

WH&S Procedures

Emergency & Evacuation Procedures

Fire

- Ensure that the fire brigade/police have been notified by calling 000
- Alert all personnel in the area
- Secure tills and safe (if safe to do so)
- If safe to do so, attempt to contain or extinguish the fire using the fire extinguishers in the area
- If it is not safe to approach the fire, commence a full-scale evacuation immediately
- Supervise the evacuation
- If safe to do so, check toilets and other confined areas for stragglers
- If possible, as staff and patrons are evacuating close doors/windows to stop the fire spreading
- Proceed to the assembly point and commence a roll call
- Advise the fire brigade/police of any people not accounted for
- Do not re-enter the building or allow others to re-enter until directed to do so by the fire brigade
- Provide appropriate assistance for persons in need of first aid

Hold up

- In the event of a hold-up, personnel are to remain calm and comply with whatever directions are given by the offender(s). Do not attempt to argue with or resist the armed robber. Personnel should avoid sudden movements and should not attempt to catch or trap the assailant. Do not look the offender(s) on the eye. The main priority of GGFC is the safety of staff and patrons.
- Once the offender(s) has left call the police and close the premises to the public. All staff and patrons should remain at the club to assist the police with their investigations.
- GGFC will provide all staff involved with access to trauma counseling as required.

Work Task Procedure

Manual handling - use smart lifting technique whenever possible and appropriate: -

S - size up the load

M - move in close

A - always bend the knees

R - raise object using your legs

T - turn using your feet

Stocking fridges - stock to be moved to fridge via sack truck, trolley or one carton at a time utilizing safe manual handling practices. Care to be taken with high and low shelving.

Hot water tap - containers to be brought to tap level and care taken not to overfill or splash onto self

Pie warmer & Hot dog machine - tongs to be utilized to transfer food to avoid hot surfaces

Spillages - to be cleaned up immediately and warning signs placed on floors if necessary

Work surfaces - to be kept clean of clutter

Rubbish removal - transfer of bins to Cleanaway bin to be determined by weight - 2 or more persons to lift heavy loads

Chairs/tables - movement of multiple chairs and tables to be undertaken by 2 or more persons

Equipment - to be returned to correct place

Water containers - to be lifted by 2 or more persons if necessary and sack truck utilized for shifting

Cash register - cash to be cleared to safe regularly. All cash to be counted out of sight of patrons.

Coffee Machine

Drip tray & coffee bin to be cleared regularly with care for hot water.

Machine to be cleaned regularly (refer manual for details).

Money bin to be cleared regularly.

All cash to be counted out of sight of patrons.

First aid procedure

First aid kit is located in canteen with appropriate identifying signage.

The canteen manager is the first point of contact.

All first aid use is to be recorded in book located with first aid kit.