



MELBOURNE CAMERA CLUB

Safety Policy

Ensuring Safe Practices at the Melbourne Camera Club

Purpose

The purpose of this policy is to:

- demonstrate commitment of the 'Melbourne Camera Club Limited' (the Club) to occupational health and safety (OHS);
- support compliance with the Occupational Health and Safety Act 2004 (Vic) (OHS Act);

Scope

This policy applies with respect to the Club:

- All Club members (Members),
- All Special Interest Group coordinators and participants (SIG) and
- members of the public (Visitors).

All people are responsible for safety.

Policy

Commitment to health and safety

The Club is committed to ensuring the health and safety of its members and Visitors.

The following guiding principles underpin the Club's health and safety commitment:

- positive safety leadership enabling a safety culture that is informed, just, and values reporting and learning;
- pursuit of excellence in safety through good governance, best practice, and continuous improvement;
- compliance with legal duties and obligations as minimum standards;
- integration of safety into day-to-day Club activities;
- resourcing and planning for safety improvement;
- driving risk management practices and actively working towards the elimination or reduction of the risk of physical and psychological harm to the extent that is 'reasonably practicable';
- holding all members accountable for their safety responsibilities;
- actively communicating and consulting about safety.

The Club commits to continuous improvement in safety with planning informed by the following objectives:

- improve safety leadership, climate, and culture; and
- improve the risk management of key hazards; and

Health and safety legal duties

Main duties of the Club

The Club will, so far as is reasonably practicable, ensure the health and safety of Members and Visitors by eliminating risks to health and safety. If it is not reasonably practicable to eliminate risks to health and safety, the Club will reduce those risks so far as is reasonably practicable.

The Club will, so far as is reasonably practicable, provide and maintain a working environment for Members that is safe and without risks to health, including in relation to:

- Club equipment,
- Electrical hazards, and
- the use, handling, storage, or transport of equipment and chemicals.

The Club will also monitor the condition of the clubrooms and equipment and take remedial action where required to support its continuous improvement in safety objectives.

The Club will also ensure, so far as is reasonably practicable, that all persons are not exposed to risks to their health and safety arising from the conduct of the Club's undertaking.

Additional duties of the Club

The Club will, so far as is reasonably practicable:

- ensure the Club premises are safe and without risk to health;
- ensure the way in which equipment is used in a Club or SIG activity is safe, fit for purpose, and is safely set up, not pose a risk to safety; and
- consult with Members, SIG coordinators, and Visitors on required health and safety matters.

Duties of Members, SIG participants, and Visitors

While at the Club all Members, SIG participants, and Visitors shall:

- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of other persons who may be affected by their actions or omissions at the Club;
- co-operate with the Club regarding any action taken by the Club to comply with OHS legal requirements;

- not intentionally or recklessly interfere or misuse anything provided at the Club in the interests of health, safety, or welfare.

Duty of a person hiring a Club Facility

A person hiring a Club Facility, i.e., Studio, Darkroom, or Gallery, shall:

- exercise due diligence and assume delegation of risk, safety, and health in conjunction with the Club Facility being hired in the absence of the Board or SIG Coordinator who is not reasonably on premises at the time of the period of the Club Facility being hired.
- ensure the hired Club Facility is safe and without risk to health;
- ensure the way in which equipment is used in the hired Club Facility is safe, fit for purpose, is safely set up, and does not pose a risk to safety;
- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of other persons who may be affected by their actions or omissions at the Club Facility;
- co-operate with the Club regarding any action taken by the Club to comply with OHS legal requirements for the Club Facility being hired;
- not intentionally or recklessly interfere or misuse anything provided at the Club or in conjunction with the Club Facility being hired in the interests of health, safety, or welfare.

Duty of any person

All people shall not engage in conduct at a Club event or activity that places or may place another person in danger of serious injury.

The Board and SIG coordinators

The Board and SIG coordinators will exercise due diligence to ensure the Club complies with its health and safety legal duties and obligations and will take reasonable steps to:

- acquire and maintain up-to-date knowledge of OHS matters;
- gain an understanding of the nature of the operations of the Club and of the hazards and risks associated with the operation of the Club and SIGs.
- ensure that the Club 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 Club's activities;
- ensure that the Club has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- ensure that the Club implements and periodically reviews processes for complying with any duty or obligation of the Club under the OHS Act.

Independent contractors and third-party organisations

The following parties will observe their health and safety legal duties under the OHS Act while conducting works on Club premises:

- independent contractors and their employees; and
- third-party subcontractors and their employees.

Club health and safety expectations

The Club expects that all persons will:

- take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions;
- co-operate with any action taken by the Club to comply with health and safety requirements; and
- not intentionally or recklessly interfere with, or misuse anything that's in place, to support health, safety, or welfare at any Club workplace.

The Club expects all persons attending the Club, including Visitors, to:

- behave in a respectful manner; and
- not engage in behaviours that may amount to bullying, harassment (including sexual harassment), violence, aggression, or discrimination in respect of any person; and
- observe the Club conditions of entry.

Report it

The Club encourages Members and Visitors to speak up if they believe the Club or any person is not complying with this policy.

Internal reporting avenues are available:

- Members, SIG participants, and Visitors may report a health and safety concern directly to the Board or their SIG coordinator;
- Visitors may make a complaint to the Club Board.

Breaches

A breach of this policy by:

- A Member may face disciplinary action in accordance with MCC disciplinary measures and relevant industrial relations legislation; or
- A Visitor may result in denial of entry to, or removal from the Club.

Records

The Club manages 'record' keeping processes in accordance with the *Records Management Policy* and the mandatory standards issued by the Public Records

Office of Victoria under the *Public Records Act 1973* (Vic) to ensure the Club meets its obligations as a public entity.

Role	Responsibility
Board	Exercise due diligence to ensure the Club complies with its health and safety legal duties and obligations Take reasonable care to ensure the Club complies with its health and safety legal duties and obligations Ensure processes are in place to enable the Club to consult, co-operate, and co-ordinate with independent contractors and third-party contractors regarding health and safety matters.
SIG coordinators	Assume overall responsibility for leading and managing health and safety during a SIG event. Ensure all equipment is safely set-up, all electrical hazards have been controlled, all chemicals are safely handled and stored.
Members and Visitors	Observe the Club health and safety expectations of all persons Not engage in conduct at a Club event or activity that places or may place another person in danger of serious injury.

Approved by the Board
25 February 2026