



Work Health Safety Plan

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Manly Warringah Gymnastics Club is referred to as MWGC throughout this notice and all associated documents.

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MWGC is a Community Owned Not for Profit Organization**

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WORK HEALTH SAFETY PLAN



WHS POLICY

Work health safety policy.

MWGC is committed to providing a safe and healthy work environment for all volunteers and employees. It is the policy MWGC to make every reasonable effort to prevent accidents, protect employees and volunteers from injury, and promote the health, safety and welfare of all volunteers and employees.

MWGC will make available appropriate resources to ensure that it complies in all respects with relevant occupational health and safety legislation, and to ensure that the workplace is a safe and healthy workplace.

Responsibilities of managers

Management shall include the Chief Executive Officer, General Manager, senior coaches and the admin manager.

Management shall have the responsibility to:

- identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;
- ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced;
- encourage consultation in addressing safety issues;
- design, purchase, install and maintain a safe site and machinery;
- develop and implement safe systems of work;
- provide adequate safety information, training and supervision.

Responsibilities of supervisors

Supervisors shall include any employees that have responsibilities that include the supervision of a volunteer committee. Supervisors shall have the responsibility to:

- ensure that the workplace under their control is safe and without risks to health - the supervisor will always be held accountable for identifying any unsafe or unhealthy conditions or behaviour;
- ensure that the behaviour of all persons in the workplace is safe and without risks to health;
- attempt to remedy all problems relating to occupational health and safety. If the supervisor does not have the authority to fix the problem, they will be held accountable for reporting the matter promptly — together with any recommendations for remedial action — to a supervisor or manager who does have the necessary authority. The supervisor or manager who does have the necessary authority will be held accountable for taking prompt remedial action to eliminate any unsafe or unhealthy conditions or behaviour.

Responsibilities of employees

All employees have the responsibility to:

- adhere to safe work practices, instructions and rules;
- immediately report any unsafe work condition or equipment to management;
- not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- perform all work duties in a manner which ensures individual health and safety and that of all other employees;
- encourage fellow employees to create and maintain a safe and healthy work environment;
- co-operate with all other employees to enable the health and safety responsibilities of all employees be achieved.



WHS Policy Statement

MWGC Board of Management is committed to ensuring that our workplace protects the health safety and welfare of people at work. This includes the rights of all employees, visitors, volunteers and contractors to work in an environment free of risks.

Our goal is to prevent all occupational injuries and illness. MWGC will seek to achieve this by;

- Identifying and reducing the risks of all types of work activities that have the potential to produce personal injury or occupational illness.
- Providing instruction, training and supervision to improve individual's understanding of workplace hazards, including safe work practices and emergency procedures.
- Involving individuals in Occupational Health and safety matters and consulting with them on ways to recognize, evaluate and control workplace hazards.
- Ensuring that everyone (including visitors and contractors) complies with appropriate standards and workplace directions to protect their own and others health and safety at work.
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.

MWGC will implement and maintain an ongoing Occupational Health and Safety plan, including conducting regular inspections of the workplace aimed at preventing accidents and incidents. MWGC will review and revise this policy at regular intervals to ensure account is taken of any organizational or legal changes.

All managers and supervisors are responsible and accountable for the safety of employees, contractors, volunteers and company property under their control. Managers and supervisors are responsible for ensuring all regulations, procedures and safe work practices are followed at all times.

All employees are expected to;

- Follow all company safety requirements and relevant codes of practice
- Maintain a clean and orderly work area
- Report all injuries and safety incidents
- Actively participate in safety improvement activities

The Occupational Health and Safety Act 2000 makes it unlawful to dismiss an employee for making a complaint about the health and/or safety matter or for performing his or her duties as an OHS representative.

Ian Hardy

Chief Executive Officer



WHS CONSULTATION STATEMENT

Commitment

MWGC is committed to protecting the health and safety of all our employees, volunteers, visitors and contractors. It is committed to achieving the highest standards and performance in occupational health and safety. In doing so, MWGC will consult with their employees and volunteers in implementing safety practices and systems that will ensure the health, safety and welfare of all persons at the workplace.

THE WHS Committee

The Occupational Health and Safety Committee ("the Committee") has been set up as a means by which management at MWGC can consult with employees and volunteers on occupational health and safety issues. The Committee is comprised of:

- ☐ one Chief Executive Officer
- ☐ one General Manager
- ☐ one Member of the staff
- ☐ one Representative from administration

The management representative will have the necessary power to authorise actions recommended by the Committee to be carried out.

The WHS Program

MWGC, in consultation with the Committee, has set up a program of activities and procedures which will be continually reviewed and effectively carried out. This program relates to all aspects of occupational health and safety including:

WHS training and education;

- ☐ review of work design, workplace design and standard work methods;
- ☐ changes to work methods and practice, including those associated with technological change;
- ☐ safety rules, including penalties;
- ☐ emergency procedures and drills;
- ☐ provision of OH&S equipment, services and facilities;
- ☐ workplace inspections and evaluations;
- ☐ reporting and recording of incidents, accidents, injuries and illnesses; and
- ☐ provision of information to employees.

Elected Employee Representative

An Elected Employee Representative will be nominated by the employees to establish and promote health and safety in the workplace.

The Elected Employee Representative will assist in the development and monitoring of the Association OHS Plan. This will include the development of recommendations to Management to improve systems of work and continually improve the way OHS is managed.

The Elected Employee Representative will conduct regular workplace inspections in consultation with the Chief Executive Officer and other employees. They will also investigate any matter that may be a risk to the health and safety of personnel.

MWGC will respond to the Elected Employee Representatives recommendations within a reasonable timeframe, and in accordance with the particular issue and complexity.

The Elected Employee Representative is responsible for raising specific health and safety issues that arise in relation to the employees. Employees should raise OHS issues directly with the Office Manager and when unable to be resolved at this level refer the issue to the Elected Employee Representative. If the employee is not satisfied with the outcome the matter will be referred to the Chief Executive Officer, and if still not satisfied with the outcome the matter will be referred to Workcover.

Establishment of Consultation arrangements

MWGC discusses consultation arrangements with its employees on an ongoing basis. A memo is sent out to all employees outlining the consultation arrangements available/required by legislation to consult on health and safety issues. An information sheet is also sent to all employees outlining what consultation is and the OHS legal requirements.

Review of consultation arrangements

In agreement with MWGC and their employees consultation arrangements will be monitored and reviewed on an on-going basis to ensure that consultation with all employees is effective and that all safety issues are being addressed.



Hazard reporting reduces the risk and helps prevent accidents and incidents from occurring.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

Hazard identification and risk assessment procedure

Hazard identification, risk assessment, implementing measures and employee awareness programs are essential steps in providing and maintaining a safe and healthy work environment.

MWGC recognises that to ensure a safe workplace, risks must be reduced or controlled successfully. To achieve this, hazards must be identified, their associated risks assessed and everything practicable done to control the risk. Dangerous conditions and practices must be eliminated, or at least controlled, through the management function. For further information on risk management please refer to the MWGC Risk Management Plan.

Hazard reporting

MWGC recognises the importance of timely hazard reporting by everyone in the workplace, as a major component of the incident prevention program.

1. If any employee or volunteer identifies a safety or health hazard at their workplace and is unable to fix the problem, it must be reported immediately to the Supervisor. A Risk Data Sheet must be completed as part of this process.
2. The Elected Employee Representative will conduct an investigation of the hazard and determine and apply suitable controls.
3. A Risk Assessment will be conducted to determine the level of risk.
4. Hazards with a high level of risk will be actioned immediately.
5. The control measures will be documented on the risk treatment worksheet.
6. All hazard reports will be forwarded to the CEO and Safety and Health Meetings for discussion.
7. Where necessary, the hazards identified will be incorporated in the workplace hazard inspection checklist. This is to ensure the corrective action taken is appropriate and effective.

Effective hazard reporting identifies the underlying causes of the loss of failure and put in place a lasting corrective measure. Hazard reporting reduces the risk and helps prevent accidents and incidents from occurring. Hazards are reported via the Risk Data Sheet.

Remove and Rectify:

The individual reporting the hazard, where safe to do so, shall personally take immediate steps to remove the hazard or put in place controls, which prevent the hazard potential from causing injury or damage. Eg, shut down equipment, and tag out or barricade area off.

Report:

The individual will report the hazard to the immediate supervisor in charge describing clearly what has been done to remove or control the hazard potential. This is to be reported as soon as possible after the actions taken. The supervisor will review the report, immediate actions taken and recommendations with the individual and take any other actions deemed appropriate. The hazard will be risk ranked using the Risk Register. Before leaving the workplace, the officer will contact their Manager and discuss the hazard and actions taken.

All actions taken or recommended must have clear completion in writing, and sign off on the Risk Data Sheet and Risk Treatment Worksheet, which can be readily accessed and audited.



All accidents and incidents must be reported.

Incident reporting and investigation procedure

To prevent re-occurrences of incidents Gymnastics NSW encourages our employees, volunteers and contractors to report all incidents.

From the information gained off the report MWGC can establish what caused the problem and prevent it from happening again.

- All accidents and incidents are to be reported, from minor injury to equipment damage.
- Incident report forms are to be completed within 24 hours of incident.
- Incident investigations for all incidents are to be undertaken, with recommendations generated from Management to prevent a re-occurrence.
- A follow-up system is in place including corrective actions issued by Management to a nominated person.
- Actions shall be completed and noted on the Incident Report Form.
- Lost time injuries and any medical or first aid treatment received by employees shall be recorded, on the Incident Report Form and the First Aid Record Form.
- The relevant statutory authorities are to be informed of all reportable accidents/incidents notify-able under the legislation.
- The Workers Compensation insurer must be notified of any workers compensation claims.

