



# RCMS Policy

## Safety Accountabilities

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### INTRODUCTION

All persons who work in, visit or manage the Regency Community Men's Shed have a duty of care to all other people in the shed. This begins with always being aware of the needs of others through to exercising care when working and operating machinery in the shed and any of its Workshops.

This policy outlines the responsibilities and accountabilities for everyone associated with RCMS.

### RESPONSIBILITIES

#### 1. REGENCY COMMUNITY MENS SHED (RCMS)

RCMS must ensure, so far as is reasonably practicable, that the health and safety of our members and any other persons is not put at risk from work carried out as part of our day to day activities.

In order to achieve this, RCMS will:

- ❖ provide a work environment without risks to health and safety;
- ❖ provide and maintain safe plant and structures;
- ❖ provide and maintain safe systems of work;
- ❖ ensure the safe use, handling and storage of plant, structures and substances;
- ❖ provide adequate facilities for the welfare of workers at work;
- ❖ provide information, training, instruction or supervision;
- ❖ monitor the health of workers and the conditions at the workplace; and
- ❖ ensure the means of entering and exiting our workplaces, and anything arising from our workplaces, are without risks to the health and safety of any person.

Where RCMS has management or control of fixtures, fittings or plant in our Shed and its Workshops, it will ensure that, so far as is reasonably practicable, they are without risks to the health and safety of any person.

#### 2. RCMS COMMITTEE

The RCMS committee is responsible and accountable for exercising due diligence to ensure that RCMS complies with its WHS duties and obligations.

Due diligence includes taking reasonable steps:

- ❖ to acquire and keep up to date knowledge of WHS matters;
- ❖ to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations;
- ❖ to ensure RCMS has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct
- ❖ to ensure that appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- ❖ to ensure that RCMS has, and implements, processes for complying with any duty or obligation RCMS has under the WHS Act.

### **3. SUPERVISORS**

Supervisors are responsible and accountable for the work activities of other members. Supervisors are to lead by example to promote WHS safety excellence within their teams, and inspire other members to lead by example as well.

While at work, supervisors must:

- ❖ take reasonable care for his or her own health and safety;
- ❖ take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- ❖ comply, so far as the supervisor is reasonably able, with any reasonable instruction that is given by RCMS to allow the business to comply with the WHS Act; and
- ❖ co-operate with any reasonable policy or procedure of RCMS relating to health or safety in our workplace that has been notified to workers.

Supervisors are responsible for ensuring that new members in their area are fully inducted and are made aware of hazards associated with the work they will undertake.

Supervisors are responsible for ensuring that all members are provided with any necessary information, training, instruction or supervision to protect members and other persons from risks of harm.

Supervisors are responsible for ensuring that personal protective equipment has been supplied to members and monitoring compliance with the Personal Protective Equipment Policy.

Supervisors are responsible for ensuring that all members are aware of emergency response procedures, the location of emergency exits, and location of assembly areas.

Supervisors are to take reasonable care to control risks to health and safety in their work areas by participating in risk management activities and consulting with members.

Supervisors are responsible and accountable for monitoring members' compliance with RCMS WHSMS, resolving or escalating non-conformance, and managing reported incidents and hazards.

### **4. MEMBERS**

All members are to lead by example to promote WHS safety excellence within their teams. While attending the Shed or any of its Workshops, members must:

- ❖ take reasonable care for his or her own health and safety;
- ❖ take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- ❖ comply, so far as the member is reasonably able, with any reasonable instruction that is given by RCMS to allow the business to comply with the WHS Act; and
- ❖ co-operate with any reasonable policy or procedure of RCMS relating to health or safety at our workplaces that has been notified to members.

Members must perform the work that their supervisors have directed them to undertake in accordance with any applicable policy, procedure, risk assessment, or other such element of the WHSMS. Under no circumstances are members to operate plant or equipment that they have not been authorised to use.

Members must ensure they are wearing personal protective equipment as is required, and that such personal protective equipment is properly cleaned and maintained in accordance with the PPE Procedures.

Members must report all hazards and incidents to their supervisor in accordance with the Hazard Identification and Incident Reporting Procedure.

## 5. VISITORS, CUSTOMERS AND OTHER PERSONS

Under the WHS Act, any visitor, customer, or other person in any of our workplaces is required to:

- ❖ take reasonable care for his or her own health and safety;
- ❖ take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- ❖ comply, so far as the person is reasonably able, with any reasonable instruction that is given by RCMS to allow RCMS to comply with the WHS Act.

To assist visitors, customers, or other persons to comply with their legal obligations, information relating to hazards and risk management procedures will be displayed at RCMS workplaces. This information may include, but is not limited to:

- ❖ emergency response procedures, the location of emergency exits, and location of assembly areas;
- ❖ location and type of hazardous chemicals;
- ❖ barriers and/or signage restricting access to potentially hazardous work areas to members;
- ❖ traffic control measures, such as signs, painted pedestrian routes and loading bays; and
- ❖ temporary signage indicating the presence of a hazard, such as a wet floor.

## 6. PRINCIPLES APPLYING TO PERSONAL DUTIES

A duty cannot be transferred to another person.

A person can have more than one duty by virtue of being a supervisor and a working member.

More than one person can concurrently have the same duty. Each person must comply with that duty to the standard required by the WHS Act even if another duty holder has the same duty. Each person retains responsibility for their duty in relation to the matter, and must discharge their duty to the extent to which they have the capacity to influence and control the matter (or would have had that capacity but for an agreement or arrangement purporting to limit or remove that capacity).

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