Workplace Health and Safety Procedure

Procedure



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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. |

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| * Health and safety risks will be systematically identified and managed for all activities Click or tap here to enter club name undertake. Prior to an event or project, a safety plan shall be developed.
* Club Coaches, Team Managers, Committee Members and Volunteer Coordinators, should be encouraged to attend specific training in health and safety as identified in the role. Safety briefings will be provided to Volunteers prior to the commencement of their activity.
* All volunteers should be informed of the safe practices to be utilised when undertaking their designated tasks.
* Volunteers are required to comply with all reasonable health and safety instructions and the Code of Conduct.
* Volunteers will be expected to use Personal Protective Equipment required for the safe operation of equipment.
* Volunteers are required to report verbally and record all Health and Safety Incidents occurring while volunteering for Click or tap here to enter club name. Incidents resulting in medical treatment and other types of incidents shall be immediately notified to Click or tap here to enter title of responsible person, e.g. Club General Manager.
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| **Manual Handling** |
| Volunteers should never risk injury to lift or move an object. If something is too heavy or awkward – and this will vary according to individuals and their physical capacity – volunteers should either ask for assistance or report it to their supervisor as being too heavy or difficult.Even when a volunteer assesses an object as being within their capabilities, they must observe good manual handling techniques. A handout on correct Manual Handling will be provided to volunteers as part of their induction. All volunteers are urged to read these documents regularly to refresh their understanding of manual handling and recommended limits. |
| **First Aid** |
| The Click or tap here to enter club name encourages staff members and volunteers to hold a current First Aid certificate. There will always be at least two First Aid qualified staff or volunteers on the Club grounds during training, matches and other activities.First Aid kits are available from Click or tap here to enter location on the club grounds and it is the Safety Officer’s responsibility to regularly check and keep maintained the contents of these kits. On request Click or tap here to enter title of responsible person will arrange for staff members and/or volunteers to attend an appropriate first aid course. |
| **Emergency Procedures** |
| Emergency procedures for Click or tap here to enter club football grounds location are outlined in the emergency procedures document. A copy of this document can be obtained from Click or tap here to enter location and will be discussed with volunteers as part of their Induction with the Club.It is imperative that all staff and volunteers are familiar with this document and concerns should be raised immediately with the safety warden. No volunteer is exempt from taking part in organised emergency activities. |
| **Ill-health or injury** |
| When volunteers or staff experience ill-health or an injury, they are required to inform their direct supervisor or the Volunteer Coordinator and will be asked not to come to the Club grounds.If volunteers become unwell or experience an injury while on shift, they are required to immediately inform their direct supervisor or ask a fellow volunteer to do so on their behalf, so they can receive the support they need. An incident report may need to be completed. |
| **Smoking** |
| Smoking is a health hazard, and the Click or tap here to enter club name premises are therefore smoke-free. Staff or volunteers who choose to smoke may do so only in designated smoking areas that are far enough away from the sporting grounds, change rooms and walkways, that non-smokers do not inhale smoke as they go about their tasks. |
| **Breaks** |
| All staff and volunteers are entitled to and expected to take regular breaks for their health and well-being. As a general guide, staff and volunteers should take one ten-minute rest period during every three hours worked, but in the case of highly repetitive, stressful or strenuous work this may be more frequent. Staff and volunteers should also take a meal break of at least one half-hour every five hours. |
| **Harassment, intimidation, physical and sexual assault, and bullying** |
| As part of Click or tap here to enter club name commitment to providing a safe environment for all that is free from harassment, intimidation, physical and sexual assault, and bullying, all volunteers are treated with courtesy, dignity and sensitivity concerning their rights. * All volunteers are expected to contribute to a safe environment for all, free from harassment, intimidation, physical and sexual assault, and bullying.
* Any volunteer who engages in any of these types of behaviour, will be dismissed from volunteering with our Club.
* All volunteers and staff at Click or tap here to enter club name are required to exhibit behaviour towards others that is respectful. Breaches of this requirement should be reported, if not appropriately dealt with by speaking directly to the person in question.
* In the case of witnessing an incident of harassment, intimidation, physical and/or sexual assault or bullying, staff or volunteers should offer support to the victim, and report it immediately to the appropriate supervisor and General Manager. An Incident Report will need to be completed.
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| **Incident reporting** |
| Should a safety hazard or incident be identified it is imperative that the problem be reported immediately to the Click or tap here to enter title of responsible person, e.g. Club General Manager to enable immediate action to be taken. Care should be taken to ensure that, where a professional service is required, no action is taken that may endanger the health or safety of a person. All persons present at the time are required to obey all reasonable instructions aimed at protecting their health and safety. Should an accident or injury occur it must be immediately reported to the Click or tap here to enter title of person responsible who will ensure that appropriate action is taken. The Click or tap here to enter club name Incident Report Form needs to be completed and filed by Click or tap here to enter title of responsible person along with any accompanying documentation.If an illness requires medical attention suitable arrangements will be made to provide transport to either a doctor or hospital. Any volunteer who has a medical issue which may require urgent medical treatment should make their Manager aware of the possible action required. |

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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 |  |