Steps for incident reporting and investigation

- All incidents requiring first aid or medical treatment must be recorded on the incident report form.
- All incidents will be investigated by the Supervisor and, where necessary, by the relevant Elected Employee Representative.
- Incident investigation has three (3) purposes. They are:
 - to establish causes;
 - identify contributing factors; and
 - implement strategies to prevent a recurrence.
- Incident investigation is NOT about apportioning blame.
- When an incident investigation is conducted, the Incident Report form will be used.
- All incidents, injuries and near misses should be investigated. MWGC will request copies of external investigation reports.
- The Incident Report form will be signed by the person conducting the investigation, passed on to the Office Manager who will present it to the CEO.
- All notify able injuries and diseases will be reported to the relevant statutory bodies, in the prescribed format.

IT IS IMPERATIVE THAT ALL ACCIDENTS ARE REPORTED IMMEDIATELY



FIRST AID TREATMENT AND FACILITIES

IT IS IMPORTANT TO ASSESS EVERY INJURY

First aid treatment and facilities procedure

MWGC will ensure sufficient first aid facilities or equipment is available for the type of work being performed and the number of all employees and contractors.

MWGC will maintain the contents and replenish supplies of all first aid kits in the workplace.

The First Aid Record Form stored in the first aid kit must be completed along with an Incident Report Form.

First aid officers

MWGC has a number of appointed first aid officers and shall work towards all employees being first aid trained.

MWGC will notify employees who the trained first aiders in the work area are by publishing in a visible location a list of the nominated first aiders.

By following the guidelines laid out in the detailed First Aid Implementation Action Plan accompanying this document MWGC will establish an efficient, suitable first aid facility.

Use of first aid supplies

The first aid supplies may be used as required by employees in consultation with a designated first aid officer.

All illnesses and injuries should be reported to the first aid officer if they involve using the first aid supplies or the first aid room.

Misuse of the supplies provided would be considered a breach of the procedure and the employer's good will and may result in disciplinary action depending upon the severity of the misuse.

First aid supplies low

If it is noticed that the first aid supplies are low, this should be reported to a designated first aid officer so an order can be placed and supplies re-stocked.

Use of first aid

The first aid kit is there to be used by employees of MWGC who are ill or injured. Of course if you know you are too ill or injured to work before you commence work then the best course is to take sick leave. However, if an employee becomes ill during the day then the kit is available for that purpose.

Workplace injuries

All injuries that occur in the workplace should be reported to one of the designated first aid officers.

Treatment can then be provided if required and they can also maintain a database of injuries that have occurred to assist in the MWGC strategy for managing workplace injuries.

For more information please refer to the MWGC Occupational Health and Safety Policy.

First aid officer qualifications

All first aid officers of MWGC must hold suitable qualifications (eg St Johns ambulance first aid course).

MWGC is prepared to pay for employees to attend such courses if they are gaining the qualifications with the view to holding a position as a first aid officer with the organisation.

First aid and medical attention

If first aid or medical attention is required, contact the relevant first aid officer or supervisor in your area immediately.

Employees are to be made aware of the location of first aid facilities and officers on the relevant sites as well as the location of medical services.

All first aid treatment received is recorded to assist in identifying hazards or high risk areas. Details are kept confidential.



REHABILITATION (RETURN TO WORK/INJURY MANAGEMENT)

Rehabilitation policy of Manly Warringah Gymnastics Club

Introduction

Under occupational health and safety and workers compensation legislation an employer is required to establish a workplace rehabilitation program and policy to assist injured workers to return to work.

Occupational rehabilitation aims to provide an early and safe return to work for workers suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

MWGC commitment

MWGC is committed to the prevention of illness and injury by providing a safe and healthy working environment (see Occupational Health and Safety Policy).

MWGC is committed to the rehabilitation of injured workers. The company aims to manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work by:

- ☐ ensuring that a return to work as soon as possible is a normal practice and expectation;
- ☐ ensuring early access to rehabilitation services, eg accredited rehabilitation providers for all who need them;
- ☐ providing suitable duties for an injured worker as an integral part of the rehabilitation process;
- ☐ consulting with workers and where applicable any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively;
- ☐ informing workers of their rights in relation to a Workers Compensation claim including the choice of doctor and accredited rehabilitation provider;
- ☐ providing access to interpreter services;
- ☐ ensuring that participation in a rehabilitation program will not of itself prejudice an injured worker;
- ☐ ensuring no dismissal within six months of injury, solely or principally because of that injury;
- ☐ advising employees that participation in rehabilitation is voluntary but non-participation may result in reduced weekly benefits.

Confidentiality

The confidentiality of rehabilitation records shall be maintained. Reports and records will only be available on a "need to know" basis.

Procedure

Procedure for the rehabilitation of injured workers:

☐ If any work related injury or illness occurs it must be reported to the Office Manager an accident form completed and treatment arranged

☐ MWGC will arrange for a suitable person in the organisation or, where this is not practicable, their workers compensation insurer, to provide advice to the injured worker to:

- assist in filling out Workers Compensation forms;
- explain rights, obligations, benefits and rehabilitation procedures to the injured worker;
- ensure that the worker is offered the help of an accredited Rehabilitation Provider who shall be given reasonable access to the workplace (the injured worker, in consultation with the employer, may select the Rehabilitation Provider to be used);
- where appropriate, arrange a return to work plan on the advice of the treating doctor or the accredited Rehabilitation Provider in consultation with the treating doctor.

Providing suitable duties/employment

When the injured worker is, according to medical judgment, well enough to return to work on suitable duties MWGC shall, as far as practicable, provide suitable duties/employment. Suitable duties/employment shall be approved by the treating doctor or by the accredited Rehabilitation Provider in consultation with the treating doctor. The Rehabilitation Co-ordinator or Rehabilitation Provider can identify suitable duties in the workplace.

Consultation

MWGC will consult with the injured worker and other workers on the rehabilitation process.

Resolving disputes

Rehabilitation disputes which cannot be resolved by mediation in the workplace may be referred to a rehabilitation officer at 'GIO'.

Responsibilities of employees

Every worker shall:

- ☐ take reasonable care, in the performance of work, so as to prevent injuries to self and others;
- ☐ co-operate in reasonable workplace changes designed to assist in rehabilitation of fellow workers;
- ☐ notify the employer of an injury as soon as possible;
- ☐ co-operate in reasonable efforts by the company to rehabilitate the person;

Rights of employees

Each worker who sustains an injury shall have the choice of treating doctor and of accredited Rehabilitation Provider, and access to an interpreter where necessary.

Participation of an injured worker in rehabilitation is voluntary, but non-participation may result in reduced weekly benefits.

Return to work policy and procedure

Introduction

Under occupational health and safety and workers compensation legislation an employer is required to establish a workplace return to work program that is consistent with the insurer's injury management program to assist injured workers return to work.

Occupational rehabilitation aims to provide an early and safe return to work for workers suffering from work related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

MWGC return to work commitment statement

MWGC is committed to the prevention of illness and injury by providing a safe and healthy working environment (see Occupational Health and Safety Policy).

MWGC is committed to the rehabilitation of injured workers. It aims to manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work by:

- ensuring that a return to work as soon as possible is a normal practice and expectation;
- ensuring early access to rehabilitation services, e.g. accredited rehabilitation providers [or similar professionals] for all who need them;
- providing suitable duties for an injured worker as an integral part of the rehabilitation process;

- consulting with employees to ensure that the rehabilitation program operates smoothly and effectively;
- informing employees of their rights in relation to a workers compensation claim including the choice of doctor and accredited rehabilitation provider;
- providing access to interpreter services;
- ensuring that participation in a return to work plan will not of itself prejudice an injured worker;
- ensuring no dismissal within the legislatively prohibited period of the injury occurring, solely or principally because of that injury [six months].

Return to work coordinator

The Return to Work Coordinator is the Chief Executive Officer.

The role of the Return to Work Coordinator is to:

- determine the injured worker's needs;
- identify suitable duties for the injured worker;
- co-ordinate and monitor return to work plans;
- liaise with all parties including the Rehabilitation Provider where appropriate;
- provide information and support to the injured worker; and
- maintain confidentiality.

Confidentiality

The confidentiality of rehabilitation records shall be maintained. Reports and records will only be available on a 'need to know' basis.

Procedure

Procedure for the management of injured workers:

- If any work related injury or illness occurs it must be reported to the Chief Executive Officer, an accident form completed and treatment arranged.
- MWGC will notify the insurer of any 'significant injury' within 48 hours and within 7 days for any other type of injury. All other injuries are to be notified within 7 days.
- Claims for compensation are to be forwarded to the insurer within 7 days of receipt of the claim.
- MWGC will arrange for a suitable person in the organisation or, where this is not practicable, their workers compensation insurer, to provide advice to the injured worker to:
 - assist in filling out Workers Compensation forms;
 - explain rights, obligations, benefits and rehabilitation procedures to the injured worker;

- ensure that the worker is offered the help of an accredited Rehabilitation Provider who shall be given reasonable access to the workplace (the injured worker, in consultation with the employer, may select the Rehabilitation Provider to be used);
- where appropriate, arrange a return to work plan on the advice of the treating doctor or the accredited Rehabilitation Provider in consultation with the treating doctor.

Providing suitable duties/employment

When the injured worker is, according to medical judgment, well enough to return to work on suitable duties MWGC shall, as far as practicable, provide suitable duties/employment. Suitable duties/employment shall be approved by the treating doctor or by the accredited Rehabilitation Provider in consultation with the treating doctor. The Return to Work Co-ordinator or Rehabilitation Provider can identify suitable duties in the workplace.

Consultation

MWGC will consult with the injured worker and other workers on the rehabilitation process.

