

Dromana Football & Netball Club (Inc)

Policy Document

Health & Safety

Dromana Football & Netball Club (Inc)

Purpose

This document is intended as a guide to Health & Safety issues
and as such is a Policy Document of the Board of the Dromana Football & Netball Club (Inc)

Dromana Football & Netball Club (Inc)

HEALTH & SAFETY POLICY

Dromana Football & Netball Club (Inc)

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Health & Safety Policy

Statement of Purpose

Our objective is to provide the highest possible standards in Occupational Health and Safety to all persons involved with the club and the provision of safe equipment and professional service to all persons in order to protect them as far as practicable. Our approach is one of continuous improvement in performance through enhancing the skills, knowledge and commitment of our volunteers.

To attain this objective our aims are to:-

- Meet all legal and moral requirements;
- Apply standard procedures that reduce risks and hazards resulting from any operations;
- Provide each volunteer/player with appropriate training, equipment and support to consistently perform their duties in a safe manner. This is in order to protect them from injury as well as any persons associated with the club and
- To be acknowledged as a good corporate citizen concerned for the welfare and well being of our personnel, players, membership and customers.

As the Board of management, we personally committed to the improvement of OHS practices within the Club and it is essential that all personnel and those associated with our operation to recognise contribute and abide with the Club's commitment to the prevention of all accidents within the club environs.

Board of Management

7th Mar 2005

Dromana Football & Netball Club (Inc)

INDUCTION & RETRAINING POLICY

Purpose:

This document sets out the required Induction training for all new personnel and refresher training for existing personnel.

Training:

All new personnel shall be instructed in evacuation procedures and any other Health and Safety policies, equipment operation and safety procedures concerned with the running of the Football & Netball Club.

Personnel shall be instructed in the need for Incident/Hazard Reports to ensure a safe working environment.

Personnel shall be instructed in the need to report severe/fatal incidents or incidents likely to cause severe/fatal injuries to Workcover on 0407833306

Responsibility:

Personnel have a responsibility for their own, fellow personnel, members and customers Health and Safety. If a Board member is not present a volunteer has full authority to make any decision in regards to Health and Safety that may affect fellow personnel, players, members or Customers wellbeing. If a Board member is present they have responsibility for any decisions in regards to personnel or Customers.

Retraining:

All personnel will undergo instruction on evacuation procedures and any other Health and Safety policies, equipment operation and safety procedures concerned with the operation of the Football & Netball Club.

Personnel shall be instructed in the need for Incident/Hazard Reports to ensure a safe working environment.

Personnel shall be instructed in the need to report severe/fatal incidents or incidents likely to cause severe/fatal injuries to Workcover on 0407833306

Training shall take place in March of each year. The intent of this instruction is to ensure personnel are aware of their responsibilities/rights in regards to Health & Safety.

Additional Training:

Should there be any new procedures or equipment all personnel who may be required to work in these areas shall receive training to ensure they are fully conversant with operation of equipment or changed procedures.

Records:

Records of all training provided will be kept and checked by the Administration Director to ensure all training requirements are been maintained.

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VOLUNTEER POLICY

Qualifications:

That all Club personnel that are required to provide instruction in activities are suitably qualified as may be required by law from time to time. The said personnel shall also have the required qualifications in the area they are working or shall only work when there is a suitably qualified person present.

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EVACUATION POLICY

All persons **shall** evacuate the buildings and assemble at the point designated on the Evacuation Plan should any of the following conditions occur:-

- Liquid Petroleum Gas fumes, petrol fumes or other hazardous gases are present.
- A fire occurs in buildings or adjoining premises.
- Any incident which may or has resulted in a structural defect in the building or adjoining premises.

Responsibility:

It is the responsibility of any available Board member to ensure the safe evacuation of all persons. In the absence of a Board member club personnel are responsible for their safety and that of any other person present. No person shall place themselves in any danger to ensure evacuation of the premises.

The person that takes effective charge shall ensure the appropriate authorities are notified **immediately** after evacuation.

Dromana Football & Netball Club
(Inc)
Evacuation Plan

Dromana Football & Netball Club

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FIRST AID POLICY

There will be a fully stocked First Aid Kit available for use and accessible at all times the club rooms are open..

At all times when training is taking place there shall be a person trained in First Aid available.

At all times the Health and Safety of club personnel and/or customers must take first priority to this end when there is any doubt as to the condition of a person requiring First Aid attention or in the opinion of the trained First Aider additional treatment is required an ambulance **shall** be called immediately.

Responsibility:

It is the responsibility of the trained First Aid person and/or Football Manager to ensure the First Aid kit is adequately maintained.

In the case of an incident an Incident report **shall** be submitted to the Administration Director and Board of Management.

The Board of Management or club personnel must be aware of their responsibilities in regards to reporting of severe/fatal injuries or incidents likely to cause severe/fatal injuries to Workcover under The Occupational Health and Safety Act 1985.

Workcover can be contacted on 0407833306

The Board of Management shall ensure all incident reports are fully investigated and any corrective action taken as soon as practicable.

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GROUND SAFETY POLICY

This policy relates to safety issues in regards to use of playing ovals.

The Risk Management Officer is responsible for ensuring the safety of the playing area prior to commencement of play. The Risk Management Officer must fill out and sign the appropriate forms as required by the VCFL. A copy of this form will be returned to the MPNFL with the match paperwork and a copy retained by the home club for seven(7) years.

Club rules in regards to behavioural matters associated with pavilion and social rooms environs:-

- Running in these areas is not permitted.
- Any action which endangers the Health & Safety of any person is not permitted.
- Placing of Hazardous foreign materials/chemicals in pavilion/social rooms is strictly forbidden.

The Board of Management reserves the right to bar any person from the Club environs should their behaviour in any way endanger other persons or be deemed offensive in any way.

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INCIDENT/HAZARD REPORT POLICY

All club personnel have the responsibility to submit Incident/Hazard reports to the Administration Director to ensure a safe environment is maintained and to remove risk to any persons.

The Administration Director on receipt of a incident/Hazard Report shall fully investigate the report and where practicable take corrective action to prevent reoccurrence of incident or remove hazard.

Action taken over incident will be reported back to reporting person or timeline/action for removal of hazard.

The Administration Director will maintain copies of all reports for a period of seven(7) years

All reports will be treated as urgent by the Administration Director/Board of Management.

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Incident/Hazard Report

Reported by:

Date:

Subject: Incident Near Miss Hazard Hazardous work practice

Details of Incident/Hazard:

Action taken:

Admin Director:

Date:

Copies to Reportee, Admin Director, Board