



# Mornington Peninsula and Frankston City Table Tennis Association Inc (MFTTA)

---

## OCUPATION HEALTH AND SAFETY POLICY

---

**Version:** Version 7, 25 August 2020

**Drafted By:** Initial draft from Table Tennis Victoria (TTV) in 2019; subsequently edited by David Griersmith (Secretary MPTTA) 2 July 2019, 29 April 2020, 25 May 2020; pandemic issue incorporated by David Griersmith and Les Dawson (Treasurer MPTTA) with format standardisation 16 and 17 August 2020; Board edits 25 Aug 2020; name change to MFTTA

**Approved and endorsed by:** MPTTA Board of Directors at its meeting on 25 August 2020

---

### Preamble

The Mornington Peninsula and Frankston City Table Tennis Association (MFTTA) Inc recognises that it needs to provide its members, volunteers, players and visitors with a safe and healthy place to enjoy the sport of table tennis. It has therefore introduced a range of policies that it believes are conducive to developing a safe and healthy centre.

### Alcohol and Drugs

#### Drugs

No drugs shall be tolerated at the centre. These are illegal and if found their presence will be reported to the Police. If a member or visitor is found to be under the influence of drugs then they can be asked to leave the premises at the discretion of the tournament director or duty officer.

#### Alcohol

The policy of the MFTTA Board of Directors is that the Association does not support alcohol consumption as part of Association activities, in part because of the presence of families and minors and for safety reasons. However, there may be exceptional events for which the consumption of alcohol may be deemed acceptable, after a decision has been made to that effect by the MFTTA Board of Directors on a case by case basis. During such an event, the tournament directors are responsible for:

- Ensuring that an appropriate liquor licence is obtained and that the activity conforms with the *Liquor Control Reform Act 1998 (VIC)*.
- The planning, management and safe conduct of table tennis events involving alcohol;
- Ensuring that they do everything that is reasonable and practicable to reduce or eliminate risk and minimise harmful consequences arising from the consumption of alcohol at the event. This includes ensuring that the event is held in accordance with all relevant federal and state laws.

### **Tobacco Use**

The entire centre is a *smoke-free zone*. The Tobacco Amendment Act 2016 (which amended the 2005 and 1987 Acts) makes it an offence for persons to smoke in an enclosed workplace.

Outside smoking is not permitted around air intake vents, ventilation ducts, open windows nor within 10 metres of the outside doors to prevent second-hand smoke entering the centre and air flow units. Cigarette butts must be extinguished and disposed of in general waste.

### **Emergency Evacuation Procedure and First Aid**

The purpose of the Emergency Evacuation Procedures and associated organisation is to provide for:

- Fire and hazard prevention;
- Safe and orderly evacuation of people from the building in an emergency;
- Early control of the fire or emergency; and
- Speedy resumption of duties/activities once the emergency is brought under control.

The purpose of the First Aid procedures is to ensure the ongoing health and safety of all persons at the centre and to ensure appropriate and relevant action is taken in the event of a medical emergency. There are MFTTA Inc staff, members, volunteers who are trained in CPR and First Aid to assist in the first instance while authorities are contacted for medical help.

### **Emergency Procedures**

These procedures are for 24 hours each day in an emergency:

1. When the emergency is known, immediately phone 000 if the emergency cannot be contained.

When notifying an emergency service or agency, important details of the emergency must be clearly and unambiguously communicated such as:

- Your name and telephone number

- The exact location of the emergency
- What has occurred (the nature of the emergency)
- How many people and casualties there are
- Is the emergency contained or spreading
- Any potential hazards
- Other details requested by the emergency service
- Safe access routes

In the event of a serious incident or accident:

- First Aid should be administered as appropriate, preferably by a qualified First Aider.
- Establish the names of the injured and the extent of their injuries.
- Contact the relevant emergency service for assistance.
- Attempt to ensure that the injured are accompanied to hospital.
- Give full details of the accident to any of the emergency contacts.
- Complete the MFTTA Accident/Incident Report form and follow the current injury/accident and incident report policy and procedure.

