

Life Saving Victoria

Occupational health and safety policy

Version 4.0

Effective date: 20 August 2025



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Occupational health and safety policy

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1 Purpose

Life Saving Victoria (LSV) is committed to providing a healthy and safe work environment. The Occupational Health and Safety Act 2004 (OHS Act) requires that employers (LSV) must provide and maintain, so far as reasonably practicable, a working environment that is safe and without risks to health.

The purpose of this policy is to outline LSV's commitment to workplace health, safety and wellbeing for all employees, workers, visitors and volunteers (LSV volunteers and Volunteer state officers).

2 Scope

This policy applies to all employees, workers, visitors and volunteers (LSV volunteers and Volunteer state officers), when working or visiting LSV managed workplaces and any other locations where activities are managed by LSV representatives or on behalf of LSV.

3 Definitions

Term / Abbreviation	Definition
Employee	An individual that is hired by LSV to provide a service to LSV either on a full-time, part-time or casual basis in exchange for payment. Other known terms: staff and worker.
Health	In accordance with the Occupational Health and Safety Act (2004), health includes psychological health.
LSV volunteer	An individual who willingly contributes their time, skills and expertise to LSV without financial gain and is appointed by LSV management to perform a defined role and/or support delivery of operational services.
Physical safety	Physical safety means protecting individuals from harm caused by physical hazards in the workplace, such as unsafe equipment, manual handling risks, slips, trips, falls, and exposure to dangerous substances or environments.
Psychological safety	Psychological safety refers to the belief that one will not be punished or humiliated for speaking up with ideas, questions, concerns or mistakes, and the team is safe for interpersonal risk-taking.
Psychosocial safety	Psychosocial safety involves protecting workers from harm caused by psychosocial hazards—such as bullying, harassment, excessive workload, poor support, or lack of role clarity.
Visitor	Visitor means any person who visits an LSV managed workplace and is not defined as a worker (per definitions). Visitors may include: • family/friends of workers; • conference / function / program attendees; • commercial clients or customers; and • a participant attending an LSV organised program or event.

Term / Abbreviation	Definition
Volunteer state officer	An individual who willingly contributes their time, skills and expertise to LSV without financial gain and is appointed to a role as defined in the LSV By Laws, including but not limited to a board director, a committee member on a board appointed subcommittee, a council executive officer, a council officer and/or a council panel member.
Worker	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: • an employee; or • a contractor or subcontractor; or • an employee of a contractor or subcontractor; or • an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or • an outworker; or • an apprentice or trainee; or • a student gaining work experience; or • a volunteer; or a person of a prescribed class. <i>Source: Work Health and Safety Act 2011</i>
Work health and safety management system	An occupational health and safety management system (OHSMS) is a set of policies, procedures, and strategies that facilitate the management of workplace health, safety and wellbeing. Other known terms: workplace health and safety management system (WHSMS) or safe systems of work (SSW). OHSMS includes but is not limited to: • health and safety policies and standards; • procedures and guidelines; • assessments, forms and checklists; • registers and records; • training and awareness; • systems; and • tools.
Workplace	A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. <i>Definitions source: Work Health and Safety Act 2011</i>

4 Roles and responsibilities

Role	Responsibility
Board	The Board is responsible for ensuring the Policy is in place, reviewed and approved.
CEO	The CEO has overall responsibility for work health and safety at LSV. The CEO (in conjunction with the Executive Management Team) is responsible for ensuring LSV develops procedures and controls to implement the Policy and that staff and others impacted by the Policy are aware of and comply with the Policy and any relevant procedures.
General managers, business unit managers and supervisors	General managers, business unit managers and supervisors of people are responsible for the following: • understanding the requirements of the Policy; • promoting awareness of the Policy to their teams and staff; and • identifying and reporting any non-compliance under the Policy to the Policy Owner as soon as practical.
Management / Policy Owner	The Management Owner is responsible for the following: • the creation, review and implementation of the Policy; and • the monitoring and reporting on compliance with the Policy. The General Manager – Shared Services is the management / policy owner and has delegated responsibility for LSV's work health and safety framework and functions.
LSV OHS Committee	The LSV OHS Committee advises LSV on health, safety and wellbeing matters, to support a coordinated approach to the management of health, safety and wellbeing at LSV.
Employees, workers, volunteers, and visitors	All employees, workers, volunteers, and visitors are responsible for understanding the requirements of the Policy and have a general responsibility under the work health and safety legislation (refer Section 6) to ensure a safe and healthy work environment for themselves and others. Responsibilities are set out in the LSV OHS Manual.

