



Tenterfield Show Society Inc

Work Health and Safety

Induction Handbook

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1. Introduction

The Tenterfield Show Society Inc welcomes you to our workplace and this important first step before you commence work at our event within the Tenterfield Show Grounds.

This Work Health and Safety (WHS) induction enables you to know and understand our policies and procedures in place as defined by the Tenterfield Show Society Inc Executive Committee.

Please read this WHS Induction Handbook carefully so that you are aware of our workplace policies and procedures and your responsibilities as a duty holder under the NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2025.

The Tenterfield Show Society Inc are committed to working with our volunteers and engaged vendors and contractors to eliminate risks to a person's health and safety so far as is reasonably practicable.

Where risk elimination is not possible, we are committed to minimising the risk to a person's health and safety, so far as is reasonably practicable.

This will be achieved by identifying core event hazards and developing work health and safety policies and procedures to manage risks associated with those hazards.

Vendors and contractors engaged by us are responsible for ensuring they and their engaged workers complete this Tenterfield Show Society Inc WHS induction and have safe systems of work in place for the tasks and activities that they conduct on site at our event.

We will work together with all engaged workers to identify hazards, assess the risk and implement and review control measures to ensure a safe workplace for all.

Need help with WHS compliance: For assistance in complying with your WHS duty at our event please contact:

Michael Manser DipWHS (Safety Officer) m: 0408 731 832 e: mickar23@bigpond.com

2. How to use this induction handbook

This Tenterfield Show Society Inc Work Health and Safety Induction Handbook has been provided to you in line with our WHS duty to provide information, training and instruction and will expedite our event induction process.

Every person entering our workplace to conduct work MUST complete an induction.

Please adhere to the following steps for a smooth site induction transition:

Step 1: Thoroughly read this induction handbook ensuring that you understand its contents.

Step 2: Answer the questions on the induction sign-off page and achieve a 100% pass mark.

Step 3: Sign, add other details as relevant and tick the confirm box on the induction sign-off page.

Step 4: Scan and return the induction sign-off page only via email to tenterfieldshow@outlook.com or alternatively,

Step 5: Return the induction sign-off page to the Secretary during your first day on site.

Important

In signing this document you are agreeing that you have read and understand the contents of this Induction Handbook, you understand your WHS role and responsibilities, you understand the workplace WHS rules, you understand your duties during an emergency event, and have been provided with a copy of the Tenterfield Show Society Inc WHS Policy, the Code of Conduct Policy, the Bullying, Harassment and Discrimination Policy and the Mental Health and Wellbeing Policy and you understand that you have the opportunity to ask questions, and provide input for Work Health and Safety matters while at our workplace.

The Tenterfield Show Society Inc expect every person at our workplace to stop work if they feel it is not safe to proceed with a task, and we will work together to ensure a safe and healthy outcome is achieved.

3. Workplace details

Trading name	Tenterfield Show Society Inc.
ABN	90 930 874 742
Name of undertaking	Tenterfield Agricultural Show
Address of undertaking	66 Manners Street, Tenterfield NSW 2372
Emergency evacuation assembly point	Main show ring in the event of a structure fire Sturdy & secure structure in the event of a severe thunderstorm
Postal address	PO Box 283 Tenterfield NSW 2372
Email	tenterfieldshow@outlook.com
Website	www.tenterfieldshow.com.au
Scope of work	Arts and Recreation Services

4. Workplace contacts

Name	Position	Contact details
Jake Smith	President	m: 0488 364 487 e: tenterfieldshow@outlook.com
Annette Miller	Secretary/Treasurer	m: 0403 514 651 e: tenterfieldshow@outlook.com
Michael Manser DipWHS	- Safety Officer - Emergency Coordinator	m: 0408 731 832 e: mickar23@bigpond.com
Brian Smith	Assistant Emergency Coordinator	m: 0415 156 612 e: brian@bjsconstructions.com.au

5. Are you a Person Conducting a Business or Undertaking (PCBU) ?

WHS Act s19 Primary duty of care

(1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of—

- (a) workers engaged, or caused to be engaged by the person, and
 - (b) workers whose activities in carrying out work are influenced or directed by the person,
- while the workers are at work in the business or undertaking.

