

MOUNT GAMBIER RSL & DISTRICT BOWLING CLUB INC

WORK HEALTH AND SAFETY MANUAL

POLICIES AND PROCEDURES

SEPTEMBER 2023

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1. INTRODUCTION

1.1 Objectives

Mount Gambier RSL & District Bowling Club believes that a properly trained work force can have an active role in preventing occupational injuries and illnesses and thereby promote a safe and healthy workplace environment. It is the policy of the Mount Gambier RSL & District Bowling Club that it is the responsibility of all employees and members that they are aware of and comply with Occupational Health and Safety Club policies.

1.2 Framework

These policies and procedures comply as far as practicable in accordance with:

- Work Health and Safety Act 2012
- Occupational Health and Safety Act 2004, relevant Regulations, Codes of Practice
- Where applicable adhere to the Australian Standards as detailed in Appendix A (copy of the legislation will be available for reference in the Club administration office),
- The Mount Gambier RSL & District Bowling Club Occupational Work Health and Safety Policy
- The Mount Gambier RSL & District Bowling Club Constitution

1.3 Management Plan

The Mount Gambier RSL & District Bowling Club Work Health and Safety Management System (WHSMS) encompasses continual improvement and as such the WHS Committee will continually evaluate the performance of the WHSMS against its WHS policies, objectives and targets for the purpose of identifying opportunities for improvement.

1.4 Responsibility

Members and non-members (including staff and contractors) will be required to understand and comply with the Mount Gambier RSL & District Bowling Club Occupational Health and Safety Management System.

1.5 Training and Competency

The Mount Gambier RSL & District Bowling Club has established and implemented procedures for the identification of WHS training needs (including any prescribed by legislation) for all personnel.

2. LEGISLATION

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- Occupational Health and Safety Act 2004
- Occupational Health and Safety (Plant) Regulations 1995
- Occupational Health and Safety (Confined Spaces) Regulations 1996
- Occupational Health and Safety (Incident Notification) Regulations 1997
- Occupational Health and Safety (Issue Resolution) Regulations 1999
- Occupational Health and Safety (Hazardous Substances) Regulations 1999
- Occupational Health and Safety (Manual Handling) Regulations 1999
- Occupational Health and Safety (Major Hazard Facilities) Regulations 2000
- Occupational Health and Safety (Prevention of Falls) Regulations 2003
- Occupational health and Safety Equipment (Public Safety) Regulations 2017
- Occupational Health and Safety (Administrative) Regulations 2007

2.1 Related Legislation

- Equipment (Public Safety) Act 1994
- Equipment (Public Safety) (General) Regulations 1995
- Equipment (Public Safety) (Incident Notification) Regulations 1997
- [Dangerous Substances Act 1979](#)
- [Dangerous Substances \(General\) Regulations 2017](#)
- [Return to Work Act 2014](#)
- [Return to Work Regulations 2015](#)
- Workers Compensation Act 1958
- Workers Compensation Regulations 1995
- Accident Compensation Act 1985
- Accident Compensation Regulations 2001
- Accident Compensation (Workcover Insurance) Act 1993
- Accident Compensation (Occupational Health & Safety) Act 1996

2.2 Codes of Practice

Codes Relating to Regulations

- [Managing the Risk of Plant in the Workplace \(June 2020\)](#)
- [Confined Spaces \(June 2020\)](#)
- [Managing Risks of Hazardous Chemicals in the Workplace \(June 2023\)](#)
- [Hazardous Manual Tasks \(June 2020\)](#)

Construction Industry Codes (but not limited to)

- Temporary Electrical Installations on Buildings and Construction Sites (1988)

Other/General Codes

- [First Aid in the Workplace \(June 2020\)](#)
- [Managing Psychosocial Hazards at Work \(July 2022\)](#)
- [How to Manage Work Health and Safety Risks \(June 2020\)](#)

3. SAFETY COMMITTEE

- Legislation: [Managing the Work Environment and Facilities \(June 2020\)](#)

3.1 Structure

The Work Health & Safety Management shall comprise of:

- Club President:
- Secretary:
- Club Housemaster representative
- Club Safety Officer (Vice President)
- Emergency Control Officer (John Schroder)
- A representative of the Catering Coordinator
- A representative for the Grounds and Maintenance crew.

