

OCCUPATIONAL HEALTH AND **SAFETY POLICY**



**Central Pontian Association of
Melbourne & Victoria**

Pontiaki Estia

Central Pontian Association of Melb and Vic (Pontiaki Estia) are committed to providing a safe and healthy environment for members, volunteers, labour hire committee members, contractors, sub-contractors, visitors and all other persons whose health or safety could be at risk at the association.

We will do this by ensuring:

- . Compliance with relevant legislation, including the OHS act and supporting regulations.
- . The implementation of the OHS Management System, and the plans, policies, procedures and programs necessary to support and implement this policy.
- . **Central Pontian Association of Melb and Vic (Pontiaki Estia)** accepts responsibility for implementing and maintaining this OHS Policy and OHS Management System.

It will ensure that:

- . We establish measurable safety performance objectives and targets and that we review these in order to continuously improve OHS performance. This shall include regular workplace inspections and the prompt control of identified hazards.
- . Members, volunteers are trained on all health and safety matters relevant to their work and contractors are to be fully aware of the hazards associated with their endeavors, and implemented appropriate hazard control measures.
- . All committee members, supervisors, members, volunteers, contractors and other persons are inducted into the requirements of the OHS Management System, and will be held accountable for enacting their roles and responsibilities as defined in the OHS Management System.
- . Effective management consultation on health and safety matters shall include the two way communication of relevant information, reporting and feedback mechanisms.
- . Adequate resources are provided to enable full implementation of this OHS policy and OHS Management System.

Where **Central Pontian Association of Melb and Vic (Pontiaki Estia)** does not have the necessary in-house knowledge or expertise to enable it to meet its occupational health and safety objectives, it will ensure that advice and guidance are obtained from competent occupational health and safety professionals.

- . This OHS Policy and the OHS Management System are reviewed every year to ensure they remain relevant to and appropriate to the organization.

All association members, volunteers and contractors are required to comply with this OHS Policy and the OHS Management System at all times.

Executive committee members and supervisors are responsible for the implementation and dissemination of all matters dealing with the health and safety of members, volunteers and contractors under their control.

Members, volunteers must co-operate with the employer regarding OHS actions taken by the association to maintain health and safety. In addition members, volunteers shall take reasonable care for their own safety and not adversely affect the safety of others at the workplace.

This OHS Policy shall be posted on site and online.

Signed: *Con Tseprailidis* *Litsa Athanasiadis*

Date: 01.11.2022

President & Secretary

Central Pontian Association of Melb and Vic (Pontiaki Estia)



DRUG AND ALCOHOL POLICY

OF

Central Pontian Association of Melb and Vic (Pontiaki Estia)

GOALS

This policy shows:

- . Our commitment to health and safety in this association, and reducing the risks to the health and safety of all members, volunteers, workers, contractors and visitors.
- . Our commitment to complying with the requirements of the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulations 1998*, especially those for drugs and alcohol.
- . How we will deal with the drugs and alcohol use and/or their effects in the the association.

This applies to everyone at Central Pontian Association of Melb and Vic (Pontiaki Estia)

DEFINITION

Drugs and alcohol use can affect a person's ability to perform safely. It creates a risk to personal health and safety.

RESPONSIBILITIES

No one must drink alcohol or use drugs at this association except:

- . For legitimate medical reasons.
- . At social events. This is dealt with in more detail under *Social events* in this policy.

The accountable person at this association must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, arrange for you to be removed safely from the association.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others. This includes not attending the association if, after drinking or using drugs in your social time, your ability to work safely is still impaired.

MANAGING DRUGS AND ALCOHOL

Central Pontian Association of Melb and Vic (Pontiaki Estia) will identify all workplace factors that influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug and alcohol use or control the risks from them.

Central Pontian Association of Melb and Vic (Pontiaki Estia) will consult with volunteers, members, safety representatives and/or OHS committee on this issue.

DISCIPLINARY ACTION

If anyone is found to breach this policy, the executive committee will give a formal warning, followed by encouraging the person to get treatment, suspension, and finally dismissal.

SOCIAL EVENTS

Responsible social events will be held at this association. To ensure everyone remains safe:

- . Everyone is expected to act responsibly
- . RSA rules and procedures are to be followed at all times
- . Non- alcoholic drinks and food will be provided
- . Alternative public transport arrangements will be provided

INFORMATION AND SUPPORT

Central Pontian Association of Melb and Vic (Pontiaki Estia) will provide regular information about the effects of drug and alcohol use on personal and workplace health and safety, and on the components of this policy

Policy authorized by: *Con Tseprailidis* *Litsa Athanasiadis*

Date: 01.11.2022



SMOKE FREE POLICY

SMOKE FREE ENVIRONMENT

Central Pontian Association of Melb and Vic (Pontiak Estia) is committed to providing and maintaining a safe system and a safe place for all members, volunteers, contractors and visitors.

Central Pontian Association of Melb and Vic (Pontiak Estia's) clubrooms are smoke free environments.

We have a strong commitment to the prevention of risk arising from smoking, including:

- . Injury to people from the exposure to environmental tobacco smoke;
- . Fire risk associated with smoking in some areas of our premises; and
- . Potential contamination of products with cigarettes and associated items

This policy applies to all permanent and temporary members, volunteers, visitors and contractors and all **Central Pontian Association of Melb and Vic (Pontiak Estia)** occupied buildings and vehicles.

Obligations

- . Members, volunteers may smoke outside the building area as per council regulations.

