

Policy Owner: Director, Operations and Experience	Policy Number: 2
Approval Authority: Trust	Version Number: 2.0
Effective Date: 10 April 2026	Next Review Date: 10 April 2028

Purpose

1. The purpose of this policy is to:
 - a) demonstrate commitment of the 'Geelong Arts Centre' (Centre) to physical and psychological health and safety;
 - b) support compliance with the *Occupational Health and Safety Act 2004* (Vic) (OHS Act);
 - c) support the intent of the Geelong Arts Centre Enterprise Agreement 2021– 2024 and its successors as it relates to health and safety;
 - d) support the intent of the Centre's Strategic Plan 2026 – 2029; and
 - e) form the foundation of the Centre 'health and safety management system' along with all procedures made under this policy.

Scope

2. This policy applies in respect to:
 - a) 'workplace participants';
 - b) 'members of the public'; and
 - c) 'Centre workplaces'.

Policy

Commitment to health and safety

3. The Centre commits to ensuring the physical and psychological health and safety of workplace participants and members of the public. This commitment is:
 - a) integral to our purpose "to open a door to creative experience" and our goal of "enabling high performing people, operations and venues";
 - b) honoured through the Centre values;
 - c) delivered through the Centre Health and Safety Action Plan; and
 - d) detailed at Appendix 1.
4. The Health and Safety Policy will be posted on the Centre website and intranet. Appendix 1 will be posted on noticeboards across the Centre workplace.

Centre health and safety expectations

5. The Centre expects that all workplace participants will:
 - a) take reasonable care for their own health and safety;
 - b) take reasonable care for the health and safety of other persons who may be affected by their actions or omissions at a Centre workplace;

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- c) co-operate with any action taken by the Centre to comply with health and safety legal requirements; and
 - d) not intentionally or recklessly interfere with, or misuse anything provided at a Centre workplace in the interests of health, safety, or welfare.
6. The Centre expects all workplace participants and members of the public, to:
- a) behave in a respectful manner;
 - b) not engage in 'harmful behaviour'; and
 - c) observe the Centre conditions of entry.

Health and safety legal duties

Main duties of the Centre

7. The Centre will, so far as is 'reasonably practicable', ensure the physical and psychological health and safety of workplace participants and members of the public.
8. The Centre will identify physical hazards and 'psychosocial hazards' and will, so far as is reasonably practicable, eliminate risks to physical and psychological health and safety. If it is not reasonably practicable to eliminate risks, the Centre will reduce those risks so far as is reasonably practicable.
9. The Centre will, so far as is reasonably practicable, provide and maintain a working environment for Centre employees and Centre 'labour-hire workers' that is safe and without risks to health, including in relation to:
- a) Centre workplaces;
 - b) 'plant';
 - c) the use, handling, storage, or transport of plant or 'substances';
 - d) systems of work;
 - e) the provision of adequate 'welfare facilities' at Centre workplaces; and
 - f) the provision of information, instruction, training, or supervision.
10. The Centre will make the same provision as in Clause 9 for Centre 'contractors' and all persons engaged by the contractor regarding matters over which the Centre has control or would have control if not for any agreement purporting to remove or limit that control.
11. The Centre will also:
- a) 'monitor the health' of Centre employees and Centre labour-hire workers;
 - b) monitor the condition of Centre workplaces;
 - c) keep information and records relating to the health and safety of Centre employees and Centre labour-hire workers, in accordance with legal requirements and the Privacy Policy; and
 - d) employ/engage 'suitably qualified persons' to provide health and safety advice' to the Centre.

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12. The Centre will also ensure, so far as is reasonably practicable, that persons other than Centre employees, Centre labour-hire workers and Centre contractors are not exposed to risks to their health and safety arising from the conduct of the Centre's undertaking.

Additional duties of the Centre

13. The Centre will, so far as is reasonably practicable:
- a) ensure Centre workplaces, and the means of entering and leaving those workplaces, are safe and without risks to health;
 - b) ensure the way in which plant is installed, erected, or commissioned does not make its use unsafe or pose a risk to health;
 - c) consult with Centre employees and Centre labour-hire workers on required health and safety matters and will consult through 'health and safety representatives' (HSR) where elected;
 - d) consult with Centre contractors on required health and safety matters and in relation to matters over which the Centre has control or would have control if not for any agreement purporting to remove or limit that control;
 - e) consult, co-operate and co-ordinate with 'labour-hire providers' regarding any Centre labour-hire workers; and
 - f) notify 'WorkSafe' of any 'notifiable incident' and preserve those incident sites.

