



Annual Report

Occupational Health & Safety Report 2019-20



Occupational Health and Safety (OHS)

In 2019-20 the MAV actively engaged in the 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 continued the adaption of the model OHS Management System for local government.

Building an active OHS culture

In 2019-20 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 their 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 on their OHS responsibilities.

Providing safe workplaces and equipment

In 2019-20, we undertook two quarterly workplace inspections. In March 2020 when the impacts of COVID-19 were understood, all staff were required to work from home in accordance with State Government directions. Our OHS focus turned to ensuring staff had a safe workspace in their homes. All staff were required to complete a Working from Home checklist to ensure that their off-site workplaces were as safe as possible. Staff were able to take home their computers, monitors and/or ergonomic chairs to ensure their home set-up was ergonomically sound.

The mental health and well-being of our staff was another focus whilst working from home and we worked to provide regular opportunities for connection within teams and across the organisation through daily and weekly meetings, sharing of ideas and establishing a Health and Well Being TEAMS site as a portal to capture suggestions and initiatives.

The table below provides a summary of reported hazards and incidents for 2019-20.

Category	2018-19	2019-20
Hazards	1	0
First Aid	1	1
Incidents	1	0
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