3.2 Function

- To facilitate co-operation between the Mount Gambier RSL & District Bowling Club Management and its members, employees and contractors in instigating developing and carrying out measures designed to ensure health and safety at work. (OH&S Act 2004) and:
- To formulate, review and disseminate (in such languages as are appropriate) to the employees, members, and contractors the standards, rules and procedures relating to health and safety which are to be carried out or complied with at the workplace.

3.3 Management

The Committee meets at a set period as follows:

- Meetings are to be held at a minimum, quarterly prior to the Management Committee Management meeting.
- Three WHS committee members in attendance constitutes a meeting
- If three members **cannot** be in attendance the meeting **must be rescheduled**.
- Special meetings can be called at any time pursuant to bullet 2 above

Matters requiring immediate attention should be reported to the Club

President.

Members or staff are encouraged to approach WHS Committee members with non-urgent issues relating to Health and Safety at the club.

3.4 Training

- Records of employee training will be kept up to date and filed in the administration office.
- Employees will be encouraged to participate in annual refresher training to facilitate safe work practices.

4. POLICIES

4.1 Work Health & Safety Policy

Introduction

The Mount Gambier RSL & District Bowling Club values safety in the workplace and recognises its legal, moral, and ethical responsibilities to provide a safe and healthy work environment for all members, employees, contractors, guests, and volunteers. The Mount Gambier RSL & District Bowling Club Committee are committed to achieving a high standard of safety performance and empowering its management, employees, members and contractors to identify hazards and take action to prevent an injury or illness from occurring.

Policy

This policy aims to:

- Demonstrate an active consultative commitment to all areas of Work Health and Safety
- Underpin the Mount Gambier RSL & District Bowling Club Work Health and Safety Management System
- Foster a positive safety culture, and encourage best practice solutions
- Define roles and responsibilities, and
- Set a practice of continual improvement.

All Mount Gambier RSL & District Bowling Club Management Committee, employees, members, and contractors are responsible and accountable for achieving the objectives of this policy and implementation of the documented WHS Management System. This includes:

- Hazard Identification & Control
- Risk Management
- Incident Reporting
- Safe Operating Procedures
- First Aid
- Emergency Management including Fire Safety

Roles & Responsibilities

The **Management Committee constitute** the Safety Committee. They will oversee the effectiveness of the WHS policy, maintain a commitment to ensuring this policy is enacted at all times and ensure adequate resources and support systems are provided to enable compliance with this policy.

The **Club Vice President**: is the authorised employee representative. If there is no Vice Present, the Administration Committee will manage the development, implementation, monitoring and review of this policy, and the WHS Management System.

The **Club Health & Safety Officer**: will be a member appointed by the Management Committee. They will assist in the execution of the WHS policy in conjunction with the business.

All employees and contractors: must adhere to the requirements of this policy. Work safely in accordance with established Safe Operating Procedures (SOPs), maintain training requirements and lead by example.

Members and Guests: must act in a safe manner, taking reasonable care for his or her own health and safety. A member or guest must not intentionally or recklessly interfere with or misuse anything provided within the grounds of the Mount Gambier RSL & District Bowling Club, in the interests of health, safety and welfare.

Communication

The Mount Gambier RSL & District Bowling Club's WHS information is accessible from their website

<https://www.rslbowlsmg.com.au/>

The complete WHS Manual is made available in hardcopy to all members and non-members and kept in the Office.

It is the responsibility of members, employees and contractors to read the Club's WHS policies and procedures upon joining the club and to regularly familiarise themselves with any new or updated policies.

Contractors will be required to be signed in by an authorised staff member where they will have their relevant Health and Safety responsibilities explained, qualifications recorded and commit to undertake training as needed, for specified areas of operation.

Availability

This policy is made available to all Mount Gambier RSL & District Bowling Club members and non-members, SafeWork SA familiarize, Unions, and other interested parties. The policy will be available on the Club's [website](#).

