grand Stand Events for the purposes of maintaining workplace health and safety.
		If, in the course of your engagement with Grand Stand Events, you identify a hazard in conjunction with Grand Stand Events business or undertaking, report it immediately to your relevant contact person or Grand Stand Events contact.
		Actively participate in and follow the directions of Grand Stand Events health and safety induction or awareness activities if required.

## 8. DEVELOPMENT AND REVIEW OF POLICY

In accordance with Grand Stand Events consultation arrangements, the policy will be provided to management, safety representatives and employees for comment and review. This policy will be reviewed annually and amended as required, to ensure it remains relevant, compliant with current legislation and appropriate to the nature and scale of the risks faced by Grand Stand Events.





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## 9. APPROVAL

These guidelines were approved by:

Name:

Signature:

Date: