

HEALTH AND SAFETY POLICY



Policy Name:	Health and Safety Policy
Date of Approval:	April 2022
Policy Coverage:	Members, Volunteers
Date of Review:	January 2023



1. Policy Statement

The well being of its athletes, volunteers, employees and spectators is a major consideration in every aspect of the operations of Northern Beaches RG. Every reasonable effort will be made to ensure a safe and healthy environment for all athletes, volunteers, employees and spectators. To demonstrate commitment to this policy, Northern Beaches RG will place the safety and health of these parties foremost, ahead of property and equipment.

Northern Beaches RG will manage health and safety by:

- 1.1 Controlling the health and safety risks at work.
- 1.2 Involving employees on health and safety issues that affect them.
- 1.3 Making sure that where employees work, and any equipment they use, is safe.
- 1.4 Making sure that dangerous substances are stored and used safely.
- 1.5 Making sure employees, especially new employees, have relevant information and training on health and safety.
- 1.6 Making sure employees can do their jobs, and are properly trained.
- 1.7 Trying to stop accidents and work-related health problems.
- 1.8 Regularly checking that working conditions are safe and healthy.
- 1.9 Regularly reviewing this policy and making changes if necessary.

2. Purpose

Accordingly, it is the responsibility of all athletes, volunteers, employees and contractors of Northern Beaches RG to play their part in ensuring this policy is carried out. This not only applies to those people in positions that have responsibility for safeguarding the health and safety of athletes, volunteers, employees or spectators in their charge, but also to individuals to ensure they carry out their duties in a safe and healthy manner.

Northern Beaches RG will provide opportunities for athletes, volunteers and employees to consult on accident prevention measures and to monitor the operation of this organisation.

3. Definitions

- 3.1. *Athlete*; being a Club Member participating in an appropriate session, visiting athlete in training or competition.
- 3.2. *Volunteer*: a person who works for the club without being paid. This may be on a regular or irregular basis.
- 3.3. *Employee*: a person employed and paid by the club to carry out a defined role.
- 3.4. *Health*; being the individual wellbeing of an athlete, volunteer, employee or spectator.
- 3.5. *Safety*; being protected from the risk of harm or injury.

4. Application

The Policy applies to all of Northern Beaches RG staff, members, visitors, contractors and volunteers. It also applies to all activities on and off Northern Beaches RG property; including competitions, displays, events and any other programmed activity outside of Northern Beaches RG venue.

5. Responsibilities

General Responsibilities

To enable Northern Beaches RG and its athletes, volunteers, employees and spectators to comply with the Health and Safety Policy, Northern Beaches RG undertakes to:

- 5.1 Comply with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace.
- 5.2 Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards.
- 5.3 Provide the necessary training for volunteers and employees to perform their work in a safe and healthy manner.
- 5.4 Encourage all work groups to take responsibility of workplace issues and in consultation, develop safe work systems.
- 5.5 Utilise appropriate communication mechanism to raise awareness and promote Occupational Health and Safety matters.

The following people have responsibilities for health and safety at Northern Beaches RG:

Name/Position:	Responsibility:
Club Owner and/or Senior Coach	<i>e.g.1) Emergency Evacuation – in case of fire or other emergency, your premises may need to be evacuated. A fire risk assessment should be undertaken and someone should implement emergency procedures, preferably suitably trained. Who will undertake this?</i>
Club Owner	<i>e.g.2) H&S induction – all new staff members should receive training and information about applying this policy. Who will undertake this?</i>
Club Owner	<i>e.g.3) H&S risk assessment – risk assessments will need to be recorded and whoever undertakes them, should ideally be trained. A clear process should be documented to control the health and safety</i>

	<i>risks at work, see Appendix 1. Who will carry out the risk assessments?</i>
All Coaches First Aid Trained	<i>e.g.5) First Aider – as a minimum, organisations must have a suitably stocked first-aid kit, information for staff about the first-aid arrangements and an appointed person to take charge of these arrangements. Who is your first-aider?</i>
Coaches & Club Owner	<i>e.g.6) Accident recording, investigating and reporting – You must keep all accident report forms and records of the incidents. Keeping records will help identify patterns of accidents and injuries. Who will record accidents?</i>

Employees are responsible for:

- 5.6 Co-operating with people who are responsible for health and safety.
- 5.7 Using safety equipment when it is necessary.
- 5.8 Taking care of their own health and safety.
- 5.9 Reporting health and safety concerns to the right person as written in this policy.

Responsibilities

The Club Owner:

- 5.9 Will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.
- 5.10 Will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
- 5.11 Will be responsible for making sure that all the necessary maintenance is done.
- 5.12 Will take all reports of any problems with work equipment or the workplace.
- 5.13 Will provide General health and safety induction training will be provided for all employees
- 5.14 Will provide Health and safety training for the particular job will be provided by
- 5.15 Will keep records of training and inductions

6. Policy Breaches

Northern Beaches RG has a Complaints Handling Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. Northern Beaches RG recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

- 6.1 Disciplinary action will be taken by Northern Beaches RG against anyone who:

- Is found to be in breach of this Policy;
- Victimises or retaliates against a person who has complained of a breach of this Policy; and
- Is found to have made a frivolous complaint.

6.2 The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

7. Confidentiality and Reporting

Northern Beaches RG administration responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is:

- 7.1 Necessary as part of the disciplinary or corrective process; and
- 7.2 Required by law.