Review

The Club President, in consultation with the Safety Committee, will review this policy annually for continuous improvement from the date of the last review, recorded below.

PRESIDENT - Mount Gambier RSL & District Bowling Club Inc

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Dated.....

The object of the policy

The Mount Gambier RSL & District Bowling Club is committed to providing an environment which is safe and free of discrimination, harassment and bullying for our employees and others with whom we associate at work. We place great emphasis on merit-based selection and promotion.

Treating people fairly has a positive impact on employees and members and enhances our reputation as an employer of choice.

By effectively implementing Equal Opportunity principles we will attract talented people and use their ability to maximum advantage for both the organisation and employees alike.

Compliance

All Management Committee members, employees, members, guests, contractors and volunteers are covered by Equal Opportunity law and by this policy.

Discrimination, harassment and bullying is not only unacceptable, it is unlawful pursuant to state legislation (Equal Opportunity Act, 2010; Racial and Religious Tolerance Act 2001, Version incorporating amendments as at 1 August 2011) and federal legislation (Sex Discrimination Act, 1984; Racial Discrimination Act, 1975; Disability Discrimination Act, 1992; Australian Human Rights Commission Act, 1986; Age Discrimination Act, 2004) and various Occupational Health and Safety legislation.

Responsibilities

It is the responsibility of the Management Committee to provide a working environment free from discrimination, harassment and bullying. They will take all practicable steps to ensure all employees, contractors and members contribute to this working environment. The Mount Gambier RSL & District Bowling Club's President is the Club's Harassment Contact Officer and should be the first point of contact for a person making a complaint or report.

In addition, Club Management and their delegates are to ensure all complaints are treated confidentially, seriously and sympathetically. An internal complaint handling procedure will be employed to assist our employees (including contractors and members) in raising issues of concern. Relevant disciplinary action will be taken against anyone found to have breached this policy. No employee will be penalised or disadvantaged as a result of raising concerns or complaints relating to discrimination, harassment or bullying.

What is discrimination?

Unlawful discrimination occurs when a person considers they have been treated less favourably owing to an attribute (listed below) when compared with a person not of that attribute.

Protected attributes include age, disability/impairment, industrial activity/inactivity, lawful sexual activity, gender identity, marital status, physical features, political belief or activity, pregnancy/breastfeeding, race, religious belief or activity, sex, status as a parent or carer, personal association with someone of the above attributes, and irrelevant criminal conviction.

What is harassment?

Harassment is an unwanted behaviour and can take many forms. It may involve inappropriate actions, behaviour, comment or physical contact that is objectionable or causes offence. Unlawful harassment may relate to any of the attributes protected in various equal opportunity legislation mentioned above. It is important to note that it is irrelevant in law as to whether the inappropriate behaviour was intended. It is also important to understand that it is the person being subjected to the behaviour who determines whether the behaviour is welcome or unwelcome. In South Australia, co-workers can be named sole respondents in cases of alleged sexual harassment. Harassment may be seen to have occurred if the behaviour makes the victim feel that they are “offended and humiliated, intimidated, or frightened, and/or uncomfortable at work”.

What is sexual harassment?

Sexual harassment occurs when a person makes an unwelcome sexual advance or an unwelcome request for sexual favours to another person, or engages in any other unwelcome conduct of a sexual nature in relation to another person. It has nothing to do with mutual attraction or private, consenting friendships whether sexual or otherwise. Some examples of sexual harassment include:

- persistent, unwelcome demands or even subtle pressures for sexual favours or outings
- leering, patting, pinching, touching or unnecessary familiarity
- offensive comments on physical appearance, dress, or private life
- public display of pornography (especially when it is directed at particular individuals)

The Mount Gambier RSL & District Bowling Club recognizes that comments and behaviour which do not offend one person can offend another. The Management Committee accept that individuals may react differently and expect this right to be generally respected.

What is bullying?

Workplace bullying is repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety. It can include, but is not limited to, behaviours such as:

- verbal abuse
- initiation practices
- sabotaging someone's work, or
- ridiculing someone's opinion.

