

Occupational Health & Safety Policy

Insert Club/Event Name		Approval Date:	
		Review Date:	
		Version No:	
President:	Sign:	Name	
Vice-President:	Sign:	Name	

PURPOSE

To provide a safe and healthy sporting club environment for competitors, spectators, volunteers, coaches and officials. This policy encourages everyone to take a role in accident / incident prevention.

POLICY

Insert Name of Club's Committee is committed to keeping all people associated with the Club/Event, safe and to managing any accidents and /or incidents in a manner which minimizes harm to individuals and the organisation.

Clubs have a responsibility and duty of care to provide a safe environment for its players, officials, volunteers and spectators and should consider a range of safety areas including:

- The safety of the playing / spectator areas and procedures for checking these prior to use
- Reporting procedures for any issues with the facility that could pose safety threats e.g. in a Council owned facility, to whom and how is this reported and recorded
- Playing equipment checks and maintenance
- Emergency procedures and first aid provision
- Evacuation procedures
- Fires procedures, equipment and equipment maintenance eg. fire extinguisher checks
- Maintaining a smoke free environment
- Responsible alcohol management
- Sunsmart practices
- Car park control
- Player safety including wearing of essential safety equipment, individual health issues that may impact participation, appropriate preparation for participation, hydration, sun protection, adequate supervision for juniors etc
- Safety Policies e.g. Heat Policies, Concussion
- Personal Accident Insurance options for players
- Collection and maintenance of Injury Reports

Clubs who have paid staff should refer to [WorkSafe Victoria](#) for details of their Occupational Health and Safety obligations.

For more information, visit: [Injury Report Form](#) and [Sport Safety Guidelines](#)

- The Club and/or event will adhere to all safety related directives from its parent body and the Committee e.g. heat policies, head injury policies.
- The Club and/or event will provide a relevant OH&S briefing to volunteers prior to them commencing in their role.
- The Club and/or event will provide a relevant Horse Safety briefing to volunteers prior to them commencing in their role.
- The Club and/or event will ensure volunteers are adequately trained before commencing their role.
- Everyone involved with the Club and/or event is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting.
- The Club and/or event will complete a Risk Assessment to assess any potential risks and respond accordingly.
- The Club and/or event will only use accredited Volunteer Officials and Working With Children Checks are compulsory for all volunteers who are likely to have unsupervised contact with minors.

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- The Club and/or event will have first aid equipment and adequately trained volunteers available during competition and training.
- In the case of an accident occurring where there are no trained personnel present, Club and/or event representatives will seek immediate medical assistance, or ambulance support.
- Volunteer Officials will ensure that riders use the required personal safety equipment.
- Volunteer Officials will inspect riding surfaces to determine safety prior to competition.
- Accidents, incidents and near misses occurring will be documented on an accident register including the actions undertaken by Club and/or event personnel. This register will be kept by the Secretary and will be regularly viewed by the Committee to inform risk management strategies required.
- The Club and/or event will promote fair play in accordance with the rules of the sport and adheres to the state government's Victorian Code of Conduct for Community Sport 2010.
- The Club and/or event will regulate and promote responsible consumption of alcohol at the Club by ensuring that only Responsible Serving of Alcohol (RSA) trained people operate the bar.

PROCEDURES

- Determine and communication Evacuation points and procedures.
- Volunteer Committee Members communicate policy contents to members and volunteers through newsletter, email or Registration Forms encouraging everyone to take a role in accident prevention.
- Collection of emergency contact details from members occurs at Registration.
- Development of a record of first aid representatives willing to support the Club and/or event and the team with which they are associated.
- Check maintenance dates on fire extinguishers and inform relevant authority if required.
- Offer Responsible Serving of Alcohol Training to people intending to operate the bar prior to the commencement of the season.
- Replenish first aid kits prior to season/event commencement and replace any items out of date.
- Replenish sunscreen supplies and check use by dates.
- Determine the relevant person that accidents and incidents should be reported to for the season, communicate the procedures and provide reporting forms to Volunteer Officials.
- Emergency procedure checklist to be posted around the venue.
- Check Coaching Accreditation and Working with Children Check status of all coaches prior to the season commencement
- Maintain the accident register.

Adapted from: www.clubhelp.org.au