

# WERRIBEE BOWLS CLUB OCCUPATIONAL HEALTH & SAFETY (OH&S) POLICY



## 1. Policy Statement

Werribee Bowls Club (WBC) is committed to the health, safety and welfare of all who work in, participate or visit our workplace and events.

WBC recognises it has a moral and legal responsibility to provide a safe and healthy work environment for employees, volunteers, contractors, players and visitors.

## 2. Scope & Responsibility

This policy is applicable to WBC in all of its operations and functions.

## 3. Aims

WBC aims to minimise the levels of harm or injury to any persons engaged in activities under the management of WBC. The target is zero incidents and lost time injuries.

## 4. Implementation Overview

WBC will do everything reasonably practicable to protect the safety, health and wellbeing of all employees, volunteers, contractors, players and visitors.

It will do this by incorporating these requirements:-

- Provision and maintenance of safe and healthy work environments
- Consultation with staff and volunteers to ensure informed decisions are made where they may impact health and safety
- Being proactive and consultative in identifying hazards, assessing the risks associated with them and implementing controls before the hazard can cause harm
- Provision of appropriate instruction, training, information and supervision to ensure work is carried out in a safe manner
- Identification, allocation and use of resources (human and financial) necessary to provide and maintain safe work systems and processes
- Conducting of regular reviews and evaluations of WBC health and safety systems in place and underpinned by a desire to strive for continuous improvement.

**All workers (employees, volunteers and contractors) shall be supported and expected to:**

- Take reasonable care for their own health and safety and the safety of others who may be affected by their acts or omissions
- Follow all health and safety policies and procedures
- Regard safety as an integral part of their normal duties
- Report all known or observed hazards to the WBC OH&S representative and/or Board Executives
- Actively participate in OH&S consultation and other OH&S related activities such as training, inspections and meetings where needed.

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## 5. Evaluation

- Data on OH & S matters will be maintained on an ongoing basis, reviewed at least annually and reported to the Board by the officer delegated to the position of OH&S Officer at the Club.
- An analysis of any incidents may lead to revisions in the policy or in implementation guidelines as appropriate.

## 6. Policy Checklist

- Legislation Compliance (where appropriate) Occupational Health & Safety Act 2004 (Vic)
- <https://www.worksafe.vic.gov.au/laws>
- Applicable Documents WBC Policies/Procedures and other WBC Documents: Occupational Health and Safety Management System (OHSMS)
- WBC Strategic Plan Alignment (where appropriate)
- Sound OH&S practices shall apply across implementation of all goals within the Strategic Plan
- WBC Budget Implications (where appropriate)
- Allowances shall be made in the annual budget for training as needed, production of staff and event guidelines and facility modifications if required.
- Review History and Version Control
- The WBC OH&S Policy will be reviewed every two years
- Version Prepared Reviewed Approved
- Date Approved 1.0 Strategic Business Analyst
- Governance Committee Board 27/08/2020

## 7. Werribee Bowls Club – First Aid Officers

Name	Date Certified	Duration	Home	Mobile
George Cairns	16/1/2020	16/1/2023	97427257	0438509549
Lesley Robinson	16/1/2020	16/1/2023	97485181	0403851076
Alesa Daynes	16/1/2020	16/1/2023	87319422	
Tanya King	16/1/2020	16/1/2023		
Steve Cohen	16/1/2020	16/1/2023		0425820324