(2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

(3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable—

- (a) the provision and maintenance of a work environment without risks to health and safety, and
- (b) the provision and maintenance of safe plant and structures, and
- (c) the provision and maintenance of safe systems of work, and
- (d) the safe use, handling, and storage of plant, structures and substances, and
- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and
- (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
- (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

(4) If—

- (a) a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking, and
- (b) the occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available,

the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.

(5) A self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.

Note.

A self-employed person is also a person conducting a business or undertaking for the purposes of this section.

6. Principles that apply to WHS duties

WHS Act s13-s17 You have a WHS duty:

- A duty cannot be transferred to another person, and
- A person can have more than one duty by virtue of being in more than one class of duty holder, and
- More than one person can concurrently have the same duty,
Each duty holder must comply with that duty to the standard required by the Act even if another duty holder has the same duty.
 - (3) If more than one person has a duty for the same matter, each person—
 - (a) retains responsibility for the person's duty in relation to the matter, and
 - (b) must discharge the person's duty to the extent to which the person has the capacity to influence and control the matter or would have had that capacity but for an agreement or arrangement purporting to limit or remove that capacity.
- A duty imposed on a person to ensure health and safety requires the person—
 - (a) to eliminate risks to health and safety, so far as is reasonably practicable,
 - (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

7. Meaning of reasonably practicable

WHS Act s18 *Reasonably practicable*, in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including—

- (a) the likelihood of the hazard or the risk concerned occurring, and
- (b) the degree of harm that might result from the hazard or the risk, and
- (c) what the person concerned knows, or ought reasonably to know, about—
 - (i) the hazard or the risk, and
 - (ii) ways of eliminating or minimising the risk, and
- (d) the availability and suitability of ways to eliminate or minimise the risk, and
- (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

8. Workplace induction information

Item	Information for	Responsibility
Our responsibility	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	We have a duty to provide a workplace that eliminates or at least minimises the risk of injury to workers and others, so far as is reasonably practicable.
Your responsibility	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- You have a duty to conduct yourself in a manner that eliminates or at least minimises the risk of injury to yourself and others at the workplace, so far as is reasonably practicable. - You are required to cooperate and comply with any reasonable instruction, policy or procedure notified to you by the Show Society or the Show Society's site representative.
WHS policies and procedures	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	Show Society WHS policies included as a part of this document, see items 11, 12, 13, 14.
New volunteer	☒ Show Society volunteers	During your welcome to the organisation the President will explain the structure of the business, the type of work conducted, the persons in control of the business, supervisors, co-workers, health and safety representative (if applicable), your job description and responsibilities, how to notify inability to attend, out of hours enquiries, time recording procedures, work times and meal breaks and other relevant information.
Bump in / bump out		Vendors must control risks to health and safety during the bump in / bump out process e. g. isolate work area from unauthorised or inadvertent access, wear task specific PPE including fully enclosed footwear, hold a construction induction white card (or similar from another jurisdiction) if conducting construction work
Site facilities, emergency management and security	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	Workplace facilities include : - Men's & Ladies toilets. - An Emergency Plan (a part of the WHS Management Plan) is in place for the workplace and a hard copy is available in the Secretary's office. - Emergency alarm – 3 short notes (repeated 3 times) of a hand-held air horn.

Item	Information for	Responsibility
		• Fire-fighting equipment located as per the emergency evacuation plan. • No smoking or e-cigarettes inside any structure or within 4 metres of pedestrian access to a public building. • Emergency evacuation assembly point – - Main show ring in the event of a structure fire. - Sturdy & secure structure in the event of a severe thunderstorm. • First aid kit available in the Secretary's office. • Vendors to have a first aid kit and firefighting equipment appropriate to their business activity. • St John Ambulance personnel on site. • Security personnel on site. • The scene of a notifiable incident (a serious or fatal injury to a person or a dangerous event) must not be disturbed, exception: to assist an injured person or to make the area safe.
Reporting	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	• You must report any identified hazard that has the potential to cause injury, report any injury to yourself or another (no matter how minor) and report any incident that had the potential to cause injury to a person. • Report unsafe work practices. • Report to the site Safety Officer – 0408 731 832.
Training, information & instruction	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	• The Show Society to provide training, information and instruction in relation to safe systems of work and emergency procedures at the workplace to volunteers engaged by them. • Vendors and contractors are responsible for the provision of WHS training, information and instruction to workers engaged or cause to be engaged by them.
Hazardous chemicals	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	• Any hazardous chemical arriving on site must be accompanied by the current safety data sheet (the data sheet not to be older than 5 years) • Hazardous chemicals must be stored in a safe and secure manner. • When handling hazardous chemicals use eye and skin protection and respirator protection as required.
Personal protective equipment (PPE)	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	• Vendors and contractors to supply their engaged workers with PPE for the tasks and activities that they conduct. • Show Society volunteer workers to wear task specific PPE as required.