Resolving disputes

If any disputes arise, every effort will be made to resolve them in a spirit of cooperation through discussion with the employee and management.

Responsibilities of employees

Every worker shall:

- take reasonable care, in the performance of work, so as to prevent injuries to self and others;
- co-operate in reasonable workplace changes designed to assist in rehabilitation of fellow workers;
- notify the employer of an injury as soon as possible;
- co-operate in reasonable efforts by the company to rehabilitate the person.

Rights of employees

Each worker who sustains an injury shall have the choice of treating doctor and of accredited Rehabilitation Provider, and access to an interpreter where necessary.

Nominated rehabilitation providers

Please refer to the 'Workcover' website, www.workcover.nsw.gov.au for a list of nominated rehabilitation providers.



EMERGENCY MANAGEMENT

Emergency Management requires that you identify potential emergency situations in your workplace, and put processes in place to manage them. Examples of emergency situations include:

- Fire
- Bomb threat
- Flood
- Confined Space Emergency
- Violence/ armed hold up

Emergency procedures have been developed by MWGC. For more information please see the MWGC Crisis Management plan.

Emergency evacuation procedure

The following evacuation procedure is for employees generally and does not take into account the role of any designated fire wardens. Fire wardens should be covered by a separate emergency procedure which outlines their role and guides them in their duties.]

On hearing the evacuation signal which consists of the Fire Warden stating 'Get Out', be aware there is a real or potential emergency in the building. On being instructed to evacuate by the Fire Warden Employees should:

1. Prepare for an evacuation by putting away any important documents.
2. Obey any directions given by the Fire Warden.
3. Assemble at the nearest emergency exit - all emergency exits should be clearly marked.
4. Assist mobility impaired employees to the appropriate fire exit.

5. Do not use the lifts.
6. Follow the instructions of the Fire Warden.
7. Exit the building in a calm and orderly, but quick fashion.
8. High heeled shoes should be removed before entering the stairwell.
9. Maintain one clear step between the person in front of you on the stairwell to prevent stumbling.
10. When out of the building, move well clear of the building to avoid hindering those coming behind you.
11. Proceed immediately to the designated assembly area which is on corner of Underwood Road and Bellona Avenue.
12. Return to the building only when instructed by the Fire Warden.
13. Report any person not accounted for to the Fire Warden.



WHS TRAINING

ENSURE THAT ALL EMPLOYEES ARE UNDER DIRECT SUPERVISION UNTIL THEY REACH A LEVEL OF COMPETENCY.

OHS legislation requires an employer to provide an adequate level of training to all employees and contractors. Once procedures have been developed, employees need to know about them. Procedures can be used as the basis for OHS training for all personnel.

All employees must be trained in the work they perform. New employees shall receive induction training to advise them of specific hazards and procedures in the workplace.

OHS Training procedure

MWGC understands that the key to a safer work environment is the training of its employees.

All employees are inducted in MWGC systems of work, policies, objectives and procedures specific to their task prior to commencing work or moving into a new work environment.

1. All employees will be inducted in the specifics of the tasks they are required to complete.
2. Relevant records will be kept to ensure full coverage of specific safety, health and quality aspects.
3. Specific information and training in the correct use, storage and handling of all personal protective equipment and clothing required to be worn is given during the induction, where relevant.
4. Guidelines for safe lifting are provided during the employees induction. Additional instruction will be given as part of the ongoing training program.
5. Additional training, under supervision, is conducted until it is determined that the employee is competent to work in their allocated work environment.
6. Ensure that all employees are placed under the direct supervision of an experienced operator for a probationary period, relevant to the level of tasks competency requirements.
7. Any training provided and any accreditation or licence received is registered and records maintained on the employees employment file.



WHS WORKPLACE INSPECTIONS/WORKPLACE REVIEW

OHS Workplace inspections procedure

A monthly workplace inspection will be completed to identify hazards in the workplace. The Employee representative, in consultation with staff, will conduct the inspection. The Employee representative will conduct routine workplace inspections to check for hazards. Inspections will also be conducted to investigate any matter that may be a risk to the health and safety of personnel.

The Workplace Inspections will include:

- Scheduling of workplace inspections in each work area/department.
- Conducting the inspection using a workplace inspection checklist.
- Discussion with various parties.
- Hazards identified during the inspection will be recorded on the inspection checklist.
- Risk of injury or harm to a person resulting from each hazard will be assessed using the Risk Register.
- Risk Control Strategies discussed with employees and documented.
- Risk control strategies implemented.
- Workplace inspection checklists reviewed annually and when new equipment and materials introduced into the company.

WHS Management systems review

The purpose of reviewing established systems of work is to determine if unexpected deviations have occurred, to ascertain if changes are necessary to the policies and procedures or if new systems or procedures need to be developed. This will ensure the systems are appropriate and effective and that the occupational health and safety system is continually being improved.

An annual review will be completed to evaluate the management of health and safety risks and to measure compliance with policies and procedures. Questions from the Self-Assessment Questionnaire will assist in identifying health and safety risks relevant to the business. Additional reviews may be required where there are changes in the work environment, work practices, evidence that the risk assessment is no longer valid; changes to legislation or feedback from employees.

The review will include:

- Reference to the Self-Assessment Questionnaire during the review
- examination of documents;
- observation of work practices;
- physical inspection of each workplace; and
- interviews, as necessary.

The CEO will retain copies of all reviews conducted.

The CEO and Employee representative will examine the review findings and where necessary, assign corrective actions.



SAFE WORK PROCEDURES

Following the Risk Management process where hazards are identified that are associated with various processes and plant, assessed risks, and identified and implemented control measures, it is useful and important in the management of safety and demonstration of due diligence, to write Safe Work Procedures. The control measures identified can be written up as safe work procedures/or instructions that inform employees how to do the job safely.

Safe Work Procedures shall be communicated during OHS and induction training. While compliance with legislative requirements is a duty under the OHS law, the development and implementation of safe work procedures has many additional benefits. These include

- Allowing the business to structure a OHS training program based on the safe working procedures developed.
- Controlling procedures provides a basis for a safe place and system of work.
- Consistent task performance.
- Reduction of down time and lost time due to accidents.
- Improved productivity and profitability.
- Increased skill and understanding levels for employees.
- Assist in identifying suitable employment for injured workers.

SAFE WORK PROCEDURE POLICY

Safe work procedures will be developed for work processes with a 'Red' risk rating. The safe work procedure will specify methods of carrying out certain types of work activities or tasks.

Once the safe work procedure is agreed and approved, all employees involved in performing the job will be trained in the procedure.

A copy of the safe work procedure will be kept available at all times.

The safe work procedure will be reviewed regularly and when there are changes to the work environment or the type of equipment used.



HEALTH AND SAFETY PROMOTION

HEALTH AND SAFETY PROMOTION PROCEDURE

MWGC will actively promote this policy to employees and volunteers, in order to maximise safety awareness and to positively influence the behaviour and attitude towards safety of all personnel and clients.

The most effective form of promotion is the example shown by all Managers demonstrating their commitment to the implementation of the occupational health and safety management system.

Safety talks will be used to as a means of reinforcing safe work practices.



GOOD HOUSEKEEPING PRACTICES WILL RESULT IN A MORE EFFICIENT AND PRODUCTIVE WORK ENVIRONMENT

HOUSEKEEPING

Housekeeping procedure

Good housekeeping practices will result in a more efficient and productive work environment. Poor housekeeping will contribute to incidents and injuries.

The following housekeeping standards are required:

- Work and storage areas are to be kept neat and tidy.
- Oils, greases, flammable or hazardous substances spilled must be cleaned up immediately and disposed of correctly.
- Portable equipment is to be replaced in storage areas after use and at the end of each shift.
- Walkways and access areas to be kept clear of obstructions.
- Hoses, piping and electrical cords are not to be placed in areas where they may be subjected to damage or cause a trip hazard.
- Personal protective equipment shall be maintained in good working order. When not in use, personal protective equipment is to be stored in a clean and hygienic manner.
- Ensure all rubbish is cleared away as soon as possible and placed in correct bins.
- Areas shall only be used for purposes for which they are intended.
- Material stored in open areas shall be stored in a tidy manner and in appropriate containers as MWGC as in accordance with any relevant legislation.
- Vehicles shall be parked only in authorised parking places.
- Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers and exits shall be unobstructed, free from tripping (hoses, cables etc) and slipping hazards and the accumulation of combustible materials.
- Access to safety and fire fighting equipment shall be unobstructed.
- There shall be arrangements for routine cleaning, tidying and inspection of all areas, including amenities.
- Exit, safety signs must be visible from any defined walkway.



DO NOT TRY TO LIFT BEYOND YOUR CAPACITY - ASK FOR HELP

MANUAL HANDLING

Manual Handling is any activity requiring the use of force, to push, pull, lift, lower, carry, fold, restrain or otherwise move an object or person.

OHS Legislation requires a pro-active approach to manual handling activities in the workplace, by identifying them, assessing them, and by eliminating or implementing control measures to minimise the risk of manual handling injury. Other provisions require training and consultation in manual handling.

Manual handling procedure

It is recognised that manual handling injuries constitute a large proportion of lost time injuries across all industries.

