

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

The Trust and all people working at Arts Centre Melbourne have a duty to provide a healthy, safe and secure workplace and will together 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 organisations 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 training;
- 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;
- 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.

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 and injury reporting, and ensure proactive follow up for investigation and risk control;
- Requiring that hirers have safe systems of work and provide appropriate risk management documents relevant to their event activities, including but not limited to, risk assessments, safe work method statements, submission of "Notification of Special Performance Conditions" for certain effects and production specific information such as schedules and floor plans;
- Requiring that contractors have safe systems of work and provide appropriate risk management documents relevant to their work at Arts Centre Melbourne, including but not limited to, risk assessments, safe work method statements and health and safety plans where relevant.

Responsibilities and Reporting

It is the responsibility of 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.



Claire Spencer
Chief Executive Officer
Arts Centre Melbourne
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