Item	Information for	Responsibility
Safe systems of work	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- Vendors and contractors to provide Safe Work Method Statements for high-risk construction work and safe systems of work e. g. risk management plan, for other tasks and activities conducted. - Safe Work Method Statements MUST be provided to the Safety Officer for review prior to any high-risk construction work commencing. - Show Society volunteer workers to comply with safe work procedures in place.
Plant and equipment	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- All plant and equipment arriving on site must be maintained as per the manufacturers specifications and be in a safe and serviceable condition with all guards fitted, secure and functional. - An exclusion zone to be established around working powered mobile plant.
Electrical safety	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- All electrical equipment arriving on site must have current test and tag evidence and be operated through an RCD. - Prior to operating, check electrical leads and plug condition for any damage. - Electrical leads must be positioned as to avoid mechanical or substance damage and positioned in a manner, so they do not present a trip, fall hazard. - Remove electrical equipment from service if there are reasonable grounds for believing it to be unsafe.
Manual tasks	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- Tasks that have the potential to be repetitive or have sustained force, high or sudden force, repetitive movement, sustained or awkward posture or exposure to vibration are considered hazardous. - Use mechanical aids and team lifting where possible. - Report a strain or sprain injury. - Vendors and contractors to provide safe systems of work for manual tasks for their workers.
Consultation and communication	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- Regular health and safety meetings will be held for workers where you can raise issues of concern. - Safety inspections will be conducted by the Safety Officer. - WHS issues can be raised with the Show Society or the Show Society's site rep at any time.

Item	Information for	Responsibility
Workplace hazards	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- Identified workplace hazards include, but not limited to: slip, trip falls, manual handling, overhead & underground services, occupational violence, plant & equipment, traffic, animals, sun safety. - Identified workplace hazards are risk controlled via a risk management plan. - Only authorised persons permitted to enter barricaded areas. - You must assess all areas of the workplace for slip, trip fall hazards.
Heat and fatigue	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- Sunscreen, sun safe clothing, hat, sunglasses, drink water, seek shade, regular rest breaks. - Affected by heat – seek assistance.
Traffic management	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- Vehicular traffic entering the showground property must comply with the 10kph speed limit. Unloading/loading goods or plant - An exclusion zone (20m) for workers on foot and the delivery driver must be established when powered mobile plant / crane truck / float is conducting loading or unloading operations within or outside the work site. - Delivery drivers must remain in the safe zone (front of vehicle) when unloading/loading operations are being conducted. - Separation of vehicles/mobile plant and pedestrians is a priority. - Work area access is restricted to people directly involved in the work only.
Personal conduct	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- Persons at our workplace are expected to conduct themselves in a manner that does not involve aggression, bullying, harassment, or discriminatory conduct. - Illegal drugs are prohibited at our workplace at all times. - Alcohol consumption at our workplace is prohibited when work is being conducted.
WHS issue resolution	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- Parties involved in a WHS dispute must make a reasonable effort to achieve a timely, final and effective resolution to the issue. - Parties involved must consult the Show Society or the Show Society's site rep if a timely resolution cannot be achieved.

Item	Information for	Responsibility
Environmental management	☒ Show Society volunteers ☒ Others e. g. vendors, contractors	- All waste material to be kept on site in a secure environment e. g. skip bin and disposed of in line with local government and EPA regulations. - Stormwater sediment potentially leaving site to be identified and controlled. - All site personnel are expected to comply with site and regulatory environmental requirements.

