



Health & Safety Policy

LETA/LEPA is committed to make every reasonable and practical effort to ensure that its volunteers, participating members of public and yogis visiting its premises or attending events organised by LETA/LEPA are safe from Injury and risk to health.

LETA/LEPA will implement following measures to achieve the objectives of this policy:

- Appoint a volunteer Health & Safety Coordinator in each location;
- Implement safety procedures to be followed at LETA/LEPA's premises and during participation in LETA/LEPA events;
- Communicate the safety procedures to its volunteers and regular visitor and casual visitors;
- **The LETA/LEPA premises are maintained to ensure ;**
 - no slip & trip hazards;
 - adequate ventilation;
 - adequate and clean amenities;
 - adequate lighting in the evening or in dark areas;
 - adequate drinking water supply;
 - no overcrowding;
 - no rubbish accumulation;
 - free from electrical hazards;
 - free from fire hazards;
 - no emergency exits being obstructed;
 - no exposure to sun during outdoor event

- secured premises against entry by unwanted persons;
- Prepare and display emergency evacuation plan;
- Assess risk of fire before puja/Hawan involving Holi Fire;
- Display general rules of attending its premises at prominent location within the premises;
- Upgrade its premises to have video surveillance (as per the asset improvement program);
- Ensure that a first aid qualified volunteer is in attendance along with a first aid facility;
- Conduct annual review of the Health and Safety Management system and identify areas of improvement

LETA/LEPA will require all volunteers to:

- Follow the safety management system, instructions and rules;
- Perform all duties with regards to their own and other's health and safety;
- Consider health and safety aspects in all activities undertaken and do not attempt to undertake work for which they are not trained or qualified e.g. attempting to repair electrical appliance.
- Co-operate and assist the visitors, yogis and other members of public to ensure health and safety of all is not jeopardised.
- Identify casual visitors and point to them the general rules of attending the premises and location of amenities and emergency exits.

Should a Sahaja Yoga volunteer or outside service providers consistently fail to adhere to the above guidelines and compromise the health and safety of others, they will be advised of the breaches in writing by the LETA Trustees as the legally responsible authority for Sahaja Yoga.

Should a failure to adhere involve a Trustee, Councillors or administration volunteers directly or indirectly an independent working group of respected Sahaja Yogis with experience in investigations will be called upon to investigate the matter and suggest appropriate recommendations.

The working group will be formally appointed and recognised.

This Policy and supporting procedures are reviewed every two years to ensure relevance and compliance.

Signed 

Director / Trustee LETA/LEPA.

Date: 30/6/2019

HEALTH AND SAFETY PROCEDURES

No.	Procedure	Actions	Accountability	Responsibility	When
1	LETA/ Sahaj Yoga premises is to be secured from unauthorised or unwanted entry.	Locked at night or when not attended. Meet any newcomer and check their motive for coming.	H&S Coordinator	Designated Volunteer	At all times.
2	Induction of new volunteer	Induct new volunteer in Health and Safety Policy & Procedures	State Councillor	H&S Coordinator	At all times
3	<p>Premises is maintained and checked for safety for the following:</p> <ul style="list-style-type: none"> Slip and trip hazards Electrical hazards Fire hazard Overcrowding Adequate ventilation Adequate drinking water supply Adequate lighting General cleaning Clean amenities and toilets Exposure to sun during outdoors activities 	<ul style="list-style-type: none"> Visual check once a month Tag all electrical appliance Install fire extinguishers, inspected twice a year Manage crowd as per venue capacity AC or open windows or use fans Provide adequate drinking water Check for adequate lighting Check for general cleaning & ensure rubbish bins provided Ensure eating areas and toilets are cleaned daily Advise participants to wear proper clothing, hats and use sunscreen. Regular hydration and indoor breaks. 	H&S Coordinator	<p>Team of designated volunteers as per roster.</p> <p>Electrical tagging is done by qualified electrician</p>	<p>At all times</p> <p>Tagging once a year</p>
4	Emergency & Evacuation Plan	<ul style="list-style-type: none"> Develop emergency & evacuation plan for each premises owned by LETA Display emergency evacuation plan at prominent locations in the premises Train volunteers in the emergency evacuation plan For venues hired by LETA, follow the emergency evacuation procedures provided by the venue owner. Ensure that prior to commencement of the activity, a short induction regarding the venue emergency & evacuation procedures and location of amenities and exits is provided to all attendees. 	H&S Coordinator	Team of designated volunteers	At all times

No.	Procedure	Actions	Accountability	Responsibility	When
5	First Aid	<ul style="list-style-type: none"> • Every LETA premises to have a qualified first aid • In the absence of a qualified first aid nominate a nearby medical centre for first aid. • Provide a first aid box with supply replenish as and when required. • During public gathering where large no of attendees are expected, volunteer doctors and nurses are organised by 	H&S Coordinator	Designated First Aid volunteer or designed volunteer to take the injured person to the nearby medical centre	As and when required
6	Puja or Hawan with Holi Fire	<ul style="list-style-type: none"> • Assess risk before commencing the ceremony. Consider <ul style="list-style-type: none"> – Location of Holi Fire (Hawan Kund or Deepak), must not be close to flammable material/products – Adequate ventilation to exhaust smoke – Adequate ventilation – Fire extinguisher available nearby – Emergency evacuation plan explained to all. – Bushfire bans must be adhered to while organising puja/hawan in the outdoors 	H&S Coordinator	Team of designated volunteers for emergency evacuation	As and when required
7	Annual review of Health and Safety procedures	Review the Health and Safety procedures once every two years	State Councillor	H&S Coordinator	Every 2 years