Workplace Health and Safety Policy

Policy



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| **Purpose** |
| To ensure a healthy and safe workplace for employees and volunteers of Click or tap here to enter club name. |

| **Policy** |
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| Workplace health and safety is important in ensuring the sporting environment is both safe and encourages sound health practices. Click or tap here to enter club name is committed to ensuring a healthy and safe workplace for all and will provide, maintain and promote a safe working environment for all its employees, volunteers and visitors. Click or tap here to enter club name regards compliance with all legislative requirements as the minimum standard and is committed to effective consultation and cooperation with its employees and volunteers to: Promote and develop measures to ensure that this environment is achieved; and Provide adequate mechanisms for reviewing the effectiveness of those measures.In fulfilment of these legal and moral obligations, Click or tap here to enter club name undertakes to make every reasonable effort to ensure continuous improvement in the areas of:* accident prevention
* safer work processes
* hazard identification and risk assessment
* implementation of methods to control or remove hazards.

All staff members and volunteers are encouraged to regard accident prevention as a collective and individual responsibility as Work Health and Safety is the shared responsibility of all people participating in the workplace. |
| **These responsibilities include but are not limited to:** |
| Club Management |
| * Establishment of WHS management practices in the form of documented WHS procedures in line with this policy.
* Review of Click or tap here to enter club name WHS Policy and Procedures no less than every twelve months.
* Consultation and cooperation with staff and volunteers, including provision of necessary information, instruction, training and supervision to staff and volunteers.
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| Staff and Volunteers |
| * Take reasonable care for their own health and safety
* Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
* Comply and co-operate with reasonable instruction, to policy and procedure relating to health and safety.
* Identification and reporting of unsafe practices and conditions.
* Share suggestions for improvements in health and safety.

Furthermore, because Click or tap here to enter club name employs volunteer as well as paid staff and works with members of the public, appropriate insurance (including Workers’ Compensation, Public Liability, Professional Indemnity, and Personal Accident for Volunteers) will be held at all times as a matter of course.This policy will be reviewed 12 months after its adoption or earlier if necessary, in the light of legislative or organisational changes. |

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| Responsibility |
| This policy affects all volunteers; its application lies with Click or tap here to enter title of responsible person, e.g. Club General Manager, the Volunteer Coordinator and supervising senior volunteers. |
| Date of review |  |
| Date of next review |  |
| Reviewed by | Name |  |
| Title |  |
| Approved by | Name |  |
| Title |  |