9. COVID-19

Arrangements in place to minimise the risk of transmission of COVID-19 at this workplace:

- Face masks required at this workplace: **No**
- Business COVID-19 site check-in required: **No**
- Business COVID-19 vaccination requirements: **No requirements**
- Business COVID-19 testing requirements: **No requirements**
- Please stay at home if you are feeling unwell or displaying flu like symptoms.
- If you test positive for COVID-19, please stay home until cleared by your medical professional.
- When at the workplace please practice good hand and respiratory hygiene.
- You should have hand sanitiser available in your work vehicle (vendors and contractors)
- Please comply with all COVID Safe business requirements as directed by the Show Society or the Show Society's site rep.

10. Workplace rules

Site rules for persons conducting work

All workers must:

Comply with all reasonable policies, procedures and directions given by the Tenterfield Show Society Inc.

Induction, training, and licences:

- All workers must complete a site WHS induction.
- Persons must not commence work until they have had a site WHS induction.
- Persons must hold the required competencies and licences for all work undertaken at the workplace and comply with all regulatory requirements.
- Persons must immediately advise the Show Society of any change in status of any licences held e. g. disqualification, expiry, pending offences or limitations etc.

Workplace behaviour:

- You must maintain professional standards of behaviour at all times as per the Show Society Code of Conduct Policy. Not adhering to the Show Society Code of Conduct Policy may result in disciplinary action and/or termination of your engagement to conduct work at our event.
- You must take care of your own health and safety and the health and safety of others that may be affected by your actions.
- Respect the safety culture of the Show Society by actively intervening if you see a person putting themselves or others at risk.
- Do not enter an area for which you are not authorised.

Drugs, alcohol, smoking, and COVID-19:

- No smoking or e-cigarettes inside a structure or within 4 metres of pedestrian access to a public building.
- Never present for work duties under the influence of drugs or alcohol.
- Do not attend our workplace if unwell with COVID-19 symptoms.
- Follow all COVID-19 safe procedures as per Show Society guidance.

Risk management:

- Where relevant, you must utilise risk assessments, safe work procedures and safe work method statements to identify hazards and assess the risks associated with those hazards.
- Vendors and contractors must have safe systems of work in place for the tasks that they are conducting at our event.
- Any hazardous chemical brought on site must be accompanied by a current (not more than 5 years old) safety data sheet.

Injury/incident/hazard reporting:

- Report all hazards, injuries, equipment damage and near misses immediately to the site Safety Officer and ensure conditions are made safe to prevent harm.
- Any injury or incident, no matter how minor, must be recorded by you and reported to the site Safety Officer.
- First Aid facilities are available on site.
- Identify slip, trip, and fall hazards and eliminate the risk of a fall injury, so far as is reasonably practicable.

Manual handling:

- Reduce the risk of sprains, strains, or overuse injuries by following safe manual handling techniques, utilising mechanical aids where available, observing scheduled breaks and varying work routines.

Personal protective equipment (PPE):

- When required by a risk assessment you must wear high visibility shirt or vest.
- Wear all additional Personal Protective Equipment as required by the task and conditions, e. g. hearing and eye protection, sunscreen, hard hats.

Plant and equipment:

- *Ensure all electrical power tools or equipment are safe to use and are tagged and tested.*
- *Ensure all plant guarding is fitted, secure and functional before using the item of plant.*
- *Where relevant, ensure plant and equipment is appropriately isolated and the Lock out Tag out procedure or equivalent contractor procedure is followed before starting any work.*
- *Only use compliant, well-maintained, and fit for purpose equipment and PPE that meets legal requirements. Any non-compliant or damaged equipment must be taken out of service, a danger tag applied to prevent use, and the issue recorded and reported.*

Housekeeping:

- *Ensure work areas are kept clean and tidy and access/exit points kept clear.*
- *On completion of any work or when leaving the workplace, ensure the area is left in a safe/secure manner, with appropriate warning signs displayed, if required.*
- *Keep access to stairs, emergency exits, and firefighting equipment clear and accessible at all times.*
- *Ensure all plant and equipment left on site overnight is stored in a safe and secure state with keys removed.*
- *Observe all warning/safety signs and other instructions displayed in the work environment in which you are visiting or working in.*

Emergency evacuation:

- *Three short blasts (repeated three times) from a hand-held air horn will signal evacuation to the emergency assembly point.*
- *Proceed to the main show ring in the event of a structure fire.*
- *Seek a sturdy and secure structure in the event of a severe thunderstorm.*

11. Work health and safety policy

Tenterfield Show Society Inc

Work Health and Safety Policy

We believe that the well-being of people employed at work, and people affected by our work e. g. the general public, is a priority and must be considered during all work performed on our behalf, therefore hazards and risks to a person's health and safety (both physical and psychosocial) will be eliminated or at least minimised so far as is reasonably practicable.

