

HEALTH + SAFETY POLICY

The Victorian Arts Centre Trust (trading as Arts Centre Melbourne) recognises its clear responsibility to provide a healthy, safe and secure environment for Arts Centre Melbourne (ACM) team members and all other users of venues and facilities including hirers, tenants, contractors, patrons and public. Our commitment is embedded in our culture statement, 'The Role You Play' core values on Leadership, Community, Care More, Creativity and Equity.

The Trust and all of us who work at Arts Centre Melbourne have a duty to provide a healthy, safe and secure workplace. Together, we will ensure:

- Compliance with all legislative requirements, such as occupational health and safety laws, regulations and standards, as well as Arts Centre Melbourne policies and procedures;
- Continuous development of the organisation's Health and Safety Management System, including policies, procedures, safe work practices and safety related training;
- All team members, contractors, hirers and tenants receive an appropriate safety and emergency procedures induction;
- Ongoing monitoring of objectives and targets for health and safety aimed at reducing or eliminating work related injury and illness;
- Provision for appropriate health and safety information, instruction, training and supervision;
- Consultation with team members, contractors, hirers, tenants and health and safety representatives in the decision-making processes impacting on workplace health and safety;
- Dissemination of health and safety information to team members, hirers, tenants, contractors, patrons and public;
- Inclusion of health and safety objectives and targets within position descriptions and accountabilities;
- Oversight of safety standards, statistics and trends by Executive / Senior Management;
- Early intervention and return to work strategies are implemented to support team members who are affected by injury or illness;
- Mental health and wellbeing of team members, hirers, tenants and contractors is supported, and strategies aimed at promoting and maintaining a healthy environment are implemented, well communicated and readily accessible.

Arts Centre Melbourne is committed to managing workplace risks associated with systems of work. This will be achieved by:

- Implementing risk management procedures for identification, assessment and control of workplace hazards and risks, to eliminate or minimise them so far as is reasonably practicable;
- Undertaking routine inspections of all facilities in Arts Centre Melbourne's management;
- Maintaining systems for hazard, near miss, incident, injury and illness reporting, and ensure proactive follow up for investigation and risk control;
- Ongoing review and development of safe operating procedures across all business units;
- Conducting independent audits of safety systems and procedures;
- Requiring that contractors and hirers have safe systems of work and provide appropriate risk management documents relevant to their work or event at Arts Centre Melbourne. This includes but is not limited to, risk assessments, safe work method statements, health and safety declarations and plans, permits to work, insurances, submission of "Notification of Special Performance Conditions" for certain effects and Production and Event specific information such as schedules and floor plans.

Responsibilities and Reporting

It is the responsibility of all Arts Centre Melbourne team members to implement this policy. Hirers and contractors must comply with their obligations of this policy.

Arts Centre Melbourne aims to resolve any health and safety matters effectively and efficiently. To provide feedback or report a concern related to this policy email safety@artscentremelbourne.com.au.

Arts Centre Melbourne Health and Safety Policy will be reviewed annually, although updates may be released when required to achieve continuous improvement and compliance.



Leanne Lawrence
Interim Chief Executive Officer, Arts Centre Melbourne

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