Evacuation Assembly Point: In the case of fire or other emergency, the Area Warden (MFTTA centre manager, duty officer or tournament coordinator) will direct all people in the Centre to evacuate in an orderly fashion and assemble in the designated evacuation assembly points. Details of the assembly points are identified just inside the Centre doors.

After evacuation, no-one shall re-enter the building unless authorised to do so by the Chief Area Warden who will receive such authorisation from emergency services.

Area Warden: The duty officer or tournament coordinator will be the designated Area Warden for the MFTTA table tennis centre in the event that a full or partial evacuation is required.

**Pandemics**

For the case of a pandemic such as for the SARS CoV-2 virus and the associated COVID-19 disease, MFTTA will place the health and safety of its members, staff, spectators and visitors first. MFTTA has not only this duty of care but it must also meet legal and ethical obligations to ensure that the stadium is a safe environment.

MFTTA will implement an appropriate action plan (depending on the nature of the pandemic). MFTTA will provide relevant information, rules and guidelines via its website, social media and via public display in the stadium/Association office area. MFTTA will require all people to comply with rules fully, with Association penalties for failure to do so (noting there may also be Victorian Government penalties and non-compliance may be a criminal offence).

Every MFTTA pandemic plan of action will be consistent with Table Tennis Victoria (TTV), Table Tennis Australia (TTA), International Table Tennis Federation (ITTF), Civic Reserve, and Mornington Shire rules, regulation and guidelines. In the event of inconsistency between these various organisations, local Government and Centre management rules and regulations will take precedence. The MFTTA pandemic plan will also comply with mandatory requirements from the Victorian and Australian Governments including directions from their respective Chief Medical Officers.

As an example the actions for the COVID – 19 pandemic in 2020 were as follows:

1. Restricted access, by appointment only, maximum of 20 persons
2. Sign in form with day time phone number and temperature recording
3. Social distancing 1.5 metres
4. Hand sanitiser stations (5)
5. Singles only, 1 hour sessions (30min gap for spot cleaning)
6. Deep clean daily all equipment, tables, barriers, chairs, balls, doors, water cooler: disinfected and then sanitised.

### **Manual Handling and Lifting**

Manual handling includes movements (lifting, pushing, pulling, holding, throwing, carrying) and repetitive tasks (packing, typing, assembling, cleaning, sorting, using tools and machinery).

Unsafe manual handling can lead to sprains and strains, soft tissue injuries, back problems, hernias and chronic pain. To reduce the risk of injury you should:

- Avoid hazardous manual handling whenever you can.
- Assess the risk you cannot avoid it.
- Reduce the risk as far as possible.

The MFTTA Board of Directors also advises you to:

- Develop and follow appropriate systems of work.
- Use equipment provided.
- Tell the event co-ordinator or supervisor if there are hazardous manual handling activities.
- Be careful that you do not put others at risk.

### **Computer Use - Ergonomics**

MFTTA wishes to ensure that anyone using the computer facilities at the centre is aware of the need to undertake healthy behaviours using the computer facilities and associated equipment.

### Computer Chair

#### *Set Backrest height:*

1. Move the backrest to locate the lumbar support to the curve in your lower back.
2. Lock the backrest into place.
3. Some chairs have a ratchet system to adjust the lumbar support, users may count the number of adjustment clicks to obtain the correct position.

#### *Set the backrest angle:*

1. Use your body weight to lean back against the backrest. Depress the control lever to enable the backrest to change angle.
2. Provide a full support to your back when doing computer work.
3. Use the chair backrest to provide different postures, e.g. angle back when chatting on the phone, talking to visitors, and reading.

#### *Set the seat height:*

Using only the ergonomic chair provided, raise/lower the seat to enable the desk height to be at your elbow height. If you are a 'touch typist' you may sit slightly higher. If you are not a touch typist, you may sit slightly lower than elbow height. This helps relieve neck fatigue as you frequently look between the keyboard and monitor. Use a foot rest if you feel pressure under your thighs from the front edge of the seat. A foot rest is also useful to address lower back fatigue when sitting for long periods.