Duties of employees

14. While at work, Centre employees and Centre labour-hire workers will:
- a) take reasonable care for their own health and safety;
 - b) take reasonable care for the health and safety of other persons who may be affected by their actions or omissions at a Centre workplace;
 - c) co-operate with the Centre regarding any action taken by the Centre to comply with health and safety legal requirements; and
 - d) not intentionally or recklessly interfere or misuse anything provided at a Centre workplace in the interests of health, safety, or welfare.

Duty of any person

15. Workplace participants and members of the public will not engage in conduct at a Centre workplace that places or may place another person in danger of serious injury.

Officers

16. The Trust members, Subcommittee external members, Chief Executive Officer and 'Directors' will exercise due diligence as 'officers' to ensure the Centre complies with its health and safety duties and obligations under the OHS Act and will take reasonable steps to:
- a) acquire and maintain up-to-date knowledge of health and safety matters;
 - b) gain an understanding of the nature of the operations of the Centre and of the hazards and risks associated with those operations;

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- c) ensure that the Centre has available for use appropriate resources and processes to eliminate or reduce risks to health and safety, so far as is reasonably practicable, from work carried out as part of the Centre's business;
- d) ensure that the Centre has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- e) ensure that the Centre implements and periodically reviews processes for complying with any duty or obligation of the Centre under the OHS Act.

17. Additionally, the Chief Executive Officer and Directors will take reasonable care as officers to ensure the Centre complies with its health and safety duties and obligations under the OHS Act.

18. The Director, Operations and Experience has overall organisational responsibility for enabling the leadership and management of health and safety at the Centre.

Centre contractors, hirers and tenants

19. The following parties will observe their health and safety duties and obligations under the OHS Act while working at Centre workplaces:

- a) Centre contractors and all persons engaged by the contractor;
- b) 'hirers' and all persons engaged by the hirer; and
- c) 'tenants' and all persons engaged by the tenant.

20. The Centre will consult, co-ordinate, and co-operate with Centre contractors, hirers, and tenants to:

- a) establish safe systems of work; and
- b) ensure there is a clear understanding as to the extent of health and safety legal duties, obligations and responsibilities on the part of each duty holder.

Discrimination

21. The Centre will not engage in 'discriminatory conduct' toward a Centre employee or Centre labour-hire worker because the person:

- a) is or has been a HSR or member of a Centre health and safety committee (Committee);
- b) exercises or has exercised a power as a HSR or member of the Committee;
- c) assists, has assisted, gives or has given any information to WorkSafe or a WorkSafe Inspector, an authorised representative of a registered employee organisation (ARREO), a HSR or a member of the Committee; or
- d) raises or has raised a concern or issue about health and safety to the Centre, WorkSafe, a WorkSafe Inspector, an ARREO, an HSR, a member of the Committee or an employee of the Centre.

Speak Up

22. The Centre encourages workplace participants and members of the public to speak up if they believe the Centre or any person is not complying with this policy.

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23. Internal reporting avenues are available depending on the nature of the matter:
- a) workplace participants may report a health and safety concern or a health and safety incident in accordance with Centre procedures or may contact safety@geelongartscentre.org.au for advice;
 - b) Centre employees may lodge a grievance in accordance with the Centre's Grievance Management Policy; and
 - c) members of the public may make a complaint to the Centre via [Contact Us](#) on the Geelong Arts Centre website.
24. External reporting avenues are available depending on the nature of the matter:
- a) any person may make a public interest disclosure directly to the Independent Broad-based Anti-corruption Commission (IBAC), Victorian Ombudsman or Integrity Oversight Victorian in accordance with the Public Interest Disclosures Act 2012 (Vic) in accordance with the Centre's Public Interest Disclosure Guidelines;
 - b) any person may make a complaint to WorkSafe;
 - c) workplace participants and members of the public may make a complaint to the Victorian Equal Opportunity and Human Rights Commission; and
 - d) Centre employees may make a complaint to the Fair Work Commission.
25. The Centre will ensure persons making public interest disclosures are protected from direct and indirect detrimental action being taken against them in reprisal for making a public interest disclosure in accordance with the *Public Interest Disclosure Act 2012* and the Centre's Public Interest Disclosure Guidelines.

Breaches

26. A breach of and failure to adhere to this policy by:
- a) a Centre employee, may result in disciplinary action, including termination, in accordance with the Geelong Arts Centre Enterprise Agreement 2021 – 2024 and its successors and relevant industrial relations legislation;
 - b) other workplace participants, may result in contract re-negotiation, including termination; or
 - c) a member of the public, may result in denial of entry to, or removal from the Centre in accordance with the Live Performance Australia Ticketing Code of Practice and the Centre terms and conditions.