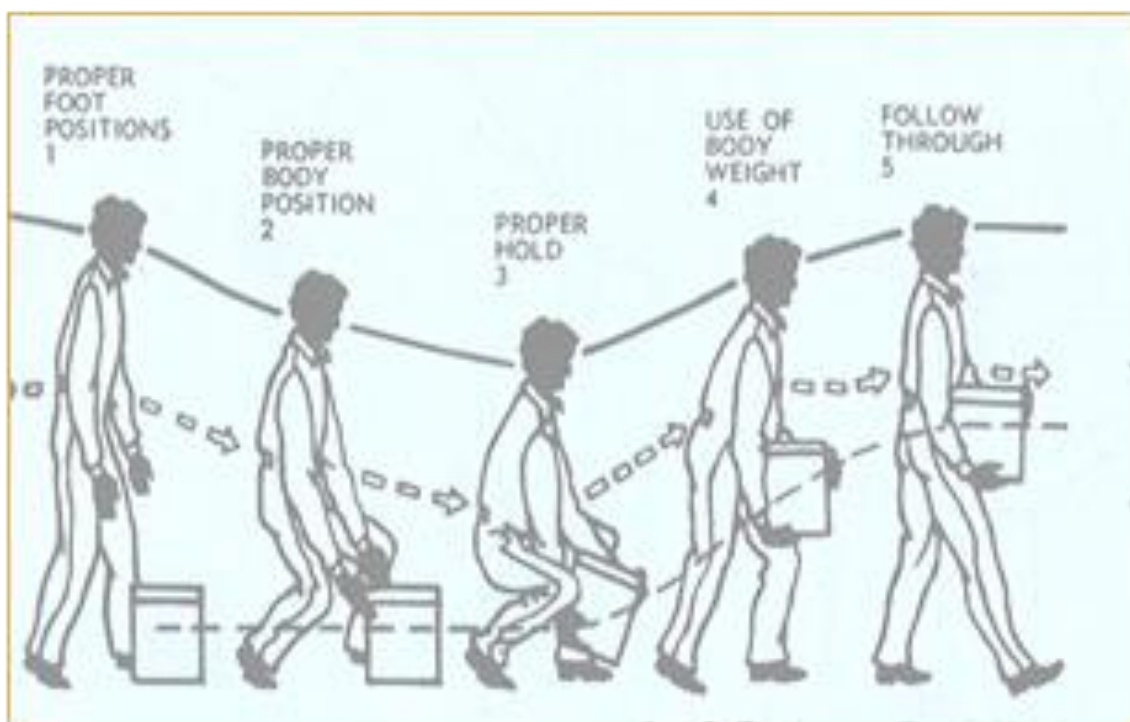
The National Code of Practice for Manual Handling is recognised as an excellent reference source to assist in the identification, assessment and application of control measures for manual handling activities.

Where it is not practicable to use mechanical lifting devices, the following general procedures apply:

- always plan a manual lift prior to attempting the lift;
- ensure that the route taken is clear of obstacles or obstructions;
- check that the load is not too heavy to lift or carry alone. If the load is too heavy, get assistance either from a fellow worker or use a mechanical lifting device;
- if carrying a load with a fellow employee, always keep in step;
- when carrying a load with a fellow employee, always ensure that you tell each other of any action you are about to perform, such as, lowering or adjusting the load;
- never carry a load that blocks your vision, as you may trip or run into another object; and
- keep your back straight throughout the lift.

Steps of manual handling

1. Plan your lift – make sure the path is clear at the load is not too heavy.
2. Stagger your stance.
3. Bend at the knees when picking up the load.
4. Maintain the natural curve of the spine, don't bend your back to pick up the load.
5. Keep a firm grip on the load.
6. Lower the load using putting the weight on your legs by bending your knees.





NOTICES & SIGNS

Notices and signs procedure

Notices and signs are used in appropriate locations to advise people of the existence of hazards, provide directions and general information and/or indicate the types of personal protective equipment or clothing required.

Signs shall conform to Australian Standard 1319 - Safety Signs for the Occupational Environment.

Signs or notices are to be adhered to and any person disregarding these will be subject to disciplinary action.

Signs and notices are there for a specific purpose and are not to be defaced.

Signs and notices are not to be removed or interfered with unless authorisation is given.

Typical signs are:

- hazards;
- fire fighting appliances and equipment; and
- emergency exits.

Workplace inspections will monitor the condition of safety signage.

All damage to safety signs will be reported.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment policy

MWGC is committed to providing and maintaining Personal Protective Equipment (PPE) to protect the health and safety of all employees. The need for use will be determined through the risk management process.

Appropriate PPE will be provided to control the risk for personnel. Instruction and training for the correct use, maintenance and storage will be provided.

MWGC will ensure:

- ☐ PPE is issued to personnel in accordance with the requirements of their job.
- ☐ PPE is appropriate for the person and controls the risk for that person.
- ☐ Instruction, training and information is provided to employees required to wear PPE in its fit, use and maintenance.
- ☐ To seek professional advice, where necessary, to identify the most suitable types of PPE to be provided.
- ☐ PPE purchased is in compliance with all appropriate Australian Standards.
- ☐ Areas of known hazard that require PPE use is appropriately sign posted to warn all personnel.
- ☐ PPE provided is in a clean and hygienic condition.
- ☐ To regularly review the effectiveness of the company's Personal Protective program.

Managers/Supervisors Responsibilities:

- ☐ Undergo training to ensure they are competent in the proper selection, fit, use, cleaning and maintenance of PPE.
- ☐ Ensure PPE is worn by personnel during all job tasks which require such protection.
- ☐ Provide appropriate instruction and training to personnel required to use PPE.

Employees & Contractors Responsibilities:

- ☐ To wear PPE provided.
- ☐ Participate in training provided.
- ☐ To report any problems or defects to their Manager/Supervisor.





ELECTRICITY CAN KILL

TAKE EXTREME CARE WHEN WORKING WITH ELECTRICAL APPLIANCES AND EQUIPMENT

ELECTRICAL SAFETY REQUIREMENTS

OHS Legislation requires that an employer ensure that any risk of injury from electricity is eliminated or controlled.

A maintenance schedule is an essential part of this process to ensure electrical system integrity.

Electrical safety requirements procedure

Electricity can kill. Extreme care must be taken when working with any electrical appliances, equipment, cords etc.

The following should apply:

- only qualified electrical workers should carry out electrical work;
- if an electrical fault is noticed, promptly report it to the Office Manager, on the risk data sheet;
- all portable electrical equipment will be tested and tagged in accordance with regulatory and Australian Standard requirements;
- electrical appliances, equipment and cords should be inspected prior to use and any damage or faults reported. Damaged equipment may need to have an "OUT OF SERVICE" tag attached;
- when working on equipment connected to an electrical supply, ensure the electrical supply is disconnected by turning off the main switch, removing fuses or turn off circuit breakers and attach a "DANGER" or "OUT OF SERVICE" tag;
- ensure that you use the correct fire extinguisher for electrical fires; and
- cords wound onto a reel can overheat when used. Fully unwind the cord before using it.

ALL ELECTRICAL EQUIPMENT MUST BE INSPECTED BY A LICENCED ELECTRICIAN /COMPETENT PERSON AND TAGGED WITH THE RELEVANT TAG. In accordance with AS/NZS 3760:2001-In-service safety inspection and testing of electrical equipment



IF A SPILLAGE OCCURS IT MUST BE IMMEDIATELY CLEANED UP

THE COMPANY WILL MAINTAIN A REGISTER OF ALL HAZARDOUS SUBSTANCES.

HAZARDOUS SUBSTANCES

Hazardous substances and dangerous goods procedure

The control of dangerous, flammable or hazardous substances is a major concern.

Transport, storage, use, handling and disposal will be in accordance with relevant legislation.

It is the responsibility of MWGC that hazardous substances introduced in the workplace have been identified and assessed. This assessment should consider:

- the severity of the hazard;
- the degree of exposure to personnel; and
- possible control measures to eliminate or minimise the risk.

Management will identify and assess all hazardous substances.

Material Safety Data Sheets (MSDS) for any hazardous substance used will be readily available. Copies will be kept by the Manager and, where practicable, posted at the point of use or storage bay.

MSDS includes information on short and long term health effects, first aid treatment and emergency procedures in the event of a spillage.

If employees have a concern about any chemical or hazardous substance used, they should request an MSDS and seek advice from the Office Manager.

Training and instruction will be provided on the correct use, storage handling and transport of hazardous substances and chemicals.

If a spillage occurs it must be immediately cleaned up and correctly disposed of, in accordance with the MSDS.

MWGC will maintain a register of all hazardous substances ('Hazardous Substance Register'). The hazardous substances register will include a list of all hazardous substances used and kept on site; copies of material safety data sheets and documented risk assessments. This register will be updated on an as needed basis – when a new hazardous substance is to be used in the workplace.

Any disposal of dangerous or hazardous substances will be conducted in accordance with legislation and MSDS.



EXTENDED EXPOSURE TO UV RAYS CAN CAUSE PROBLEMS

SKIN PROTECTION

Skin protection procedure

The health of employees is a primary concern for MWGC. It is acknowledged that skin cancer is a major public health problem with about two out of every three people who have spent their childhood in Australia requiring treatment for skin cancer in their lifetime.

Exposure to ultraviolet radiation (UVR) from the sun has been identified as the major cause of skin cancer.

The aim of this procedure is to reduce outdoor worker exposure to UVR. UVR is recognised as a risk to health. As a result, risk assessment procedures apply. The measures outlined below reflect a risk management approach.

Sunlight and its ultra-violet radiation (UV) are required to assist the body's production of Vitamin D that is essential to human health.

UV also stimulates the production of melanin, the natural colouring or pigmentation in the skin that absorbs UV in the skin to prevent harmful effects.

Extended exposure to UV rays can cause problems such as:

- Sunburn - this is a type of radiation burn
- Eye damage – over exposure to UV can damage the retina and blindness may occur.
- Premature ageing of the skin will result from over exposure.
- Sun spots - dry or rough spots on the skin. Like premature ageing, these are indicators of excessive exposure to UV. These can develop into cancers.
- Skin cancers - UV is a carcinogen. Common types of skin cancers are carcinomas or melanomas.

The risks are largely dependent on the duration and extent of exposure.