We acknowledge that work health and safety is everyone's responsibility.

Our policy objectives are:

- To ensure that we comply with all legislation relating to health and safety.
- Regularly consult with and involve workers and others on matters relating to health, safety, and wellbeing.
- Provide training, information, instruction, supervision and resources to enable all workers to work safely.
- Consider work health and safety in task planning and all work activities.
- Monitor and review the elimination or control of potential risks.
- Empower all workers to stop work if unsafe practices are identified.

The success of our work health and safety management depends on:

- The commitment of all persons to achieve the policy objectives.
- Work health and safety consideration required for every job – every day.
- Undertaking the risk management process in an effective manner.
- Everybody contributing to establishing a work health and safety culture.

Our goal is to provide a safe and healthy work environment that is free from workplace injury, illness, bullying and discrimination. This will only be achieved through the participation, co-operation, and commitment of everyone in the workplace.

Tenterfield Show Society Inc

Issue date: 1/10/2025

Review date: 1/10/2026

12. Code of conduct policy

Tenterfield Show Society Inc

Code of Conduct Policy

Introduction and Purpose

This Code of Conduct provides guidance on expected standards of behaviour and how staff and others are to conduct their duties and related activities at our workplace.

The key purpose of this Code is to promote integrity through ethical decision making and behaviour.

Staff and others are required to exercise reasonable judgement regarding their professional and personal conduct and when necessary, consult management if they are unsure about how to act or deal with a particular situation or issue.

Breaches of the Code may result in disciplinary action.

Application and Scope

The Code applies to all circumstances where staff and others are performing work, duties or functions for us, as well as related activities such as work-related functions, travel, conferences and any circumstances where they are attending as our representative. Meaning of others: vendors and contractors, employees of a vendor or contractor, volunteers, trainees, apprentices, work experience students and employees of a labour hire company.

General Expectations

Staff and others are responsible for their own behaviour and are expected to conduct themselves in the following manner with regard to our business activities:

- Behave honestly, with integrity and in a way that upholds the values and reputation of our business;
- Act in a co-operative, responsive and helpful manner;
- Act with care and diligence;
- Ensure fairness in decision making;
- Treat everyone with respect and courtesy and without discrimination or harassment;
- Use our property and resources efficiently, carefully, and honestly with due authorisation and without misappropriation;
- Comply with the ethical standards and legal requirements of their profession;
- Comply with all applicable laws, and;
- Comply in a timely manner with any lawful or reasonable direction given by management.

Alcohol, Drugs and COVID-19

Staff, and others must not attend work or perform their duties or functions if they are under the influence of alcohol, illegal drugs or medication or displaying symptoms of COVID-19, any of which have the potential to cause danger for themselves or others. Being affected by alcohol or drugs at work can seriously compromise the health, safety and the welfare of our workplace and may expose us and the individual involved to legal liability.

Tenterfield Show Society Inc

Issue date: 1/10/2025

Review date: 1/10/2026

13. Bullying, harassment and discrimination policy

Tenterfield Show Society Inc

Bullying, Harassment and Discrimination Policy

Introduction and Purpose

This policy is designed to provide an overview of our approach to managing allegations against staff of harassment, bullying and discrimination.

We recognise the right of all staff and others to a workplace environment free from harassment, bullying and discrimination and is committed to ensuring an environment where equality of opportunity and diversity are valued, promoted, and practised.

All staff and others at the workplace have a responsibility to behave professionally and with respect for others in accordance with our Code of Conduct policy and relevant legislation.

Scope

This policy applies to all staff, including vendors and contractors, employees of a vendor or contractor or volunteers, trainees, apprentices, work experience students and employees of a labour hire company who perform work duties at our workplace.

Application

Harassment, Bullying and Discrimination by staff and others is unacceptable and contrary to our employment policies. All forms of Harassment, Bullying and Discrimination (including sexual harassment and sex or gender-based harassment) are of concern as the behaviour may:

- Create an intimidating hostile, offensive or distressing work environment;
- Adversely affect the performance of individual staff or others at the workplace;
- Adversely affect an individual's recruitment, level of appointment, promotion, and progress opportunities;
- Adversely affect an individual's access to and participation in a range of educational and training opportunities, and;
- Adversely reflect on the integrity and standing of our business.