Bullying is not an acceptable part of our workplace culture. Furthermore, bullying is a significant occupational health and safety consideration if it occurs in the workplace or a working environment, as it can cause harm to a person's health and wellbeing, both physical and psychological.

What is Victimisation?

Victimisation is seen to occur when someone who has raised an equal opportunity complaint suffers a negative consequence of raising that concern.

What to do if you are being discriminated against.

If you consider you have been discriminated against, raise your concerns with the Club President, the Secretary or any Administration Committee Member. These people should be in a position to give you the rationale behind any decision, which may have caused you to feel disadvantaged. Bullying and harassment is to be dealt with and should not be ignored (as ignoring the behaviour could be taken as tacit consent). Anybody who experiences, or witnesses' harassment or bullying is encouraged to either inform the offender that their behaviour is offensive, unacceptable and against Club policy, or to seek assistance in having the behaviour stopped. This may include making a report or a complaint.

Making a report or complaint

If you feel that you are unable to resolve the matter yourself, the Club's Harassment Contact Officer (Secretary) will be able to assist you. We recognise that in some instances discussing the matter with a staff member is not appropriate. In addition to the Management Committee of the Mount Gambier RSL & District Bowling Club you may approach the Equal Opportunity Commission or SafeWork SA for independent advice at any time.

Any complaints or reports will be treated quickly, seriously and sympathetically. They will be investigated thoroughly, impartially and confidentially. The Secretary (or delegate) must act immediately on any reports of harassment, discrimination or bullying. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

Where complaints of discrimination have been substantiated, appropriate disciplinary action will apply. Serious breaches of the policy will lead to termination of employment, removal from the Club's Committee structures or termination of their Club membership. Similarly, action where necessary will be taken against those who have been found to have harassed a co-worker or any other person during the course of their employment. All parties involved in a complaint have the option of accessing personal counselling.

Review

The Club President will review this policy annually to ensure it remains relevant and current.

PRESIDENT - Mount Gambier RSL & District Bowling Club Inc

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Dated:

4.3 Alcohol and Substance Abuse Policy

The aim of the policy

The Mount Gambier RSL & District Bowling Club is committed to achieving a healthy and safe working and social environment for our employees, contractors, members, guests and visitors. The Mount Gambier RSL & District Bowling Club recognises that excessive drinking may have a negative influence on the health, work and social relationships of employees and members. The Mount Gambier RSL & District Bowling Club will foster a culture that supports healthy lifestyle choices, including safe alcohol consumption. The basis of the policy is in the Liquor Control Reform Act 1998, No. 94 of 1998, authorised Version incorporating amendments as at 1 August 2011. Substance use is encompassed by State legislation in the Drugs, Poisons and Controlled Substances Act 1981 (Vic) and the Criminal Code Act 1995 (Commonwealth).

Responsibilities

All staff, management, volunteers and contractors have a shared responsibility to support the Mount Gambier RSL & District Bowling Club's alcohol policy. The Management Committee and the Club President have a responsibility to ensure that all employees, contractors and volunteers are made aware of this policy upon induction to create and support a culture that is supportive of responsible alcohol consumption. All employees and members will have the opportunity to read and discuss this policy during induction. Policies will be made easily accessible to all members of the organisation.

Employees and contractors

Employees and contractors must not be under the influence of alcohol while working; use or possess an illicit substance at any time in any workplace; or drive a vehicle for work purposes, having consumed alcohol or be suffering from adverse effects of illicit or medically prescribed substances. If a co-worker suspects another to be adversely affected by illicit or medically prescribed substances* or alcohol, they must inform the Club President or a member of the Management Committee immediately. No employee will be allowed to work under the adverse influence of an illicit or medically prescribed substance or alcohol at any time.

*Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this to Management. All issues pertaining to these matters shall be kept strictly confidential.

A breach of this policy may initiate appropriate action including the termination of employment or subcontractor agreement. Responsibility for implementation of this policy lies with the Management Committee of the Mount Gambier RSL & District Bowling Club. The Mount Gambier RSL & District Bowling Club is committed to ensuring that all employees are aware of the dangers of substance and alcohol abuse and the potential dangers they impose in the workplace. The Mount Gambier RSL & District Bowling Club is also committed to assisting an employee, determined by law or a medical practitioner to be suffering from addiction to alcohol or illicit or medically prescribed substances, to seek medical assistance and rehabilitation.