Effects of passive smoking:

- . Smoking is known to contribute towards many illnesses such as cancer.
- . Passive smoking is also dangerous to non-smokers.

Therefore, **Central Pontian Association of Melb and Vic (Pontiaki Estia)** is responsible to maintain a smoke free environment.

Responsibilities:

The executive committee is responsible for implementing the policy in the area for which they have responsibility and for ensuring that all members, volunteers, visitors and contractors are made aware of the policy and comply with its requirements.

As part of our commitment to continuous improvements, this policy will be regularly reviewed with key stakeholders.

Signed: *Con Tseprailidis* *Litsa Athanasiadis*

Date: 01.11.2022

President & Secretary

Central Pontian Association of Melb and Vic (Pontiaki Estia)



PONTIAKI ESTIAS'S BULLYING POLICY

SCOPE

This *Bullying Policy* guides the prevention and management of workplace bullying at **Central Pontian Association of Melb and Vic (Pontiak Estia)**, collectively called *this association*.

Purpose

The purpose of this *Policy* is three fold:

- 1) To define bullying within the context of Occupational Health and Safety.
- 2) To acknowledge the risk bullying poses to the health, safety and wellbeing of those in *this association*.
- 3) To provide guidance in relation to the management of allegations of workplace bullying in *this association*.

This *Policy* forms a part of a wider commitment to ensuring a safe and productive social environment, a healthy club and an anti-bullying ethos in *this association*.

Definitions

Bullying can be defined as “*unreasonable and inappropriate workplace behaviour that may intimidate, offend, degrade, insult or humiliate an employee (or another person), possibly in front of others and which can include physical or psychological behaviours*”.

Bullying shares some of the features of harassment, but essentially, harassment usually centers on unwanted, offensive and intrusive behaviour with a sexual, racial or physical component. Harassment is best addressed as a separate issue under legislation specific to the type of harassment.

Policy Framework

This association is committed to ensuring that everyone, irrespective of their status or position, is treated with dignity and respect by colleagues, superiors and others with whom they may come in contact as a result of their endeavors.

This association is therefore committed to providing members, volunteers with a safe and healthy environment free from bullying.

Occupational Health and Safety Context

Bullying creates an unsafe environment and poses a risk to members, volunteers and participants health.

Under *OHS Regulations* associations must ensure the health, safety and wellbeing of all people legally in their association. The executive committee also has a duty of care under common law to ensure and maintain a safe place. Additionally, the committee are vicariously liable for the acts of the members, volunteers committed within the association unless it can be shown that all reasonable steps were taken to prevent members, volunteers engaging in bullying behaviour.

Members, volunteers, similarly, have a responsibility under the legislation to ensure that they take reasonable care of their own safety and health and do not create or increase the risk to another person.

Members, volunteers who consider that they are victims of bullying have a responsibility to bring the matter to the attention of the appropriate person and cooperate with the committee in adopting measures to address bullying.

Bullying, if allowed to continue, can have very negative effects on the health of the organisation.

Policy Content

Bullying, as defined above, is based on the misuse of power and creates a risk to health and safety. It is often repetitive behaviour, or occurs as a behavioural pattern aimed to “torment, wear down, or frustrate a person”. Although a single incident of workplace harassment is not considered to be bullying behaviour it can be distressing for the recipients and can still cause injury. Single incidents can also be a ‘warning sign’ and should be addressed promptly.

Common examples of bullying include: abusive, insulting or offensive comments, aggressive and intimidating conduct, belittling or humiliating comments, victimization, unjustified criticism or complaints, spreading misinformation or malicious rumours.

The legitimate exercise of rights and responsibility by the committee, in a professional and appropriate manner, does not constitute workplace bullying. All Committee members have a legal right to direct and control how the association is run and managers have a responsibility to monitor workflow and to give feedback on performance.

Members, volunteers working at *this association* who experience or witness bullying are encouraged to report such behaviour to the supervisor who is responsible for handling reports of bullying in *this association*. Reporting bullying is a legitimate and positive contribution to the association’s wellbeing.

Bullying allegations raised by the committee will be treated seriously, investigated promptly, confidentially and impartially.

Procedures

All members, participants and volunteers will:

- . Be made aware of, and given information and skills to assist them to identify and address bullying
- . Have an appropriate mechanism for prompt investigation and resolution of any alleged bullying made available to them
- . Have allegations of bullying taken seriously, managed promptly and appropriately
- . Have allegations of bullying responded to in a manner which respects and recognizes the innate dignity of each person

Appropriate disciplinary action will be taken against a person who:

- . Bullies or harasses another person,
- . Victimises someone who has made a complaint, or
- . Makes malicious, frivolous or vexatious complaints.

Expectations

At this association it is expected that:

- . All members and participants will respect the rights of others and refrain from any form of bullying of any other person
- . All members and participants will actively promote a bullying-free environment, and conduct themselves in a manner that does not condone any form of bullying of or by any person
- . All members and participants will respond appropriately to any report of workplace bullying, promptly bringing any such report to the attention of the supervisor.

DISCIPLINARY ACTION

If anyone is found to breach this policy, the executive committee will give a formal warning, followed by encouraging the person to get treatment, suspension, and finally expulsion from the association.

Policy Administration

This *Policy* will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organizational change.

Signed: *Con Tseprailidis* **Litsa Athanasiadis**

Date: 01.11.2022

President & Secretary

Central Pontian Association of Melb and Vic (Pontiaki Estia)