



Policy 1.11 Work Health & Safety Policy

Introduction

Wanderers Football Club is committed to the health and wellbeing of its staff, volunteers, service users, contractors and stakeholders. The Club acknowledges that the workplace should be free of potential risks, hazards and conditions that can contribute to workplace injury or illness.

Policy Statement

Wanderers Football Club aims to provide a workplace that is safe and free of risk to its employees, volunteers, services users, contractors and other stakeholders and will comply with all relevant Work Health and Safety (WH&S) legislation, state and federal, and regulations.

Scope

This policy will apply to all staff, volunteers, service users, contractors, visitors and Wanderers Football Club stakeholders.

Principles

Management of WH&S

The Executive staff will be responsible for compliance with WH&S legislation and regulation by ensuring that:

- The Club has clear WH&S policy and procedures;
- Staff receive training and support to comply with WH&S requirements;
- Systems exist to identify hazards and that potential risks are managed promptly and effectively; and
- Adequate resources are directed to WH&S education and awareness.

Risk Assessment and Continuous Improvement

The Club will develop and maintain internal systems for risk assessment and continuous improvement and keep records that demonstrate robust responses to WH&S issues.

The Club will maintain a Risk and Hazards Register that includes the following steps:

- Hazard identification
- Risk assessment
- Identifying & implementing control measures
- Monitoring & review

Training

- Staff will participate in mandatory WH&S training and education programs and receive ongoing updates.
- Programs and education will be delivered in a range of formats and may include formal and informal information.
- Staff will be trained to identify risks and hazards in the workplace and how to respond appropriately including mitigating imminent risk and reporting.
- All staff will be made aware of their personal responsibility for ensuring the workplace is safe and free from hazards and risks.



Risk Assessment and Monitoring

- Wanderers Football Club will develop and maintain tools for assessing risks and mitigating impacts of risks and hazards in the workplace.
- Staff will be provided with training and internal processes will embed risk management strategies in work practices.

Reporting Incidents

- An Incident Reporting procedure will ensure that actual and potential incidents are recorded, responded to and reviewed in an effort to minimise workplace accidents and injuries.
- Critical incidents require immediate escalation to Executive level staff to ensure that all statutory and regulatory requirements are met.
- The Incident Register will record details of each incident, investigation, outcomes and suggested review dates.

Definitions

Risk – is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Hazard – means a situation or thing that has the potential to harm a person.

Risk Control – means taking action to eliminate health and safety risks so far as is reasonably practicable, and if it is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Risk Management is a logical, step by step process of identifying hazards, assessing the risk associated with those hazards, eliminating or controlling those risks and monitoring and reviewing risk assessments and control measures. The objective of this process is to improve workplace health and safety by addressing problems before injuries and incidents occur.

PCBU – means a “Person Conducting a Business or Undertaking” which includes any individuals comprising a committee of management or a Board.

Process

The Work Health and Safety Act and Regulations require persons who have a duty to ensure health and safety to ‘manage risks’ by eliminating health and safety risks so far as is reasonably practicable, and if it is not reasonably practicable to do so, to minimise those risks so far as is reasonably practicable.

Risk management is a four-step process that involves –

- Identifying hazards
- Assessing risks
- Eliminating or controlling risks
- Monitoring and reviewing.

A risk management approach will be adopted to prevent incidents occurring. Risk management requires that foreseeable danger (or hazards) are identified; eliminated or controlled; and continuously monitored and reviewed.

Risk management is a proactive process that will help us respond to change and facilitate continuous improvement in the Club. It will be planned, systematic and cover all reasonably foreseeable hazards and associated risks.



Procedures will be developed to address WH&S issues in each workplace and location. Staff will be kept abreast of changes to Wanderers Football Club operating procedures and WH&S implications will be highlighted.

Responsibilities

The Board of Directors are responsible for:

- ensuring that systems are in place and resourced to identify, assess, eliminate or control all WH&S risks to workers, clients and visitors;
- planning, developing, implementing and evaluating WH&S plans in consultation with staff and Representatives;
- promoting and encouraging participation, communication and awareness raising in regard to workplace health and safety by all staff;
- ensuring the Executive responsible for the workplace understand the requirements of this policy and implement it;
- ensuring that the Executive monitors the operation of this policy;
- due diligence in respect to the direction and management of the Club's Work Health and Safety policies and practice.