Members and Visitors

Under the provisions of the Club License, alcohol may only be purchased under the control of the General Committee. Alcohol purchased from the club may be consumed by members within the boundaries of the Club premises or off the premises. Non-members may not purchase alcohol and consume it off the premises. Members are responsible for the actions of their guests whilst on the premises.

Intoxication

For the purposes of the Act, a person is deemed to be intoxicated if their speech, balance, co-ordination or behaviour is noticeably affected; and it is reasonable, given the situation, to believe that this due to the consumption of alcohol. A person deemed to be intoxicated will be asked to leave the premises by the Bar Manager or a Member of the Management Committee. A repeat offence may invoke the disciplinary powers of the Management Committee and result in suspension or loss of membership.

Non-Compliance Strategy

The following strategy will be followed if anyone breaches the Mount Gambier RSL & District Bowling Club's alcohol and substance abuse policy.

- A Committee member or club representative will approach the person breaching the policy and politely remind them about the Club alcohol and substance abuse policy.
- If the offence continues, then the most senior staff member or most senior club representative will verbally warn them and hand over a formally written letter. The offending patron must also be made aware that if they persist then they will be required to leave the club's facility. The letter will outline the Mount Gambier RSL & District Bowling Club policy on alcohol and substance abuse and state that if the patron continues to breach the policy, then he/she will be asked to leave. The Club's Management Committee will sign the letter. This letter will be pre-written and kept both behind the bar and in the Club Secretary's office so that copies are readily available.
- If the offence does continue, then the patron will be escorted out of the facility by staff and/or a Club representative. The Club representative should attempt to prevent the employee or patron from driving a vehicle in an intoxicated state and offer to call a hire car.

Review

The Management Committee is responsible for reviewing this policy on an annual basis. They will assess policy implementation to date and determine if all objectives have been met. Employees, catering contractors and members are encouraged to provide feedback and comments.

PRESIDENT - Mount Gambier RSL & District Bowling Club Inc

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Dated:

4.4 Smoking Policy

The aim of the policy

The Mount Gambier RSL & District Bowling Club supports a policy of a smoke free environment for its employees, members and visitors. The Mount Gambier RSL & District Bowling Club recognises that exposure of non-smokers to environmental tobacco smoke (passive smoking) is hazardous to health and that non-smokers should be protected. Passive smoking can lead to serious illnesses in adults such as bronchitis, lung cancer, and cardiovascular disease. Children can also develop chest illnesses and asthma from exposure to tobacco smoke. Accordingly, the following policy has been developed by the Mount Gambier RSL & District Bowling Club to protect the health of all concerned. The move to go 'smoke free' also complements the Mount Gambier RSL & District Bowling Club's desire to create a healthy family and community friendly environment. The Mount Gambier RSL & District Bowling Club believes that such an environment and image will be advantageous in attracting new members as well as positively promoting the club in the community.

Current legislation and the legal duty of care also provide clear reasons to have a smoke free club. Under common law the Mount Gambier RSL & District Bowling Club has a legal duty of care to ensure that employees, volunteers, members and officials are not exposed to potentially harmful situations. The Occupational Health and Safety Act stipulates that employees and working volunteers must have a safe environment to work in. Legislation also states that enclosed dining areas must be smoke free.

Who is affected by the policy?

This policy applies to all employees, contractors, members, visitors and volunteers of the Mount Gambier RSL & District Bowling Club.

Designated **smoke free** areas

The Mount Gambier RSL & District Bowling Club requires the following areas to be smoke free:

- clubhouse, and dining area
- administration and office areas
- changing rooms and toilet blocks
- within 5 metres of spectator viewing areas and Bowling Greens

Areas where smoking is permitted

- Where the designated smoking area is clearly signed.
- Smoking is also permitted in the Mount Gambier RSL & District Bowling Club car parking areas and drive provided there is a 10-metre distance from open windows and doors.
- Littering with tobacco products is prohibited.

