



Occupational Health and Safety Policy

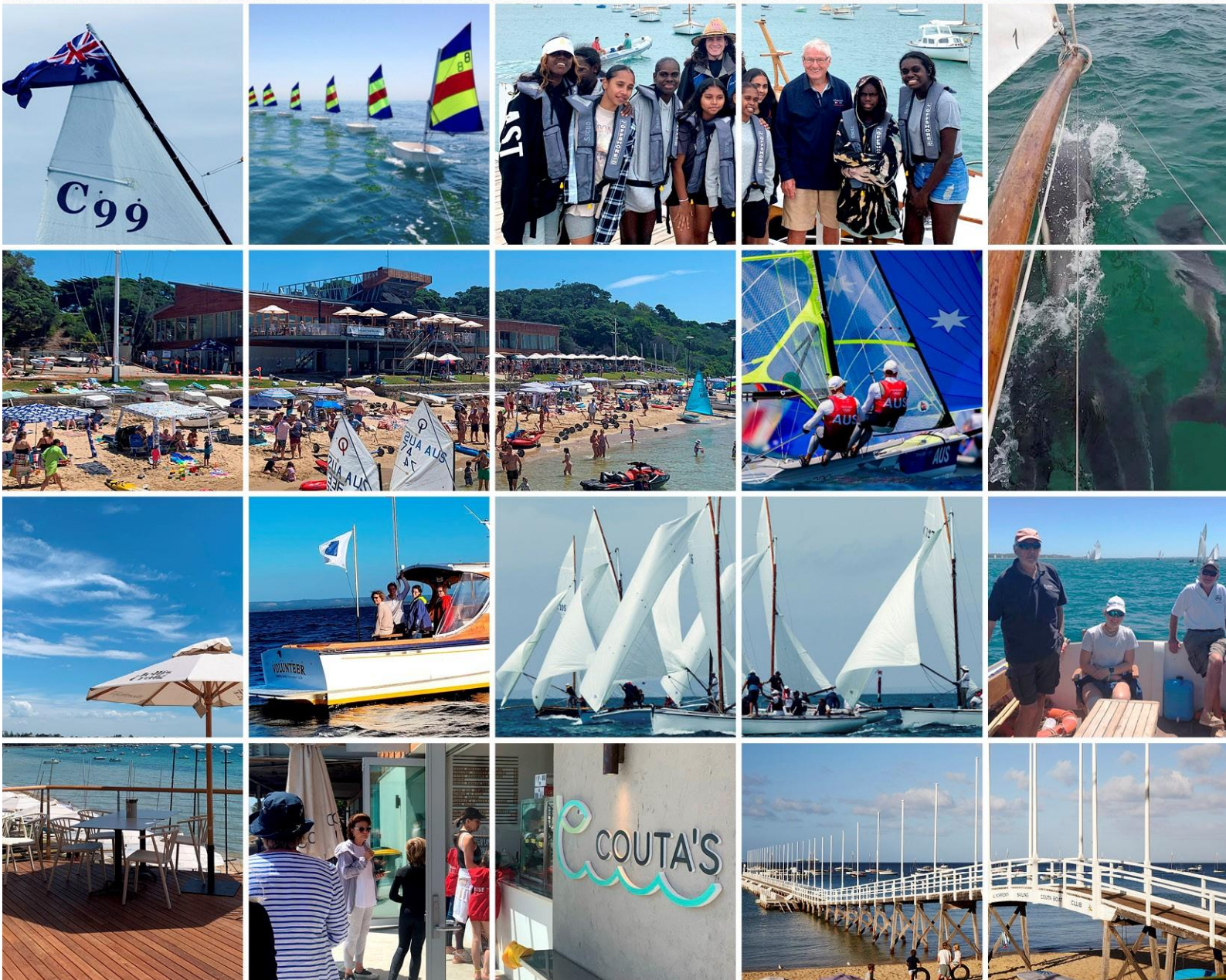


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Introduction

Purpose & Scope

The purpose of this policy is to confirm the Clubs commitment to ensuring the wellbeing of our members and staff.

Policy Ownership

This policy is considered a live, working, and evolving document.

This policy is owned by the SSCBC General Committee, and the nominated lead is the General Manager who is responsible for ensuring this process reflects current practice.

Policy Review

Review Schedule

This policy should be reviewed on an annual basis.

Review Responsibility

The General Manager is responsible for the annual review of this policy.

Review Scope

The annual review of this policy should include the following tasks:

- SSCBC General Manager review;
- Re-alignment to changes in SSCBC policy as required;
- Staff review (satisfaction with the policy, deficiencies etc); and
- Risk and issue analysis.

Policy

Our Occupational Health & Safety (OHS) Policy is based on the conviction that the wellbeing of our members and staff is one of the major considerations at our club. It is a shared responsibility and all of us must not only take responsibility for our own safety, but also for the safety of others.

Obligations

As the employer we must ensure our responsibilities under the Occupational Health and Safety Act 2004 (Vic), the Occupational Health and Safety Regulations 2017 and Equipment (Public Safety) Regulations 2017 and the Workplace Injury Rehabilitation and Compensation Act 2013 are met.

These include:

- to take reasonable steps to provide and maintain a safe working environment and keep equipment and club facilities in a safe condition for the welfare of all members and staff;
- provide ways to consult with our members and staff to be informed about and involved in health and safety issues at SSCBC;
- provide information, instruction, training and supervision needed to make sure that all members and staff are safe from injury and risks to their health and safety;
- conduct regular inspections of our facilities and assets; and
- understand that workplace health and safety legislation applies equally to physical and mental health.

Our Commitments

We are committed to all our club activities being carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health and safety of members, staff, contractors, visitors, and anyone else who may be affected by our operations. We are committed to ensuring we comply with the relevant legislation, regulations, and applicable Codes of Practice and Australian Standards.

We will provide a club that is free from risks to health and safety by implementing the highest possible standards to protect our members and staffs physical and mental health, safety, and wellbeing.

We will engage and consult with members, staff and others involved with our business to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree.

We have a club environment where members and staff are encouraged and supported to raise health and safety issues and help reduce and manage them.

Responsibilities

Managers

All managers will:

- be accountable for maintaining an environment that is safe and without risk to physical and mental health;
- implement health and safety policies and procedures;
- as required, undertake training so that they are knowledgeable about their OHS obligations and responsibilities;
- provide necessary supervision with regard to member and staff health and safety; and
- consult with members and staff about any matter that affects health and safety.

Staff and Members

All staff and members will:

- take reasonable care for their own health and safety and that of their workmates and fellow members;
- observe health and safety procedures;
- as required, undertake training so that they know about their OHS obligations and responsibilities;
- comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management and/or committee members for health and safety; and
- co-operate with their supervisors, managers and committee members to achieve a club that promotes health, safety and wellbeing.

Guests and Contractors

Our visitors and contractors must:

- not put themselves or any other person at the workplace at risk,
- comply with our safety policy and procedures.

Document Version Control

Version	Date	Author	Comments
0.1	13/08/24	G Wall	Initial draft