Skin protection for outdoor workers

Employee exposure to UVR will be minimised all year round by implementing a control strategy that includes the following protective measures.

To help prevent damage to the skin from exposure to UV, remember:

Sun Protective Clothing

- wear light, loose coloured clothing made of natural fibres which will provide proper ventilation, reflect heat and allows sweat to evaporate; Shirts will have long or three-quarter length sleeves and a collar and be made from a close weave, breathable fabric.
- Loose fitting long trousers offer the best protection. If shorts are to be worn they should be to the knee.
- Hats

Hats should be comfortable and be made of a close weave material. Hats that have a gauze or mesh section are not suitable as UV rays will penetrate.

- use maximum protection sun screen to areas which cannot be protected with clothing;

Eye Protection

- appropriate eye protection is to be worn where necessary; Sunglasses must comply with Australian Standard AS 1067 and screen out at least 99% of ultra violet light.
- Sunglasses should be glare resistant, light weight, comfortable and fit closely to the face. Wrap-around sunglasses offer the best protection. Clip-ons are available for persons with prescription glasses.

Sunscreen

- A broad spectrum, water-resistant sunscreen with an SPF 30+ is recommended for workers who are required to work outdoors.
- Sunscreen will be placed in areas accessible for all employees and stored in a cool place out of the sun.
- As sunscreen does not offer 100% protection it is to be used in conjunction with additional protective measures such as clothing, hats and sunglasses.
- Sunscreen should be applied generously to all areas of exposed skin at least 20 minutes before going outside. Sunscreen should be reapplied every two hours as it easily wipes, sweats or washes off.

Changing work hours

- Consideration will be given to rescheduling work hours to minimise UVR exposure during the peak periods of UV ie 10.00 - 2.00pm (EST).

Using shade

- Where the job or work times cannot be changed, workers will be encouraged to make maximum use of shade. The following options will be considered.
- Use of natural or existing shade from buildings, trees and other structures at the worksite.
- Use of portable canopies or erected shade structures made from fabrics such as canvas, awning, umbrella fabric or shade cloth. Shade cloth should provide at least 94% protection from UVR.

- have lunch or any breaks in shady spots; and
- replace lost fluids by keeping up your liquid intake.

Casual employees and contractors

This policy will cover all employees including casual, temporary and permanent workers. Contractors are required to meet the minimum Personal Protective Clothing & Equipment (PPCE) requirements at their own cost. There will be no exemptions to these requirements.

MWGC will provide resources to ensure this policy is fully developed and implemented in a consultative, coordinated and consistent way across the full range of worksite functions.

WORKING AT HEIGHTS

Working at heights procedure

Legislation requires that where there is the likelihood that a person may fall, steps be taken to reduce the risk.

If there is a risk of a person falling, the Company will consider all possible means of reducing the risk. This will include:

- ensuring that ladders are in good condition and used correctly;
- providing adequate supervision and assistance, if necessary;



DRUGS AND ALCOHOL IN THE WORKPLACE

Drug and alcohol policy of MWGC

Drug and alcohol abuse - This policy includes standard provisions relating to drug and alcohol abuse by employees in the workplace.

MWGC provides a work environment which aims to ensure the health, safety, respect and productivity of all employees. The use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers. The use of such substances may result in the risk of injury or a threat to the well being of the impaired employee, other employees, customers of the employer as well as members of the public.

Policy

The company policy is that no employee is to commence work, or return to work while under the influence of alcohol or drugs. The purpose of this policy is to maintain a work environment that is free from the effects of drug and alcohol use. The consequences of breaching this policy are detailed in Performance and Misconduct Policy.

Vehicles

Vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. MWGC will not accept liability for any damage to a vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the vehicle is in breach of this policy or of the law. All liabilities shall rest with the driver concerned.

Machinery

MWGC has an obligation to all employees to provide a safe and healthy work environment. To ensure a safe environment, no machinery is to be operated or used by anyone who is under the influence of alcohol or drugs.

Prescription drugs

If you take prescription drugs please check with your doctor to establish if the use of the drug will impact on your work performance and particularly your ability to operate machinery. If so, please obtain this advice in writing and provide it to your manager.

Smoking

MWGC observes a no smoking policy in all premises, including in vehicles. [See Gymnastics NSW's comprehensive policy dealing with different aspects of smoking in the workplace.]

Support

MWGC provides the services of an Employee Assistance Programme to assist employees in the treatment of alcohol or drug use problems. Details of the programme and how to contact the service are provided in the Employee Assistance Programme Policy.

Drug and alcohol testing

To ensure the maintenance of this policy all employees may be subject to drug and alcohol testing.

Drug testing may be required where, by way of observation or other reasonable method, including disclosure, an employee's behaviour or work performance indicates the person is under the influence of drugs or alcohol.

The introduction of the Drug and Alcohol Testing Programme is about altering behaviour and raising drug and alcohol awareness to a safer work environment. The programme is not intended to create, nor operate to create a work environment which is harsh, unjust or unfair. However, due to the importance of ensuring safety in the workplace, employees who breach the drug and alcohol policy may be disciplined.

At all times during the implementation of the drug and alcohol testing process, management and staff shall conduct themselves in a courteous manner toward employees and shall respect the employee's rights. Any member of management who acts without reasonable cause, or who behaves over zealously in the implementation of these procedures shall be subject to disciplinary action.

The method of investigation is as follows:

- ☐ an observation must be made, or information given that indicates the employee has behaved in a way which indicates a breach of this policy and/or which may put themselves and other employees at risk of their health and safety.
- ☐ the employee will be asked to explain their behaviour. If no reasonable or satisfactory response is given, the employee may be asked to undergo an examination at the local hospital to ascertain whether they are under the influence of alcohol or drugs.
- ☐ the employee may also be asked to go home until the end of the day or shift.
- ☐ on the employee's return to work and following receipt of the results of any tests, the employee will be interviewed by the Chief Executive Officer. The employee may have a witness present.

☒ allegations may be made to the employee and the employee will be asked to respond. Depending on the response further investigations may take place to assist the company determine the facts and/or appropriate disciplinary action to be taken.

☒ an employee who refuses to undergo testing of their health may find it difficult to provide evidence to disprove an allegation they have breached this policy.

☒ in the absence of medical evidence to disprove an allegation the company will make any decision it feels is reasonable and justified, given observation, witness statements and any other sources of evidence which are relevant to the investigation.

Employees will not be treated harshly, unfairly or unjustly by this policy.

SMOKE FREE WORKPLACE

A non-smoking policy is widely considered a sound OHS measure for employers to introduce.

MWGC aims to provide its employees with a healthy work environment. Smoking in the workplace is a recognised health hazard and as such is not permitted in any office, vehicle, or other area designated as non-smoking.

Employees or volunteers who smoke outside the premises should not do so near the main entrance to the building. They should also ensure that they dispose of cigarette butts and other litter carefully.

Smoking breaks policy

MWGC operates in a non-smoking environment however recognises the need to accommodate the needs of both smokers and non-smokers.

Smoking breaks

There will be no fixed smoke breaks for employees or volunteers provided breaks taken do not impact on the person's performance. If it appears that the duration and frequency of smoke breaks are impacting on their effectiveness then the employee may be counselled. Unrestricted smoking breaks are a privilege that should not be abused.

Designated smoking area

MWGC has designated that only outside a building and at least 5 metres away from the entrance to the building used by MWGC is a smoking area. It is the responsibility of the people using these areas to ensure that cigarette butts are disposed of properly.

Non-smoking procedure

MWGC aims to maintain a healthy work environment for all employees [for more details, see the Occupational Health and Safety policy].

There is scientific evidence that passive smoking is a risk to health. It has been shown to cause lung cancer and heart disease in non-smokers, as well as trigger asthma attacks, cause chest infections, watery eyes, headaches and sore throats.

There have been many successful claims against employers for allowing exposure to tobacco smoke in the workplace.

Under the Occupational Health and Safety Act, an employer has a duty to provide a safe working environment and to protect the health of all employees from illness or injury arising from the workplace.

To protect the health of all employees from the effects of tobacco smoke MWGC has adopted a policy of providing a smoke-free workplace.

Consequences of breach of policy

Any breach of this policy will lead to the normal disciplinary procedures being adopted.



CONTRACTORS/SUBCONTRACTOR MANAGEMENT

Contractor/subcontractor procedure

Contractors approved to perform work on any equipment, or within any MWGC premises shall be inducted before work commences. The induction shall include all areas of the company's OHS policies and procedures that relate to the contractors work, equipment and environment.

Contractors must ensure that all procedures are followed while on MWGC property.

Contractor/subcontractor process

Pre-qualification

Companies who undertake work on behalf of MWGC MUST first show proof that they meet the requirements of the NSW OHS and workers compensation legislation.

The following procedure shall be followed;

- a 'Contractor OH&S Safety Plan' form shall be sent to the sub contractor requesting that it be completed, with attachments as indicated on the form.
- a time limit should be stated at the time the form is sent. If it is not returned within this time, a phone call should be made as a follow up.
- if the form is not returned, the relevant Manager/Officer must be informed as work cannot be undertaken without this risk management process having been completed.
- on receipt of the form, use the 'Pre-qualifications Checklist' to go through the information and tick off what is/is not received.
- attach the checklist to the contractor information and sign the checklist as the person undertaking the checking.
- pass on the package to the relevant Manager/Officer taking responsibility for appointing the Subcontractor.
- the relevant Manager/Officer must review the documents and either follow up with the Contractor or sign off on the information supplied. Signing off is an indication that the relevant Manager/Officer is satisfied that the Contractor has met all the requirements.

