



Work Health & Safety Policy

Club Name: Blackwood Community Recreation Association Inc. –

Address: 1 Northcote Road

CITY: Eden Hills **Postcode:** 5050

Approved by BCRA Inc.: _____

Position held: _____

Signed: _____

Date of Approval: _____/_____/_____

Last Date of Review: _____/_____/_____

Next Date of Review: _____/_____/_____

Obligations

Blackwood Community Recreation Association Inc. (BCRAI) recognises its legal responsibility to provide a safe and healthy work environment for employees, contractors, customers, visitors and others.

The management and staff are committed to eliminating hazards and fostering an environment of cooperation and collaboration with employees and other stakeholders to ensure the development and implementation of an effective safety management system.

Objectives

Blackwood Community Recreation Association Inc. will ensure a safe workplace and safe systems of work through:

- purchase of safe plant, equipment and substances
- written procedures and instructions that are communicated to all employees and other interested parties.
- compliance with legislative requirements and current industry standards
- provision of timely information, instruction, training and supervision to employees, contractors, visitors and customers to ensure their safety.
- provision of support and assistance to work injured employees in line with legislative requirements.
- establishment of measurable objectives and targets to ensure continued improvement and elimination of work-related injury and illness.

Responsibilities

The Manager is the **Responsible Officer** and is responsible for:

- ensuring compliance with the *Work, Health and Safety Act 2012 (SA)* and *Work Health and Safety Regulations 2012 (SA)* are met.
- doing all that is reasonably practicable to ensure appropriate resources are allocated to enable implementation of this policy
- monitoring and evaluating safety performance
- provision and maintenance of the workplace in a safe and secure condition
- reporting health and safety performance to the Management Committee.

All team leaders and senior staff are accountable for implementing this policy. They must:

- ensure that any employees, volunteers and others within their control are safe from harm during any and all recreational activities
- actively participate in the development, promotion and implementation of health and safety policies and procedures
- ensure that the training needs of employees and volunteers under their supervision are identified and that they are provided with opportunities to undertake mandatory and essential training
- identify, report and control hazards and follow all health and safety policies and procedures.

It is the responsibility of all employees to:

- follow all health and safety policies, procedures and reasonable instructions
- immediately report all known or observed hazards, accidents/incidents to the manager
- co-operate with the manager in relation to the resolution of health and safety issues.
- Maintain a safe and tidy workspace.

Application of the Policy

This policy is applicable to Blackwood Community Recreation Association Inc. employees, volunteers and others.

Consultation

Blackwood Community Recreation Association Inc is committed to consultation and cooperation between management and employees.

BCRAI will consult with employees and their representatives in relation to a change to a workplace, work process, policy or procedure which may affect the health, safety or welfare of employees, volunteers or others.

Implementing the Policy

This policy will be implemented through a Safety Management System, which includes:

1. active involvement and commitment by the Board of Management and the manager
2. identification and control of hazards
3. investigation and reporting of all hazards, accidents and dangerous occurrences.
4. participation of and consultation with employees and others on safety matters
5. provision of first aid and emergency procedures
6. provision of information, instruction, training and supervision as necessary for safety.

Evaluation and Review

This Policy will be reviewed when required by changes in legislation, or following completion of an audit of the Safety Management System. If altered, employees will be consulted and notified of changes.

References

Work, Health and Safety Act 2012

Work Health, and Safety re Regulations 2014

Workers Rehabilitation and Compensation Act 1986

Australian Standard 4801 – Workplace Health & Safety Australia