



# Golden Grove Football Club

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## Workplace Health and Safety Policy

### 1. PURPOSE

This Policy outlines our commitment to ensuring a safe environment at all times. It represents our Club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong, healthy and safe communities.

This Policy will allow our Club to:

- Ensure that so far as is reasonably practical, all employees, contractors, volunteers, members and visitors are safe from injury while on our premises.
- Make available appropriate resources to support education and understanding of workplace health and safety (WHS) requirements.
- Comply with all work practices and procedures outlined in the Occupational Health, Safety and Welfare Act 1996, regulations and any relevant standards.
- Uphold the reputation of our Club as being a safe environment.

### 2. RATIONALE

To minimise the risks to health and safety in the workplace, **Golden Grove Football Club ("Club")** has an ongoing commitment to:

- Provide and maintain so far as is reasonably practical through regular risk identification, assessment and management:
  - A safe working environment
  - Safe systems of work; and
  - Plant and substances are in safe working order
- Provide information, instruction, training and supervision to ensure each person is safe from injury and risk to health (i.e. Safety Data Sheets for hazardous chemicals).
- Provide appropriate personal protective equipment (PPE) and ensure that it is used properly.
- Keep information and records relating to work-related injuries.
- Provide medical and first aid persons and equipment as required by the regulations, including a fully stocked first aid kit that can be readily accessed via the Canteen.
- Investigate all work-related accidents in a timely fashion and take corrective action quickly to address any hazards identified; and
- Monitor working conditions in the workplace.



# Golden Grove Football Club

## 3. GENERAL PRINCIPLES

Our Club recognises that the management of health and safety in the workplace is a joint responsibility and expects every employee, volunteer or member to take personal responsibility for their own health and safety, and the health and safety of their fellow volunteers.

The following Policy shall apply to all Club members, volunteers and visitors and requires that they:

- Ensure that they do not endanger any other person through any act or omission in the workplace.
- Ensure that all equipment is used correctly and in-line with any policies, procedures, work instructions, Safety Data Sheets, standards or guidelines.
- Obey all legal instructions issued by the Club for the purpose of protecting their health and safety.
- Report any hazards, workplace injuries or near misses to their supervisor or Committee member, regardless of how trivial or insignificant they may appear.
- Make any recommendations they believe may be able to assist in avoiding, eliminating or minimising the risks associated with the hazard, injury or near miss.
- Keep work areas clean and tidy.
- In the event of a fire, report it to Emergency Services by calling 000, evacuate the premises and assemble in accordance with the evacuation procedures.
- Where illegal activity results in demand for goods or cash by force, comply with the demands so as not to put their safety at risk, and report the incident to police immediately.
- Employees, members and volunteers who undertake a supervisory role are also responsible for:
  - Ensuring that all volunteers under their control work in a safe manner
  - Reporting any accident/injury within their area
  - Taking appropriate measures to ensure the provision, maintenance and proper use of approved PPE; and
  - Reporting health and safety hazards to the Committee as soon as they become aware of them.
- Once advised of a hazard, work-related injury or near miss, the Committee member must complete an Accident/Near Miss Report (located in the bar cupboard with other WHS and Liquor Licensing documentation) and inform the Responsible Officer.

## 4. PROMOTING THIS POLICY

Our Club will promote this Policy regularly by:

- Placing this Policy on the GGFC website.
- Promoting positive WHS messages through the Club's social media.



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## 5. NON-COMPLIANCE

All Club Committee members will uphold this Policy and any non-compliance will be handled according to the following process:

- Club members and/or guests should notify the Committee of any breaches of this Policy.
- The Committee will investigate any potential non-compliance, and take any reasonable action to remedy, including education and awareness as appropriate.
- Continued non-compliance with the Policy should be handled by at least two Committee members who will use their discretion as to the action taken, which may include asking the person/people to leave the Club facilities or function if they are putting either their own safety, or the safety of others, at risk.

## 6. POLICY REVIEW

This Policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

Approval Date	July 2022
Review Date	July 2023
Responsible Officer	Club Secretary