

HEALTH & SAFETY POLICY

POLICY NAME:	Bunnerong Gymnastics Health & Safety Policy
DATE OF ISSUE:	2019 (reviewed annually)
DATE OF REVIEW:	January 2022
CONTROLLING BODY:	Board of Management of the Association

POLICY STATEMENT

The well-being of its athletes, volunteers, employees and spectators is a major consideration in every aspect of the operations of Bunnerong Gymnastics. Every reasonable effort will be made to ensure a safe and healthy environment for all athletes, volunteers, employees and spectators. To demonstrate commitment to this policy, Bunnerong Gymnastics will place the safety and health of these parties foremost, ahead of property and equipment.

Bunnerong Gymnastics will manage health and safety by:

- 1.1 Controlling the health and safety risks at work.
 - 1.2 Involving employees on health and safety issues that affect them.
 - 1.3 Making sure that where employees work, and any equipment they use, is safe.
 - 1.4 Making sure that dangerous substances are stored and used safely.
 - 1.5 Making sure employees, especially new employees, have relevant information and training on health and safety.
 - 1.6 Making sure employees can do their jobs, and are properly trained.
 - 1.7 Trying to stop accidents and work-related health problems.
 - 1.8 Regularly checking that working conditions are safe and healthy.
 - 1.9 Regularly reviewing this policy and making changes if necessary.
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PURPOSE

Accordingly, it is the responsibility of all athletes, volunteers, employees and contractors of Bunnerong Gymnastics to play their part in ensuring this policy is carried out. This not only applies to those people in positions that have responsibility for safeguarding the health and safety of athletes, volunteers, employees or spectators in their charge, but also to individuals to ensure they carry out their duties in a safe and healthy manner.

Bunnerong Gymnastics will provide opportunities for athletes, volunteers and employees to consult on accident prevention measures and to monitor the operation of this organisation.

DEFINITIONS

- 3.1. *Athlete*; being a Club Member participating in an appropriate session, visiting athlete in training or competition.
 - 3.2. *Volunteer*: a person who works for the club without being paid. This may be on a regular or irregular basis.
 - 3.3. *Employee*: a person employed and paid by the club to carry out a defined role.
 - 3.4. *Health*; being the individual wellbeing of an athlete, volunteer, employee or spectator.
 - 3.5. *Safety*; being protected from the risk of harm or injury.
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APPLICATION

The Policy applies to all of Bunnerong Gymnastics staff, members, visitors, contractors and volunteers. It also applies to all activities on and off Bunnerong Gymnastics property; including competitions, displays, events and any other programmed activity outside of Bunnerong Gymnastics venue.

RESPONSIBILITIES

General Responsibilities

To enable Bunnerong Gymnastics and its athletes, volunteers, employees and spectators to comply with the Health and Safety Policy, Bunnerong Gymnastics undertakes to:

- 5.1 Comply with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace.
- 5.2 Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards.
- 5.3 Provide the necessary training for volunteers and employees to perform their work in a safe and healthy manner.
- 5.4 Encourage all work groups to take responsibility of workplace issues and in consultation, develop safe work systems.
- 5.5 Utilise appropriate communication mechanism to raise awareness and promote Occupational Health and Safety matters.

The following people have responsibilities for health and safety at Bunnerong Gymnastics:

Name/Position:	Responsibility:
Operations Manager/Fire Wardens	Emergency Evacuation – in case of fire or other emergency, premises may need to be evacuated. A fire risk assessment is undertaken and emergency procedures are implemented.
Operations Manager/Head Coaches	H&S induction – all new staff members receive training and information about applying this policy.
Operations Manager/OHS Representatives	H&S risk assessment – risk assessments will be recorded. A clear process will be documented to control the health and safety risks at work.
Operations Manager	First Aid reviews – ensure the first-aid kit is suitably stocked, transfer Incident Report into the Injury Registry and determine strategies to reduce injuries.
All Staff	Accident recording, investigating and reporting – Report all accidents in the Incident Report Book and accurate records of the incidents.

Employees are responsible for:

- 5.6 Co-operating with people who are responsible for health and safety.
- 5.7 Using safety equipment when it is necessary.
- 5.8 Taking care of their own health and safety.
- 5.9 Reporting health and safety concerns to the right person as written in this policy.

Specific Responsibilities

The following people will be responsible for making sure that the workplace and equipment are safe;

- 5.9 Operations Manager will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.
- 5.10 OHS Representatives will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
- 5.11 Operations Manager will be responsible for making sure that all the necessary maintenance is done.
- 5.12 Any problems with work equipment or the workplace should be reported to the OHS Representatives or the Operations Manager.
- 5.13 Before buying any equipment or changing where people work, Operations Manager will check that health and safety standards are met.

The following people will be responsible for making sure the training and inductions are carried out and documented;

- 5.14 General health and safety induction training will be provided for all employees by Operations Manager or Program Managers.
- 5.15 Health and safety training for the particular job will be provided by Program Manager.

- 5.16 Training and induction records are kept by Operations Manager or Program Manager.
5.17 Any training that is needed will be arranged by Program Manager.
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POLICY BREACHES

Bunnerong Gymnastics has a Complaints Handling Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. Bunnerong Gymnastics recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

6.1 Disciplinary action will be taken by Bunnerong Gymnastics against anyone who:

- Is found to be in breach of this Policy;
- Victimises or retaliates against a person who has complained of a breach of this Policy; and
- Is found to have made a frivolous complaint.

6.2 The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

CONFIDENTIALITY & REPORTING

Bunnerong Gymnastics administration responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is:

- 7.1 Necessary as part of the disciplinary or corrective process; and
7.2 Required by law.