Manly Warringah Gymnastics Club Work Health Safety Policy

- the Contractor must be informed in writing that they have passed the Prequalification criteria and have been appointed, or alternatively, why they have not met the requirements.
- the Contractor should be put on the preferred suppliers list if they have passed. It is only necessary for the Contractor to complete this process once.
- the Pre qualification package should be filed in the Contractors file and copies distributed as identified on the checklist.

Monitoring

The following monitoring process is required:

- prior to a subcontractor /contractor starting, the relevant Manager or Supervisor should provide the subcontractor/contractor with information on site safety requirements.
- prior to a subcontractor /contractor starting, the relevant Manager or Supervisor should check the Contractors for electrical tagging of equipment, Personal Protective Equipment of employees, licences and permit requirements (if any).
- the relevant Manager to monitor their performance.
- The relevant administration person should request updated Certificates from the Contractor/Subcontractor annually. These should be reviewed and attached to the file.
- Contractor/Subcontractor performance whilst undertaking work should be subject to the normal safety checklist (inspection/audit) relevant to normal business activities.

Review

- Should a Contractor/Subcontractor fail to perform as required, a formal notification should be given, outlining the lack of performance issues. If they are safety related, the relevant Manager or Supervisor should be informed.
- A plan requiring action should be stated in the notification.
- Responsibility for follow up and review should be given to the relevant Manager.
- Failure of the Contractor/Subcontractor to perform after the appropriate notification/s, the relevant Manager or Supervisor, in consultation must decide on the appropriate action. Where the issue involves safety, an Elected employee representative shall be consulted as part of the decision making process.
- Should the Contractor/Subcontractor be removed from the list of suppliers, all relevant Managers and Supervisors will be informed.
- All checks and records pertaining to Contractor/Subcontractor performance must be kept.



THE MANNER IN WHICH YOU CONDUCT YOURSELF WHILE WORKING IS VERY IMPORTANT TO OUR BUSINESS.

NON COMPLIANCE WILL BE DISCUSSED WITH EMPLOYEES TO ENSURE THAT THEY HAVE FULLY UNDERSTOOD THE INSTRUCTIONS.

BEHAVIOUR

Behaviour procedure

The manner in which you conduct yourself while working is very important to our business, your continued employment and the safety of yourself and your work mates.

MWGC will not tolerate the following conduct.

- coming to work under the influence of alcohol or other drugs;
- theft of the Company's or any other property or equipment;
- wilful damage or destruction of the Company's or any other property or equipment;
- entry into areas that are restricted; and
- failure to wear, use or store correctly personal protective equipment or clothing.

Enforcement of safety requirements

MWGC is aware of the necessity to enforce policies and procedures for safety requirements.

Non-compliance will be discussed with employees to ensure that they have fully understood the instructions and information given to them.

If it is found that they have not clearly understood or misinterpreted the instructions and information, further training or induction will be provided.

The Chief Executive Officer will record any verbal warnings given.

If non-compliance continues written warnings will be given.

If inappropriate behaviour continues, the Chief Executive Officer will decide on any action to be taken, including possible dismissal.



EEO & ELIMINATION OF DISCRIMINATION & HARASSMENT

MWGC Workplace Harassment and Bullying Policy

At MWGC we are committed to providing a work environment that is pleasant for employees and volunteers to work in and conducive to good workplace relations.

This policy is aimed at ensuring that employees and volunteers are not subjected to any unwanted workplace harassment or bullying. Harassment and bullying in the workplace decreases productivity, increases absenteeism, and is also against the law. For these reasons harassment will not be tolerated at MWGC.

What is workplace harassment?

The most common form of workplace harassment is sexual harassment. Sexual harassment is behaviour of a sexual nature that is unwelcome and has the effect of offending, intimidating or humiliating the person being harassed. Sexual harassment most often happens against women, but men can also be subjected to sexual harassment.

Workplace harassment can also be based on other grounds including race, disability, age, pregnancy, marital status, homosexuality, transgender, or HIV/AIDS status.

For the purpose of this policy 'harassment' includes bullying.

Harassment in the workplace can create an unpleasant or even hostile work environment. Harassment makes work difficult for everyone - the person being harassed, as well as employees and volunteers witnessing the harassment. The harasser also is not concentrating on their work when he/she engages in this type of behaviour.

Workplace harassment usually consists of a pattern of unwelcome behaviour, however, it can consist of just one act where this is of a serious nature. Also there is no requirement that the harasser intend to offend or harm in order for it to be unlawful. All that is required under the law is that a reasonable person would consider that the person being harassed would be offended, humiliated or intimidated by the behaviour in question.

(Remember the key element of sexual harassment is that it is unwelcome behaviour. It has nothing to do with mutual attraction, or private, consenting friendships, whether sexual or not).

Examples of unlawful harassment:

- ☒ suggestive comments about a person's body or appearance
- ☒ leering or staring at a person or parts of their body
- ☒ demands that revealing clothing be worn
- ☒ tales of sexual performance
- ☒ persistent, unwelcome proposals of marriage
- ☒ gender based insults or taunting
- ☒ sexist or racist jokes
- ☒ pornographic or nude posters in the workplace
- ☒ homophobic material displayed on the notice board
- ☒ homophobic abuse
- ☒ verbal or written abuse directed at a transgender person
- ☒ touching a person in a sexual way
- ☒ sexual assault (criminal offence)
- ☒ 'flashing' (criminal offence)
- ☒ obscene telephone calls (criminal offence)
- ☒ asking questions about a person's sex life
- ☒ unwanted confidences about a person's sex life or lack thereof

- ☐ persistent requests for a night out where these are rejected
- ☐ requests for sex where these are unwelcome
- ☐ making jokes at the expense of a person with a disability
- ☐ verbal abuse or derogatory comments based on race
- ☐ abuse based on a person's age
- ☐ bullying

In some instances the harassment might take place outside the workplace: at the office Christmas party for example, or when an employee makes unwelcome phone calls to another employee at their home or follows them home from work.

If you go to another workplace to do your work there, it is also against the law to harass someone who is working there.

MWGC recognises that workplace harassment may involve comments and behaviours that offend some people and not others. The management of MWGC accepts that individuals may react differently to comments and behaviour. That is why a minimum standard of behaviour is required of employees and volunteers. This standard is, as far as is possible, respectful of all employees and volunteers.

Bullying

Bullying includes physical abuse and psychological abuse. Violent behaviour is a highly objectionable form of bullying. Note, however, that it can be manifested in more subtle ways that impact on the health and well-being of the victims of bullying.

Bullying in the workplace is harmful to the victims and the workplace culture. Our clear policy is to totally oppose bullying without differentiating between levels of staff. In other words, if a manager and a junior employee are guilty of bullying then no favouritism will be shown to the manager compared to the junior.

Are you suffering harassment or bullying?

If you believe that you are being harassed or bullied there are a number of important steps you should take:

- ☐ Tell the person that their behaviour is unacceptable, and that it must stop. It is important to say these things to the harasser otherwise they may interpret your silence as consent. If you would feel too uncomfortable saying these things to the harasser, this will not mean that you don't have a valid claim.
- ☐ Report the behaviour or incident to your manager, the Equal Opportunity Officer or the Human Resources Department; you may wish to lodge a grievance under the company's Grievance Handling Policy.
- ☐ If the alleged perpetrator is a manager then report the manager to a senior manager.

☒ Keep your complaint confidential - this will avoid idle gossip and the possibility of defamation proceedings against you or the company.

What will MWGC do?

MWGC has a legal responsibility to take reasonable steps to prevent harassment and bullying from happening in the workplace. This involves educating employees and volunteers about harassment and bullying, putting in place this policy, implementing grievance procedures and ensuring compliance by all in the workforce.

If you make a complaint of workplace harassment or bullying it will be taken very seriously and will be dealt with sympathetically and in a confidential manner.

The complaint will be investigated and, if found to be proved, appropriate warnings or other disciplinary action will be taken against the harasser. In serious cases the harasser may be dismissed.

You will not be victimised or treated unfairly for making a complaint.

If you are not satisfied with the way in which the company has dealt with your complaint, you can seek further advice from an outside agency such as the Human Rights and Equal Opportunity Commission or the Anti-Discrimination agency or other relevant government agency.

Managers' and supervisors' role

Managers and supervisors have an important role in the prevention of workplace harassment and bullying.

Firstly, managers and supervisors must ensure that they do not harass or bully employees and volunteers, other managers or supervisors, clients or customers.

Secondly, managers and supervisors must ensure that their staff understand the Workplace Harassment and Bullying Policy. When managers and supervisors observe discrimination or harassment or bullying, they should take steps to stop it and warn the person of the consequences if the behaviour continues.

If a person approaches them with a complaint about harassment or bullying, they should take appropriate steps to resolve it. If this is not possible or is inappropriate, then the Human Resources Manager should be informed.

Employees and volunteers' role

Each employee must ensure that they do not engage in harassing or bullying behaviour towards other employees and volunteers, managers or supervisors, clients or customers.

Employees and volunteers should be aware that they can be held legally responsible for their unlawful acts. Employees and volunteers who aid, abet or encourage other persons to harass or bully can also be held legally liable.

If you need more information

If you need any more information about workplace harassment or bullying the following people can help you:

- ☐ your manager
- ☐ Member protection Information Officers

Further information may be found in the Gymnastics NSW Member Protection Policy.

HIV & AIDS policy of MWGC

MWGC is committed to maintaining a safe and healthy environment for all employees. Consistent with this is a commitment that all employees are treated with respect and caring.

Employees affected by HIV/AIDS or any other life threatening illness will be treated with compassion and understanding, and will be given as much support as possible to assist them to deal with their illness.

Transmission of HIV/AIDS

HIV/AIDS is only transmitted through activities which involve the exchange of bodily fluids. Such activities rarely take place in the workplace. In the course of normal employment, employees have no basis upon which to refuse to work with or withhold their services for fear of catching the AIDS virus by working with an HIV positive person.