Due diligence means taking care in the workplace - it means taking every precaution reasonable in the circumstances to protect the health, safety and welfare of all people. Under the Act, the 'duty' of the PCBU to maintain a safe and healthy workplace is absolute. Evidence of due diligence is one of the two defences available to a director or person concerned with the management of a Club charged with an offence under the Act.

The reasonable steps Directors must take to ensure they are exercising due diligence includes, but is not limited to:

- acquiring and keeping up to date with knowledge of work health and safety matters;
- gaining an understanding of the operations of the business and the hazards and risks involved;
- ensuring appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised;
- ensuring information regarding incidents, hazards and risks is received and the information is responded to in a timely way;
- ensuring the PCBU has, and implements, processes for complying with any legal duty or obligation;
- ensuring processes are verified, monitored and reviewed.

Though not exhaustive, these elements form part of a unified system for ensuring Clubal compliance.

In order to fulfil their obligations in relation to "due diligence" the Board will require the Executive to verify the following:

- regular consultation with employees regarding all health and safety issues has occurred prior to any changes being implemented;
- that relevant WH&S documents and brochures are current and visibly displayed where required;
- that all employees are aware of, and trained in, the Club's safety rules;
- that there is on-the-job training for employees;
- that everyone in all of the Club's workplaces, knows what to do in an emergency;



- that throughout each workplace in the Club, there are visible safety signs and reminders;
- that there is safety labelling on all products and services;
- that the Club has regular maintenance systems in place for plant, tools and equipment;
- the WHS program gives emphasis on eliminating hazards through redesign;
- that employee morale is good and there are few or no customer complaints.

The Executive is responsible for:

- leading the development, implementation and evaluation of WH&S strategies;
- providing staff with a safe work place;
- ensuring that systems are in place and resourced to identify, assess, eliminate or control all WH&S risks to staff, clients and visitors;
- planning, developing, implementing and evaluating service WH&S plans in consultation with staff and Representatives;
- promoting and encouraging participation, communication and awareness raising in regard to workplace health and safety by all staff;
- drafting appropriate policies and procedures;
- updating WH&S policies and procedures in a changing environment and ensuring they are in accordance with relevant legislation;
- monitoring the development, implementation and evaluation of WH&S plans and programs;
- supervising and supporting Managers, coordinators and staff; and holding them accountable for their specific responsibilities;
- communicating effectively with all staff in regard to WH&S issues and their management;
- providing ongoing education;
- appraising WH&S performance;
- ensuring incident investigations are conducted within seven (7) days of notification;
- ensuring staff responsible for a workplace understand the requirements of this policy, implement it and monitor its operation.

Managers have the responsibility to and are accountable for taking all practical measures to ensure:

- that the workplace under their control is safe and without risks to health;
- that the behaviour of all persons in the work place is safe and without risks to health.

If a staff member does not have the necessary authority to fix a problem, they will be responsible for reporting the matter promptly - together with any recommendations for remedial action – to the Manager who does have the necessary authority.

All Managers and coordinators have the responsibility to communicate effectively with all staff members and/or service users to effectively control risks as far as is reasonable in service user accommodation and other sites.



All Workers (as defined under the WH&S Act) have Responsibilities to:

- take reasonable care for their own health and safety in the performance of their duties and in their interactions with other staff, with clients and with others;
- take reasonable care to ensure acts/omissions do not adversely affect others health and safety;
- ensure that health and safety is promoted;
- adhere to Wanderers Football Club WH&S policy and programs to ensure their own health and safety and the safety of others in the workplace; and
- ensure that management are made aware of unsafe conditions by:
- verbally communicating unsafe conditions to their direct supervisor; and
- submitting a written report using the WH&S hazard or incident reporting process within the prescribed timeframe.
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Workers have the right to cease or refuse to carry out work if:

- they have a reasonable concern that the work would expose them to a serious risk to health and safety from an immediate or imminent exposure to a hazard.
- A worker may also be directed to cease unsafe work by their line manager or senior staff.

Other persons at the workplace have a duty to:

- take reasonable care for his or her own health and safety;
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as is reasonably able, with any reasonable instruction given by Wanderers Football Club to comply with their duties.

Related Legislation or Standards / Departmental Documents

Work Health and Safety Act 2011

Workers' Compensation and Rehabilitation and Other Legislation Amendment Act 2015

Workers' Compensation and Rehabilitation Act 2003 and the Workers Compensation Regulation 2014.



Related Policies and Documents

1.15 Incident Reporting

Maintenance Request Form

Incident Report Form

Workplace incident report form

Maintenance and OHS Register

Service User Incident Register

Workplace incident register