

WORK, HEALTH AND SAFETY POLICY

Commitment to Work, Health and Safety

The Capitol Theatre acknowledges its commitment to the development and maintenance of a safe work place for all of its employees, workers, PCBU and our patrons

The Director Takes Responsibility for driving and implementing a WH&S Management System

The Capitol Theatre demonstrates its commitment to Work, Health and Safety by:

- ✓ Consulting with employees, workers, contractors (PCBU) and other stakeholders on safety issues.
- ✓ Providing guidance and support to workers to assist them to fulfil their WH&S obligations.
- ✓ Ensuring compliance with legislative requirements and industry standards.
- ✓ Maintaining a workplace free from harassment and discrimination.
- ✓ Preserving safe equipment and systems of work.
- ✓ Maintaining written procedures and instructions to ensure workplace safety.
- ✓ Providing health and safety information, instruction, education, training and supervision to employees and workers (and the general public to ensure their safety).
- ✓ Ensuring effective injury management and rehabilitation is provided to all employees.
- ✓ Making certain this Policy is displayed in the theatre and on the company intranet.
- ✓ Annually reviewing this Policy to ensure its currency and effectiveness.

Our Employees are responsible for:

- ✓ Participating and supporting this Policy in their particular area of responsibility.
- ✓ Playing a part in safety programs and implementing all detailed safety procedures.
- ✓ Assisting in the identification, assessment and control of hazards in their work areas.
- ✓ Maintaining the workplace in a condition that is safe and without risks to health.
- ✓ Helping to identify, develop and promote workplace safety procedures.
- ✓ Inducting, training and educating other employees in safe work practices.
- ✓ Immediately correcting any unsafe behaviour observed in the workplace
- ✓ Identifying, documenting and reporting any hazards, and taking preventive action, if appropriate.
- ✓ Complying with all workplace safety policies, procedures and safe systems of work.

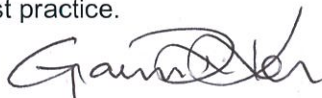
We compel our Clients, Contractors and Sub-Contractors (PCBU) to:

- ✓ Provide their workers with safe systems of work and equipment.
- ✓ Make written procedures and instructions available to their workers to ensure workplace safety is maintained.
- ✓ Supply their workers with safety information, instruction, training and supervision.
- ✓ Make certain that their workers comply with legislative requirements, industry standards, venues induction policies and all venue safety guidelines.
- ✓ Make certain that they register with the venue and provide work, health and safety documents.
- ✓ Make certain that their workers (and all performers) complete the venue safety induction.
- ✓ Make certain that their workers use the necessary Personal Protective Equipment (PPE) required to perform their work at the theatre.

Should an employee be injured we will:

- ✓ Provide suitable duties for the injured employee, where reasonably practicable.
- ✓ Return the injured employee to work, once medical clearance has been obtained.
- ✓ Continually review our Return to Work Program to maintain validity with current legislative requirements, industry trends and best practice.

Graeme Kearns
General Manager


Signature

Policy Approved (Date): 26/11/2015
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