In all circumstances where there is the possibility of exchange of bodily fluids, eg the giving of First Aid, the appropriate precautions should be taken to eliminate the risk of transmission of bodily fluids, eg gloves, CPR mask with non-return valve (refer to First Aid Manual). These precautions are aimed at preventing the transmission of all blood-borne diseases, not just HIV.

Discrimination, vilification and harassment on the basis of HIV/AIDS

Discrimination, harassment and vilification on the basis of HIV/AIDS or imputed HIV/AIDS is against the law and will not be tolerated at MWGC. Employees who behave in such a manner, or who otherwise harass or discriminate against an employee because he or she is:

- ☐ HIV positive or has AIDS,
- ☐ presumed to be HIV positive or have AIDS, or
- ☐ a relative or associate of a person who is HIV positive or has AIDS

will be disciplined.

Continued employment

It is the policy of the company for employees with AIDS or any of its related conditions to continue to work as long as they are medically able to perform their employment duties.

Confidentiality

The company will treat all medical information obtained from employees with HIV/AIDS in a confidential manner. Any employee who breaches such confidentiality will be disciplined.

Further information

Employees who are affected by the AIDS virus or any of its related conditions, or who are concerned about HIV/AIDS, are encouraged to contact the Chief Executive to discuss their concerns and obtain any additional information.

Home visit policy of MWGC

This policy is directed at employees and contractors acting on the organisation's behalf. Our home visits policy is designed to set-out the general principles and guidelines to be followed by employees and contractors who attend or visit members in members' homes.

Schedule

You should adhere to the issued schedule and any variation from that schedule should be notified to your Manager before embarking on such a variation. The schedule must include an estimated time of return.

You must notify your Manager that you are leaving the premises to make the home visit. Similarly, you will notify your Manager of your return to the premises.

Keep Manager informed

If your Manager would not know, in the ordinary course of events, that you would be making a home visit, you are to inform the Manager of your intentions before making the home visit.

Relevant information as to member, address and time should be provided face to face or by telephone or email.

Make appointments

You are required to first make an appointment with a member before attending the member's home. Only in exceptional circumstances, with the express permission of your Manager, may you visit a member's home without first making an appointment.

Under no circumstances must you give out your home telephone numbers or home addresses to members. You may give members' company telephone numbers to use for appointment confirmations or cancellations.

Conduct at members' homes

You are expected to maintain the high standards of conduct promoted by our organisations at all time. You must carry appropriate identification and you must present this identification to the member for inspection before entering the premises.

Comply with requests from member

If the member requests that you leave the premises or declines to permit you entering the premises you are to depart the premises as soon as possible without argument or debate.

Keep records

Every home visit is to be documented. The usual recording practice in relation to member contact is to be followed.

Any complaint or other issue about a member is to be documented and brought to the attention of your Manager as a matter of urgency.

Vehicles

At no time will an employee transport a member in the employee's personal vehicle or travel with the member in their vehicle unless approved in writing by their Manager.

All purses, laptops computers and other valuables must be secured in the boot of the car out of casual view. Under no circumstances should employees take such items or other valuables into a home. The car should be locked while parked or while the visit is taking place.

Safety

If, at any time during a visit, individuals or conditions appear unsafe or threatening for any reason, you will leave the home at once.

You will at all times use the following safety measures during home visits:

- ☒ Confirm directions to the home.
- ☒ Either carry a mobile telephone with a charged battery or have change available for telephone calls.
- ☒ Park in full view of the member's home. Avoid parking in deserted side streets.
- ☒ Use common thoroughfares and avoid isolated stairs.
- ☒ Always knock on a member's door before entering.
- ☒ If other residents or neighbours are identified as a safety problem, do not make a home visit alone.
- ☒ Never go into or stay in a home if your personal safety is threatened.

Staff social functions policy

At Christmas and at certain other times in the year (eg Melbourne Cup Day) there are work social functions organised for the enjoyment of staff. These functions may be held either on the premises or at another venue. Clients and business colleagues may sometimes attend these functions.

Staff are reminded that these functions require a degree of responsibility from them that is consistent with the high standards of behaviour that companies pride themselves on. As these functions are a part of business in a real sense - in promoting good staff and client relations - the following points relating to behaviour are expected to be met by all staff:

- excessive consumption of alcohol is to be avoided - this is both a safety and a social responsibility;
- any use of illegal drugs in the course of these functions is totally prohibited;
- company policy re: smoking in the workplace applies to these functions;
- equal opportunity and anti-discrimination is a high priority with our business and the rules and appropriate behaviour consistent with these principles must be adhered to;
- client and business relationships can be adversely affected if staff forget that there is still a business aspect to these functions and so staff are expected to be alert to this;
- abusive language and swearing is not permitted in our work situations and it is not permitted on these occasions;
- respect for managers giving reasonable directions is expected;
- reasonable care of the facilities and equipment provided (eg sound system etc) is expected;
- blatant disregard of these guidelines is a matter for discipline and, in serious cases, dismissal could follow such a breach.

Breach of these guidelines may give rise to disciplinary action.



PERFORMANCE MEASUREMENT

Measurement of safety performance through reviewing incident statistics is important to the development, monitoring and evaluation of occupational health and safety strategies.

Incident statistics

The following summary of incident statistics will be collated and presented to the Board of Management for discussion.

Statistic	Current Year	1 Year Prior	2 Years Prior
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Number of employees			
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Lost Time Incidents (LTI)			
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Injury Index (severity rates)			
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Exposure Hours (hours worked)			
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Number of Lost Workdays			
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Definitions

LTI - Any injury that results in at least one full day being lost at some time (not necessarily immediately) after the day during which the injury occurred.

Injury Index - Number of working days lost per 1,000 hours worked.

Exposure Hours - Number of hours worked by employees during the year.

Number of Lost Workdays - Number of days injured or ill employees were scheduled to work but could not. Note: AS 1885 specifies that 220 lost working days must be allocated to a fatality.



PLANT SAFETY

Plant safety procedure

MWGC recognises the importance of workplace safety and health in its purchasing decisions.

Safety and health criteria within purchasing documentation includes, but is not limited to, the following:

1. All plant and equipment will be required to meet ergonomic considerations of the intended users;
2. All plant and equipment will be provided with sufficient guarding, labelling of controls and warning signs, where appropriate.

Equipment maintenance

MWGC has in place an equipment/plant servicing program, to maintain all equipment and plant in the best possible condition.

- Maintenance and repair of plant will be in accordance with procedures recommended by the designer, manufacturer or supplier (or a competent person)
- The necessary facilities or systems of work will be provided for the safety of maintenance personnel
- A competent person will assess and provide advice on damaged plant, and will repair, inspect and test work
- All personnel performing maintenance will follow safe work practices.
- During maintenance, cleaning and repair, plant will be stopped and isolated and devices, controls or safe systems of work used to safeguard maintenance personnel.
- Records of all maintenance conducted are to be kept on file.
- All staff will report faulty or damaged equipment on the Risk Data Form.
- The Senior Management and Supervisors will discuss commonly occurring equipment and machinery faults as part of the maintenance program.

Guarding of machinery procedure

It is a legislative requirement to have all dangerous or moving parts of plant or machinery securely fenced or guarded, to prevent a person from contacting the moving part and being injured.

Guarding must not be removed from any item of plant, equipment or machinery.

Employees must submit a hazard report form if guards are missing from plant, equipment or machinery.

Regular inspections will be undertaken to ensure that guarding is maintained.

All plant and equipment shall have protection in place to prevent as far as is reasonably possible deliberate or accidental personal contact with moving parts, hot/cold surfaces or materials, flying objects (as a result of normal operation or failure) etc.

Accordingly all new and existing machines and associated equipment shall be subject to a documented process of hazard identification, risk assessment and risk control in accordance with the national standard for plant (or the equivalent local state regulations).

The specific requirements relating to guarding in the national standard for plant (or regulations) shall be met, including the following:

- Where guarding is used as a control measure, a person with the responsibility for the control of risk must ensure that any guard provided for the plant and its operation is :
 - (a) a permanently fixed physical barrier where no part of a person requires access to the dangerous area during normal operation, maintenance or cleaning; or
 - (b) an interlocked physical barrier where access to dangerous areas is required during the operating sequence; or
 - (c) where a guard in accordance with (a) or (b) is not practicable, that it is a physical barrier securely fixed in position by means of fasteners or other suitable devices, which ensures that a guard cannot be altered or detached without the aid of a tool or key; or
 - (d) where a guard in accordance with (a), (b) or (c) is not practicable, that presence sensing safeguarding system are provided.

- Where guards are used they must be:
 - (a) designed and constructed to make by-passing or defeating them, whether deliberately or by accident, as difficult as is reasonably possible;
 - (b) of solid construction and securely mounted so as to resist impact and shock;
 - (c) regularly maintained; and
 - (d) designed so as not to cause risk in themselves.

- Where parts are designed to move at high speed and may break or disintegrate, or work pieces may be ejected, the guarding provided must be adequate to effectively contain the fragments or work pieces.

- Where a risk of jamming or blockage or moving parts cannot be eliminated, specific work procedures, devices and tools must be specified to ensure the plant can be cleared in a way that minimises the risk to health and safety.

