

# **Prima Nota Inc. — Work Health and Safety (WHS) Policy**

Adopted: 08.12.2025

Applies to: All committee members, facilitators, volunteers, contractors, and participants engaged in Prima Nota Inc. activities.

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## **1. Purpose**

Prima Nota Inc. is committed to providing a healthy and safe environment for all people involved in its programs, rehearsals, events, and community activities.

This policy outlines our commitment to preventing injury, illness, and unsafe practices by maintaining compliance with the Work Health and Safety Act 2012 (SA) and creating a culture of shared responsibility and care.

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## **2. Policy Statement**

Prima Nota recognises that:

- Health and safety are fundamental responsibilities shared by all committee members, facilitators, and volunteers.
- Everyone has the right to participate in activities free from risks to their health, safety, and wellbeing.
- Hazards must be identified, assessed, and controlled wherever reasonably practicable.
- Safety includes physical, mental, and emotional wellbeing.

The organisation is committed to:

- Eliminating or minimising risks associated with its activities.
  - Providing clear guidance and training to facilitators and volunteers.
  - Ensuring all incidents and hazards are reported and addressed promptly.
  - Fostering a culture where safety concerns can be raised without fear of criticism or reprisal.
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### **3. Roles and Responsibilities**

#### **Committee**

- Ensure the organisation complies with the Work Health and Safety Act 2012 (SA).
- Maintain safe venues and equipment for rehearsals, workshops, and events.
- Provide and review risk assessments for major programs and public events.
- Ensure volunteers and facilitators receive safety information relevant to their tasks.

#### **Facilitators and Volunteers**

- Take reasonable care for their own health and safety.
- Follow instructions and safe work procedures provided by the organisation.
- Report hazards, unsafe behaviour, or incidents immediately to the Chairperson or Secretary.

- Use equipment responsibly and keep activity spaces tidy and hazard-free.

### **Participants and Visitors**

- Cooperate with safety guidance during events or rehearsals.
  - Follow instructions from facilitators and organisers.
  - Notify organisers of any health concerns, allergies, or physical limitations relevant to participation.
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## **4. Risk Management**

Prima Nota maintains a proactive approach to risk management through:

- Venue safety checks before each program or event.
  - Risk assessments for all major activities (e.g., festivals, performances, offsite workshops).
  - Regular review of emergency procedures (fire, evacuation, first aid).
  - Consultation with external venue managers or councils regarding shared safety responsibilities.
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## **5. Incident Reporting and Response**

- All incidents, near misses, or hazards must be reported to the Chairperson or Secretary as soon as possible.
- The committee will record and investigate all reports to prevent recurrence.

- Serious incidents will be escalated to SafeWork SA or relevant authorities as required by law.
  - First aid kits must be maintained and accessible at all activity sites.
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## **6. Wellbeing and Mental Health**

Prima Nota acknowledges that health and safety extend beyond physical injury.

The organisation promotes emotional wellbeing by:

- Maintaining respectful communication.
  - Preventing bullying, harassment, and burnout.
  - Supporting volunteers through workload balance and open dialogue.
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## **7. Review**

This policy will be reviewed every two years, or sooner if required, to ensure compliance with Work Health and Safety Act 2012 (SA), SafeWork SA Volunteer Guidelines, and evolving organisational needs.