5 Policy statement and principles

Health and safety is everyone's responsibility - and play an important role in contributing to a healthy and safe workplace.

All persons with management and supervision responsibilities on behalf of LSV have a duty of care for the health and safety standards of the working environment, and are responsible for the physical, psychological and psychosocial health and safety of employees, workers, visitors and volunteers (LSV volunteer and volunteer state officer) under their control so far as is reasonably practicable.

LSV is committed to occupational health, safety, and wellbeing by providing a safe environment across LSV-managed workplaces and activities. LSV is committed to:

- Complying with applicable health and safety legislative and statutory requirements, codes of compliance and practice, Australian / International standards and guidelines (including WorkSafe Victoria and Safe Work Australia).
- Defining roles and responsibilities for occupational health, safety and wellbeing.
- Creating and maintaining the occupational health and safety management system to prevent or minimise the risk of injury or illness to employees, workers, visitors and volunteers (LSV volunteers and Volunteer state officers) related with LSV's undertakings and LSV managed workplaces.
- Continually improving the occupational health and safety management system by monitoring LSV's health and safety performance against established objectives and targets, with the aim of preventing, eliminating or minimising work-related hazards and risks for injury and illness in LSV's undertakings and at LSV managed workplaces.
- Developing, implementing and promoting initiatives to improve the occupational health, safety and wellbeing of employees, workers, visitors and volunteers (LSV volunteers and Volunteer state officers).
- Allocating sufficient resources to support the effective implementation of occupational health, safety and wellbeing policies and management of LSV's occupational health and safety management system (OHSMS).
- Developing and supporting a culture that encourages all workers to actively manage hazards and risks to their occupational health, safety and wellbeing.
- Ensuring risk management principles are adopted in all organisational planning activities.
- Actively identifying and managing occupational health, safety and wellbeing risks through a systematic approach of identification, assessment and implementation of effective controls.
- Engaging and consulting with employees, workers, visitors, volunteers (LSV volunteers and Volunteer state officers) and partner organisations to improve the occupational health and safety management system and to improve decision-making where there is an impact on health and safety in the workplace.
- Providing ongoing health, safety and wellbeing training and supervision and disseminating information and instructions to promote and support workplace health, safety and wellbeing.
- Promptly reporting hazards, accidents/incidents and injuries, investigating where appropriate, and implementing corrective actions and controls to prevent, eliminate or minimise the risk of recurrence.

- Providing effective management of injury/illness, rehabilitation and return support to all workers.
- Regularly reviewing and evaluating health and safety management systems, including audits and workplace inspections.

6 Compliance with this policy

Non-compliance may result in or lead to disciplinary action, which may include verbal/written warnings, suspension and/or termination of employment or services with LSV.