Records

27. The Centre manages 'record' keeping processes in accordance with the Centre's Records Management Policy and the mandatory standards issued by the Public Records Office Victoria (PROV) under the *Public Records Act 1973* (Vic) to ensure the Centre meets its obligations as a public entity.

Further information

28. Further information, advice or assistance on any matters related to this policy is available by contacting safety@geelongartscentre.org.au

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Responsibilities

Role	Responsibility
Trust members and Subcommittee external members	<ul style="list-style-type: none"> As 'officers', exercise due diligence to ensure the Centre complies with its health and safety duties and obligations under the OHS Act
Chief Executive Officer and Directors	<ul style="list-style-type: none"> As officers, take reasonable care and exercise due diligence to ensure the Centre complies with its health and safety duties and obligations under the OHS Act Ensure processes are in place to enable the Centre to consult, co-operate, and co-ordinate with Centre contractors and labour-hire providers, hirers and tenants regarding health and safety matters Ensure the Centre does not engage in discriminatory conduct towards Centre employees or Centre labour-hire workers for reasons of health and safety
Director, Operations and Experience	<ul style="list-style-type: none"> Assume overall organisational responsibility to enable the leadership and management of health and safety at the Centre
Centre employee	<ul style="list-style-type: none"> Observe the health and safety duties of an employee under the OHS Act
Centre labour-hire worker	<ul style="list-style-type: none"> Observe the health and safety duties of an employee under the OHS Act
Centre Contractor	<ul style="list-style-type: none"> Observe health and safety duties and obligations under the OHS Act Ensure all persons engaged to work at a Centre workplace observe their health and safety duties and obligations under the OHS Act Consult, co-operate and co-ordinate with the Centre regarding health and safety matters
Hirer	<ul style="list-style-type: none"> Observe health and safety duties and obligations under the OHS Act Ensure all persons engaged to work at a Centre workplace observe their duties and obligations under the OHS Act Consult, co-operate and co-ordinate with the Centre regarding health and safety matters
Tenant	<ul style="list-style-type: none"> Observe health and safety duties and obligations under the OHS Act Ensure all persons engaged to work at a Centre workplace observe their duties and obligations under the OHS Act Consult, co-operate and co-ordinate with the Centre regarding health and safety matters
Workplace participant	<ul style="list-style-type: none"> Observe the Centre health and safety expectations relevant to workplace participants Not engage in conduct at a Centre workplace that places or may place another person in danger of serious injury
Member of the public	<ul style="list-style-type: none"> Observe the Centre health and safety expectations relevant to members of the public Not engage in conduct at a Centre workplace that places or may place another person in danger of serious injury

Appendices

- Appendix 1: Our commitment to health and safety.

Related Geelong Arts Centre documents

- Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors
- Geelong Arts Centre Strategic Plan 2026 – 2029
- Health and Safety Action Plan 2025 - 2029
- Privacy Policy
- Public Interest Disclosure Guidelines
- Grievance Management Policy
- Records Management Policy
- All health and safety procedures made under this policy.

Related references

- *Occupational Health and Safety Act 2004* (Vic)
- *Public Interest Disclosures Act 2012* (Vic)
- *Public Records Act 1973* (Vic)
- *Geelong Performing Arts Centre Trust Act 1980* (Vic)
- Live Performance Australia Ticketing Code of Practice

Definitions

Associate Artist/Intern/Work experience student	<p>A person engaged by Geelong Arts Centre:</p> <ul style="list-style-type: none"> • with payment or in-kind reward to satisfy Geelong Arts Centre grant requirements i.e. Associate Artist; • without payment on a vocational placement to satisfy requirements of a qualification i.e. intern; or • without payment as a secondary student gaining work experience i.e. work experience student
Centre workplace	<p>A workplace is a place, whether or not in a building or structure, where employees or self-employed persons work.</p> <p>A Centre workplace is a workplace that is under the management and control of Geelong Arts Centre.</p>
Contractor	<p>Centre contractors are an individual or organisation engaged by Geelong Arts Centre via purchase order, agreement or contract to provide the following for or on behalf of the Centre:</p> <ul style="list-style-type: none"> • 'public construction'; or • 'services'. <p>Contractors engaged by the Centre may include:</p> <ul style="list-style-type: none"> • public construction works and services contractors; • 'labour-hire providers'; • trades and technical contractors;

