



Annual Report

Occupational Health & Safety Report 2019



Occupational Health and Safety (OHS)

In 2018-19 the MAV actively engaged in the development and implementation of a range of health and safety activities and initiatives to ensure the organisation remained safe for all employees, contractors and visitors, including members of the public. Our OHS activities and initiatives are based on the four cornerstones of OHS which are:

- establishing a systematic approach to OHS
- building an active OHS culture
- demonstrating leadership in OHS
- providing safe workplaces and equipment.

Establishing a systematic approach to OHS

We implemented changes to our OHS policy and procedures, and continued the adaption of the model OHS Management System for local government.

Building an active OHS culture

In 2018-19 we ensured OHS continued to be a standard agenda item at staff and team meetings and all reported issues were attended to in a timely way. OHS is a key part of the induction of new staff and includes a desk-top assessment of staff computer, desk and chair set-up.

Demonstrating leadership in OHS

During the reporting period, we provided quarterly progress reports to staff, the MAV Board and the Audit Committee. Newly appointed managers attended one-day training and existing managers attended refresher training on their OHS responsibilities.

Providing safe workplaces and equipment

In 2018-19, we continued with our quarterly workplace inspections.

Sit/stand desks and ergonomic equipment such as wrist and mouse supports were purchased in response to staff requirements.

Internal inspections, hazard reports and/or risk assessments identified two OHS issues, resulting in either corrective actions or OHS improvements being implemented.

The table below provides a summary of reported hazards and incidents for 2018-19.

Category	2017-18	2018-19
Hazards	1	1
First Aid	3	1
Incidents	2	1
Lost Time Incidents	nil	nil
WC Claims	nil	nil



Municipal Association of Victoria
Level 12, 60 Collins Street, Melbourne
GPO Box 4326, Melbourne 3001
Phone: 03 9667 5555
Fax: 03 9667 5550
Email: inquiries@mav.asn.au
mav.asn.au