Removal of guards

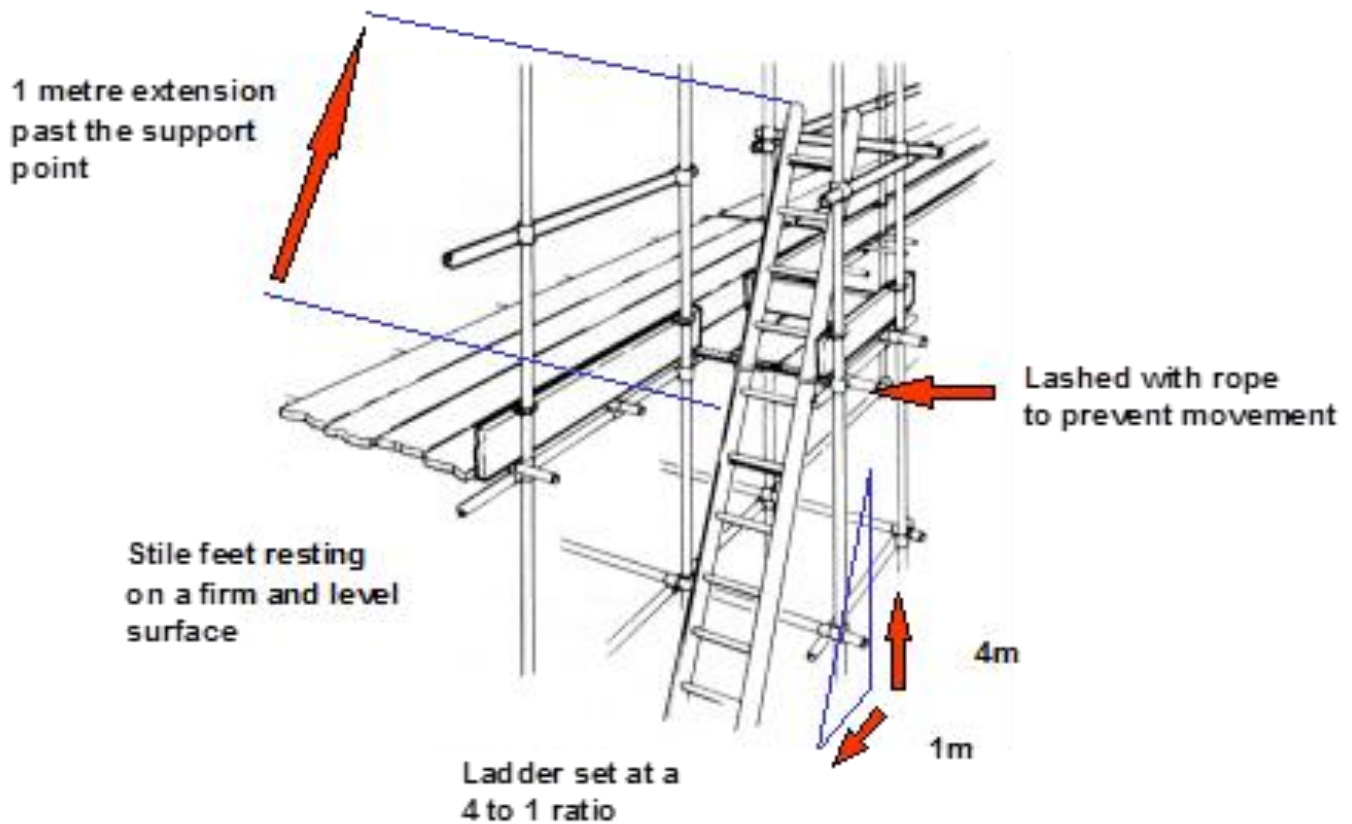
- Machines shall not be operated if guards are missing or are not securely fixed.
- Guards may be removed during maintenance once plant or equipment has been correctly isolated and tagged.

Use of ladders procedure

Ladders should be used as a means of access to a work area not as a work platform.

DO NOT WORK FROM A LADDER

REPORT ANY DAMAGE TO A STEP LADDER TO YOUR SUPERVISOR IMMENDIATELY



Always ensure that:

- the ladder is the right height for the task. This will avoid reaching or stretching;
- metal or wire bound ladders are never placed close to energised “live” power lines;
- the ladder extends at least one metre above the stepping off point;
- the ladder is in good condition and not damaged;
- there is a firm level work platform, free from obstructions to step onto;
- the ladder is securely fixed;
- the ladder is not too close or too far away from the support structure. The distance is 1 to 4. That is, if a ladder is four metres high the distance from the base of the ladder and the support structure is one metre; and
- the ground is firm, stable and level.

Isolation tag out procedure

ALWAYS ATTACH A “PERSONAL DANGER” TAG YOURSELF

PERSONAL DANGER TAGS SHOULD ALWAYS BE ATTACHED TO ISOLATION DEVICES THAT ARE LOCKED IN THE “OFF” OR “SAFE” POSITION

Isolating or tagging out is an effective way of preventing machinery, plant or equipment becoming operational during activities such as maintenance, installation, inspection, testing or cleaning.

Two systems apply when isolating or tagging out machinery. That is “DANGER” tags and “OUT OF SERVICE” tags.

Personal ‘Danger’ tags

Personal “DANGER” tags are attached to isolation devices to signify that persons are currently engaged in work on the machinery.

Personal “DANGER” tags should always be fixed to isolation devices that are locked in the “OFF” or “SAFE” position.

Prior to commencing work in, on or about any machinery, which could cause injury, it is essential to:

- ensure that all relevant energy sources (* including stored energy sources) have been switched off and that all necessary safeguards are in place for control of stored energy sources;
- fill in the personal “DANGER” tag correctly and clearly;
- attach the personal “DANGER” tag to each isolation device so that it is clearly visible;
- establish that the isolation is effective;
- always remove the personal “DANGER” tag after completion of the work or prior to leaving work at the end of a shift; and
- replace the personal “DANGER” tag with an “OUT OF SERVICE” tag if work is incomplete.

Note: Stored energy sources may include charged springs, sudden release of pressure, unexpected motion, fuming, heat, radiation and chemicals.

NEVER allow another person to place or remove a personal “DANGER” tag on your behalf.

NEVER place or remove a personal “DANGER” tag for someone else.

NEVER use, switch on, manipulate or interfere with machinery, plant or equipment that has a personal “DANGER” tag attached.

'Out of service' tags

Machinery, plant or equipment, which is not to be used, should be identified with an "OUT OF SERVICE" tag.

"OUT OF SERVICE" tags should be attached and removed only by authorised persons who have specific knowledge of the operation of the item of plant, machinery or equipment.

Only in an emergency situation, and only when it is apparent that the continued use of the equipment, plant or machinery could be dangerous, should another person attach an "OUT OF SERVICE" tag.

"OUT OF SERVICE" tags should always be fixed to isolation devices when these devices are in the "OFF" or "SAFE" position.

"OUT OF SERVICE" tags should always be fixed to the energy source when it is in the "OFF" or "SAFE" position.

Prior to attaching an "OUT OF SERVICE" tag:

- ensure that all required details are filled out clearly and legibly in the spaces provided. Emphasis should be placed on the reason for placing the tag; and
- "OUT OF SERVICE" tags should be securely attached to the isolation point and clearly visible.

ONLY authorised persons are to remove an "OUT OF SERVICE" tag.

NEVER use plant, machinery or equipment with an "OUT OF SERVICE" tag attached.

NEVER use an "OUT OF SERVICE" tag in place of a "PERSONAL DANGER" tag.

REMEMBER TO:

- switch off;
- isolate circuits;
- fix appropriate tags; and
- test that the electricity supply is isolated.

Isolation tag out

ISOLATION DEVICES MUST BE IN THE “OFF” OR “SAFE” POSITION BEFORE YOU ATTACH AN “OUT OF SERVICE” TAG TO THEM

REPORT ALL ELECTRICAL INCIDENTS TO THE SUPERVISOR

Before you start work:

- plan and discuss the job;
- ensure that you clearly understand any instructions given;
- confirm permission to isolate (use a permit system if relevant);
- isolate the electrical equipment, plant, machinery or circuit;
- fit a personal “Danger” tag;
- erect safety barriers if required;
- ensure that all tools are properly insulated;
- do not work on “live” equipment; and
- start work only when authorised to do so.

IF IN DOUBT, ASK YOUR MANAGER

When working:

- use safety observers if required (e.g. working in a confined space);
- never rely on your memory - if in doubt always check you have followed procedures; and
- check that isolation/lock out/tag out system is in place before resuming work after any break.

On completion of work:

- check that no tools are left on or in the job;
- check the work is complete and the equipment is reconnected to power source;
- notify all relevant personnel that the equipment is to be connected or energised;
- have authorised persons sign off work permits (if relevant);
- remove “Personal Danger” tags; and
- remove barriers and store them correctly.

KEEP YOUR WORK PLACE CLEAN AND TIDY



POLICIES, FORMS & OTHER WHS DOCUMENTATION

The following policies, forms and other OHS documentation are used in conjunction with the OHS Implementation Plan and the Occupational Health & Safety Plan.

POLICIES:

- OHS Policy
- Sun Protection Policy
- Return to Work Policy and Procedure
- Non Smoking Policy
- Equal Employment Opportunity Policy
- Drug and Alcohol Management Policy
- Crisis Management Plan
- Risk Management Policy

FORMS & OTHER DOCUMENTATION

- Return to Work Plan
- First Aid Implementation Action Plan
- First Aid Record Form
- Contractor Subcontractor Prequalification Checklist
- Safe Working Procedure
- Manual Handling Task Checklist

- Employee Training Record
- Fire Equipment Inspection Checklist
- Monthly Workplace Inspection
- Office Hazard Checklist
- Vehicles Daily Checklist
- OHS Injury Management Self-Assessment Questionnaire
- Gymnastics NSW Incident Report Form
- Emergency Procedures Tool
- Hazardous Substance Register
- OHS Consultation Statement
- Interview with inspectors procedure
- Sporting events indemnity
- Rehabilitation letter to injured worker
- Warning for breach of OHS policy