	<ul style="list-style-type: none"> professional service providers including consultants, companies providing security and information and communications technology services; and professional artistic service providers including touring companies and artistic practitioners. <p>Centre contractors may:</p> <ul style="list-style-type: none"> be self-employed; or engage persons to work for the contractor such as employees, subcontractors and their employees, and/or volunteers; and work at a Centre workplace but may also work offsite. <p>'Hirers' may also engage contractors that work for the hirer at a Centre workplace.</p>
Director	An employee of Geelong Arts Centre responsible for a directorate who reports directly to the Chief Executive Officer and is a member of the Executive Leadership Team.
Discriminatory conduct	Where an employer: <ul style="list-style-type: none"> dismisses an employee, injures their employment, or alters the employee's position to the detriment of the employee; threatens to do any of the above things to an employee; or refuses or fails to offer employment to a prospective employee, or discriminates between prospective employees, in offering terms of employment
Employee	Means a person employed under a contract of: <ul style="list-style-type: none"> employment; or training (known as an apprentice or trainee).
Geelong Arts Centre	The Geelong Performing Arts Centre Trust established by section 3(1) of the <i>Geelong Performing Arts Centre Trust Act 1980 (Vic)</i> , trading as Geelong Arts Centre, and includes any of its buildings, facilities, or locations.
Harmful behaviour	Includes: <ul style="list-style-type: none"> aggression or violence; sexual assault; sexual harassment; gendered violence; harassment; bullying; stalking; discrimination; victimisation; vilification; child abuse and harm; conduct that places or may place another person in danger of serious injury making false, misleading or malicious reports or complaints about the behaviour of any person.

Hirer	<p>A person or organisation that uses Geelong Arts Centre managed facilities in return for payment and subject to a contract for purposes including but not limited to:</p> <ul style="list-style-type: none"> • productions • dance tuition • functions • meetings • other events <p>Hirers include touring companies, community theatre groups, artistic practitioners, and schools. Hirers may engage persons to work for them at a Centre workplace such as employees, contractors, and/or volunteers or may be self-employed. Hirers may also have clients such as students and visitors that attend a Centre workplace.</p>
Health and safety management system	A set of plans, procedures and actions that assist an organisation to systematically manage health and safety risk associated with their business
Health and safety representative	A health and safety representative for a DWG who has been elected and holds office in accordance with Part 7 of the <i>Occupational Health and Safety Act (2004)</i> Vic
Labour-hire provider	A business that provides labour-hire workers to an organisation ,known as the host employer., on a fee or contract basis (also known as temping, contracting, on-hire or labour supply). This includes group training organisations that provide trainees and apprentices to hosts.
Labour-hire worker	A worker provided to an organisation, known as the host employer, by a labour-hire provider on a fee or contract basis. A labour-hire worker is taken to be an 'employee' of the host employer under the <i>Occupational Health and Safety Act 2004</i> (Vic)
Member of the public	A collective term for patrons and visitors.
Monitor health	The proactive, systematic process of checking the health of employees who are exposed to hazardous substances or conditions in the workplace
Notifiable incident	An incident that results in any of the outcomes set out in section 37 of the, <i>Occupational Health and Safety Act (2004)</i> Vic and that must be reported to WorkSafe immediately after Geelong Arts Centre becomes aware the incident has occurred at a workplace under the Centre's management or control
Officer	<p>Persons at the most senior levels of organisations that are genuinely in a position to prevent contraventions of the OHS Act.</p> <p>See also WorkSafe: Information for senior officers of organisations</p>
Patron	A member of the public that attends a Geelong Arts Centre ticketed or non-ticketed event
Plant	Any machinery, equipment, appliance, implement, or tool including any component, and anything fitted, connected, or related to any machinery, equipment, appliance, implement or tool
Psychosocial hazard	<p>Any factor or factors in:</p> <p>(a) the work design; or</p> <p>(b) the systems of work; or</p> <p>(c) the management of work; or</p>

