

Occupational Health and Safety Policy

Manifest is committed to meeting its obligations under the *Occupational Health and Safety Act 1991* (the OH&S Act). The most efficient and effective way to reduce the human and financial costs associated with work-related injury and illness is through a strategic focus on prevention.

Manifest is committed to creating and maintaining an environment where committee and volunteers work co-operatively to ensure a safe and healthy convention is provided for all committee, traders, volunteers, attendees and third parties.

Objectives

Manifest seeks to improve OH&S performance by monitoring trends, initiating pro-active risk management strategies and providing training and resources to keep hazards to the minimum practical level. Manifest will encourage a culture of prompt reporting of incidents, hazardous situations and dangerous occurrences and will ensure swift investigation and appropriate remedial action is taken. Manifest and its committee and volunteers will benefit through:

- increased morale and satisfaction;
- reduced personal illness or injury and associated pain, suffering and potential loss of income;
- increased awareness and convention staff involvement in matters affecting health and safety – including better understanding of their roles and obligations;
- increased specific knowledge and skills related to work systems and processes relevant to individual jobs.

OH&S Agreement

This Policy should be read in conjunction with the Manifest OH&S Agreement. The Manifest Agreement provides the framework by which Manifest will meet with legislative requirements and integrate OH&S systems into business activities and provides strategies for implementing the principles set out in this Policy. The OH&S Agreement is developed in consultation with management, staff and where they request, their nominated representatives. It specifies the responsibilities of Manifest, managers, supervisors and staff, and the context and framework in which they will meet those responsibilities.

Ongoing Workplace OH&S Management

Manifest will ensure the management of the OH&S Policy by continuing to adapt work practices and effective and appropriate use of resources which prevent workplace injury or illness and promote the protection of the health, safety and well being of committee, volunteers, traders, attendees and third parties. To implement this approach Manifest will ensure:

- the commitment, leadership and accountability of committee in all OH&S matters;

- the opportunity for active involvement of each individual in health and safety matters in the workplace;
- the provision of appropriate information, instruction and supervision to enable all committee to fulfil their OH&S responsibilities and maintain a safe working environment;
- to continue to implement OH&S systems that identify and eliminate hazards and risks, for the prevention of workplace injury and illness of committee, volunteers, traders, attendees and other persons at or near Manifest workplaces;
- the thorough and systematic conduct of risk identification, risk assessment and risk control in all workplaces;
- monitoring and evaluation of OH&S procedures and systems to assess Manifest's performance and compliance with the OH&S Act;
- that Manifest's OH&S Policy is integrated into Manifest's corporate policies.