7 Relevant legislation and associated documents

Title	Reference
Relevant legislation or industry standards	
Occupational Health and Safety Act 2004 (Vic)	Occupational Health and Safety Act 2004 <i>Source: legislation.vic.gov.au</i>
Occupational Health and Safety Regulations 2017	Occupational Health and Safety Regulations 2017 <i>Source: legislation.vic.gov.au</i>
Occupational Health and Safety (Psychological Health) Regulations	<i>Scheduled for release in October 2025 and enforcement from December 2025</i>
Workplace Injury Rehabilitation and Compensation Act 2013	Workplace Injury Rehabilitation and Compensation Act 2013 <i>Source: legislation.vic.gov.au</i>
Workplace Injury Rehabilitation and Compensation Regulations 2024	Workplace Injury Rehabilitation and Compensation Regulations 2024 <i>Source: legislation.vic.gov.au</i>
Equipment (Public Safety) Act 1994	Equipment (Public Safety) Act 1994 <i>Source: legislation.vic.gov.au</i>
Equipment (Public Safety) Regulations 2017	Equipment (Public Safety) Regulations 2017 <i>Source: legislation.vic.gov.au</i>
Dangerous Goods Act 1985	Dangerous Goods Act 1985 <i>Source: legislation.vic.gov.au</i>
Dangerous Goods (HCDG) Regulations 2016	Dangerous Goods (HCDG) Regulations 2016 <i>Source: legislation.vic.gov.au</i>
Dangerous Goods (Explosives) Regulations 2022	Dangerous Goods (Explosives) Regulations 2022 <i>Source: legislation.vic.gov.au</i>
Dangerous Goods (Transport by Road or Rail) Regulations 2018	Dangerous Goods (Transport by Road or Rail) Regulations 2018 <i>Source: legislation.vic.gov.au</i>
Dangerous Goods (Storage and Handling) Regulations 2022	Dangerous Goods (Storage and Handling) Regulations 2022 <i>Source: legislation.vic.gov.au</i>
WorkSafe Vic – OHS Compliance Codes	WorkSafe Vic Laws and Regulations
WorkSafe Vic – OHS Codes of Practice	
WorkSafe Vic – WIRC Compliance Codes	

Title	Reference
Relevant policies	
LSV Code of Conduct	LSV Policy Library
LSV Performance management policy	
LSV Risk management policy	
LSV Unacceptable behaviour policy	
Related procedures	
LSV Complaints and grievance procedure	LSV Policy Library
Related strategies	
LSV Wellbeing and Mental Health Strategy	LSV Wellbeing and Mental Health Strategy 2023-2026
Related forms, publications and websites	
SLSA Safer Surf Clubs Guidelines	SLSA Member Portal
LSV online health and safety reporting system	Folio (foliogrc.com)
Safe Work Australia	Safe Work Australia Homepage
WorkSafe Victoria	WorkSafe Victoria Homepage
Standards Australia	Standards Australia Homepage

8 Policy review

The review period of this Policy is every three years or more frequently if there are changes to the business operations or the regulatory environment that necessitate an earlier review.

9 Policy owner and content enquiries

Queries regarding this policy should be directed to:

People and Culture

E: ohs@lsv.com.au

10 Document governance

Revision history					
Version	Reviewed by	Approved by	Approval date	Effective date	Summary of modifications
-			-	March 2013	OHS Policy statement. No version control is included in the document.
2.0	OHS Committee / GM – People / EMT / CEO	Board of Directors	26/4/23	27/4/23	Reviewed and rewritten as part of the Health and Safety project to review and revise LSV's OHS work health and safety management system, policy and procedures. The new version is aligned with the updated policy template and documentation requirements.
3.0	Senior Manager – Organisational Development / Lead specialist – Risk and assurance	-	-	30/10/24	Policy reviewed and updated following Strategic realignment, for administrative and minor wording changes including: Update references from GM – People to GM – Shared Services. Update references from Human Resources to People and Culture.
4.0	Senior Manager – People and Culture, GM Shared Services, EMT, CEO and Board	Board of Directors	19/8/25	20/8/25	This policy was reviewed as part of the scheduled review program and was updated for administrative and language changes including: • Alignment to the refreshed policy template throughout. • Updated/additions to the Definitions schedule. • Updated/additions to Relevant legislation or industry standards. • Addition of Compliance with policy section.