	<p>(d) the carrying out of the work; or</p> <p>(e) personal or work-related interactions that may arise in the working environment and may cause an employee to experience one or more negative psychological responses that create a risk to the employee's health or safety.</p>
Reasonably practicable	<p>In relation to ensuring health and safety regard must be had to the following matters:</p> <ul style="list-style-type: none"> • the likelihood of the hazard or risk concerned eventuating; • the degree of harm that would result if the hazard or risk eventuated; • what the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk; • the availability and suitability of ways to eliminate or reduce the hazard or risk; • the cost of eliminating or reducing the hazard or risk. <p>See also How WorkSafe applies the law in relation to Reasonably Practicable WorkSafe Victoria</p>
Record	<p>Information in any format created, received, and maintained as evidence by the Geelong Arts Centre or person in the transaction of business and defined by the <i>Public Records Act 1973</i> as:</p> <ul style="list-style-type: none"> • any record made or received by a public officer in the course of their duties; and • any record made or received by a court or person acting judicially in Victoria.
Substance	<p>Any natural or artificial substance, whether in the form of a solid, liquid, gas, or vapour</p>
Suitably qualified person to provide health and safety advice	<p>Having the knowledge, skills and experience to provide advice on the issues impacting the health and safety of the employees of an employer.</p> <p>See also Employing or engaging suitably qualified persons to provide health and safety advice WorkSafe Victoria</p>
Tenant	<p>A person or organisation that leases office or desk space at the Geelong Arts Centre for a short- or long-term period which is the subject of a contract. Tenants may engage persons that work at a Centre workplace such as employees or contractors or may be self-employed, Tenants may also have clients and visitors that attend a Centre workplace.</p>
Visitor	<p>A member of the public that attends Geelong Arts Centre for:</p> <ul style="list-style-type: none"> • business purposes associated with the Centre such as non-patrons attending the café or rooftop bar, corporate visitors, emergency services personnel and delivery persons , Business purposes associated with a hirer or tenant; and • Non-business purposes such as sightseers, facility users and intruders.
Volunteer	<p>A person who gives their time willingly for the common good and without financial reward</p>
Welfare facilities	<p>Welfare facilities include toilets, shelter, seating, dining rooms, change rooms, drinking water, personal storage, washing and first aid facilities</p>

Workplace participant	<p>A collective term for all persons working at a Centre workplace including:</p> <ul style="list-style-type: none"> • Centre employees • Centre labour-hire workers • Centre contractors and all persons engaged to work by the contractor • Centre volunteers including Trust members and Sub-committee external members • Centre Associate Artists, interns, and work experience students • Hirers, all persons engaged to work by the hirer and clients of the hirer. • Tenants, all persons engaged to work by the tenant and clients of the tenant.
WorkSafe	<p>The Victorian WorkCover Authority, known as WorkSafe, is Victoria's workplace health and safety regulator and injury insurer.</p>

Appendix 1: Our commitment to health and safety

Our Commitment to Health and Safety	
Integral to our purpose “to open a door to creative experience” and our goal of “enabling high performing people, operations and venues”, Geelong Arts Centre commits to ensuring the physical and psychological health and safety of our workplace participants and members of the public.	
Honouring our commitment	Delivering on our commitment
<p>We are guided by our values</p> <p>Bold</p> <ul style="list-style-type: none"> We are proactive and seek out best practice safety We take initiative to solve safety problems We see a safety problem as an opportunity to improve We own our safety responsibilities <p>Welcoming</p> <ul style="list-style-type: none"> We look out for everyone’s safety; we care We know we can speak up about safety problems We interact respectfully to guard against harmful behaviour <p>Connected</p> <ul style="list-style-type: none"> We exchange safety ideas We participate in safety <p>Ensemble</p> <ul style="list-style-type: none"> We see safety as integral to putting on a great show We work together to solve safety problems We have an open mind especially when things go wrong 	<p>We are guided by our Health and Safety Action Plan 2025 - 2029.</p> <p>We strive to:</p> <ul style="list-style-type: none"> improve safety leadership and climate implement a robust safety management system improve safety risk management improve safety capability.
Everyone has a role to play	
<p>Geelong Arts Centre will Meet its health and safety legal duties to ensure the physical and psychological health and safety of our workplace participants, patrons and visitors so far as is reasonably practicable.</p> <p>The Trust members, Subcommittee external members, Chief Executive Officer and Directors are responsible for Ensuring the Centre complies with its health and safety legal duties.</p> <p>Everyone working at the Centre is responsible for</p> <ul style="list-style-type: none"> taking reasonable care for their own health and safety and that of others co-operating with any action taken by the Centre to meet health and safety legal requirements not interfering with or misusing anything that’s in place to support health, safety, or welfare. <p>Everyone attending the Centre is responsible for</p> <ul style="list-style-type: none"> not behaving in a way that could or does cause another person serious harm treating others with respect and not engaging in harmful behaviour following the Centre conditions of entry. 	
<p>This commitment forms part of the Geelong Arts Centre Health and Safety Policy. Please see the policy on the Geelong Arts Centre website or intranet for more information.</p>	

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