We aim to eliminate all forms of Harassment, Bullying and Discrimination from our workplace.

Management is responsible for supervising the management of this program of activity, which includes:

- Educating staff and others about acceptable behaviour at the workplace;
- Promptly, effectively, and confidentially addressing complaints of Harassment, Bullying and Discrimination;
- Actively encouraging appropriate behaviour by those in positions of authority;
- Providing appropriate and effective processes, structures, and resources to prevent and address issues of Harassment, Bullying and Discrimination.

Complaints of Harassment, Bullying and Discrimination will be treated seriously by management and investigated promptly. All documentation related to the resolution process will be confidential.

Tenterfield Show Society Inc

Issue date: 1/10/2025

Review date: 1/10/2026

14. Mental health and wellbeing policy

Tenterfield Show Society Inc

Mental Health and Wellbeing Policy

Purpose and scope

The purpose of this policy is for our business to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

We believe that the mental health and wellbeing of our staff is key to organisational success and sustainability. This policy applies to all workers at our workplace.

Goals

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment)
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employee's active participation in a range of initiatives that support mental health and wellbeing.

Responsibility

All employees are encouraged to:

- Understand this policy and seek clarification from management where required.
- Consider this policy while completing work-related duties and at any time while representing us.
- Support fellow workers in their awareness of this policy.
- Support and contribute to our aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- Take reasonable care of their own mental health and wellbeing, including physical health.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- Ensure that all workers are made aware of this policy.
- Actively support and contribute to the implementation of this policy, including its goals.
- Manage the implementation and review of this policy.

Communication

We will ensure that:

- All employees receive a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- Employees are informed when a particular activity aligns with this policy.
- Employees are empowered to actively contribute and provide feedback to this policy.
- Employees are notified of all changes to this policy.

Monitoring and review

We will review this policy twelve months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- Feedback from workers, the Health and Wellbeing Committee (if applicable), and management.
- Review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Tenterfield Show Society Inc

Issue date: 1/10/2025

Review date: 1/10/2026

Tenterfield Show Society Inc

Work Health and Safety induction sign-off

Workplace address: 66 Manners Street, Tenterfield NSW 2372

Once you have read the induction handbook, please complete the information below:

Note: Failure to provide all relevant information below will result in the induction not being processed.

Please tick the correct answer to the following questions:

1. Who has a work health and safety duty at our workplace? -

- ☐ Only persons with a construction white card
- ☐ Only persons working on site
- ☐ Only persons conducting high-risk work
- ☐ Every person who enters our workplace.

2. As a duty holder, I must -

- ☐ Identify reasonably foreseeable hazards that could give rise to risks to health and safety
- ☐ Eliminate risks to health and safety, so far as is reasonably practicable, or
- ☐ At least minimise risks to health and safety so far as is reasonably practicable
- ☐ All of the above.

3. I have a work health and safety duty at this workplace, so I must -

- ☐ Take reasonable care of my own health and safety
- ☐ Take reasonable care that my acts or omissions do not adversely affect the health and safety of others
- ☐ Comply with any reasonable business WHS policy or procedure as notified by the Show Society
- ☐ All of the above.

4. While at this workplace, I must -

- ☐ Participate in WHS consultation and communication and relevant training
- ☐ Comply with the workplace rules
- ☐ Report any hazard, and injury suffered (no matter how minor)
- ☐ All of the above.

Participant name (print) (sign) (date)

Company name (if applicable)

Contact number email

White Card No (or similar from another jurisdiction) or N/A ☐

High-Risk Work Licence No Valid from Expires Class or N/A ☐

☐ (tick) I confirm I have read and agree to abide by the contents of this induction handbook.

Note: Vendors and contractors must provide the following information to the Show Society:

1. Contractor Licence details (where applicable) 2. Relevant insurance certificates of currency.

3. Relevant plant registration certificates of currency.

4. Safe systems of work & business emergency plan.

Office use only	Induction completed & confirmed by
(print)	(sign) (position) (date)
White card sighted ☐ YES ☐ NO ☐ N/A	