Note: There is a suitable undercover area at the Mount Gambier RSL & District Bowling Club for smoking that is at the eastern end of the Club verandah (if not populated).

Behavioural expectations

The Mount Gambier RSL & District Bowling Club recognises that role modelling can have a significant impact upon the junior members of the club. Employees, members, contractors and volunteers are to refrain from smoking while they are acting in an official capacity for the club.

- officials (when officiating for the club)

- volunteers (when working for the club)
- team players (when representing the club)

Review

The Management Committee is responsible for reviewing this policy on an annual basis. They will assess policy implementation to date and determine if all objectives have been met. Employees, catering contractors and members are encouraged to provide feedback and comments.

PRESIDENT - Mount Gambier RSL & District Bowling Club Inc

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Dated.....

4.5 Sun Protection Policy

The aim of the policy

This policy aims to ensure all participants, officials and spectators involved in Mount Gambier RSL & District Bowling Club outdoor activities are protected from the harmful effects of the sun throughout the year, and that we provide an environment that supports sun safety awareness and practices.

The Mount Gambier RSL & District Bowling Club has a duty of care to provide a safe environment for everyone involved in our activities. Providing a safe environment includes alerting people of the harmful effects of UV radiation. Members, participants, officials and spectators will be encouraged to access the SunSmart UV Alert at www.cancercouncil.com.au/sunsmart to view local UV levels. Wherever possible, we will encourage a combination of sun protection measures for all outdoor activities from September until the end of April and whenever UV levels reach 3 and above (the level that can damage skin and eyes) including the following:

Scheduling outdoor activities: Where possible and practical, schedule outdoor events and/or training times outside peak UV times of 10am–2pm (11am–3pm daylight saving time). Consider all sun protection measures when planning outdoor events and/or training. Investigate the feasibility of having evening training sessions, games and events. For Bowls Pennant games, comply with the heat rules of Bowls SA.

Shade: Where possible, hold training sessions and competitions at venues that provide adequate shade. Encourage participants, officials and spectators to use the shade available, and encourage people to bring their umbrellas.

Hats: Encourage officials and participants to wear sun-safe hats that protect the face, neck and ears. Recommended sun-safe hats include Caps, brimmed and bucket hats.

Clothing: Encourage officials and participants to wear sun-safe clothing that covers as much skin as possible, including shirts/tops with longer sleeves and a collar, and long shorts or pants. Incorporate clothing that is cool, loose fitting and made of densely woven fabric into the club uniform. Any fabric with an ultraviolet protection factor (UPF) rating above 15 provides good protection against UV radiation, but UPF50+ is recommended (AS/NZS 4399:1996).

Sunscreen: Ensure sunscreen is available that is at least SPF 30+, broad-spectrum and water-resistant and members, officials and spectators are encouraged to use it appropriately. Sunscreen should be applied at least 20 minutes before going outdoors. It should then be reapplied every 2 hours after getting wet or perspiring.

Sunglasses: Encourage officials and participants to wear close-fitting, wrap-around sunglasses that comply with Australian Standards and cover as much of the eye area as possible.

Communication

Regularly promote sun protection information to officials, participants and members through briefings or training sessions, newsletters, notice boards, online communications, enrolment and announcements at sporting events. Inform individuals about the organisation's Sun Protection Policy and the Heat policy applied by Bowls SA.

Encourage all adult members of the club to act as positive role models for younger members in all aspects of sun safe behaviour, including using a combination of sun protection measures.

Review

Monitor and review the effectiveness of the Sun Protection Policy annually to ensure it remains relevant and current.

PRESIDENT - Mount Gambier RSL & District Bowling Club Inc

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Dated:

4.6 Return to Work and Rehabilitation Policy

The aim of the policy

The aim of this policy is to describe the Return to Work and Rehabilitation process that the Mount Gambier RSL & District Bowling Club has developed and that will apply where an employee sustains an injury or suffers an illness whilst performing work for the Club.

In the event of work-related injury or illness, the Mount Gambier RSL & District Bowling Club is committed to assisting employees to achieve a safe return to work in a way that will facilitate their best possible recovery. In keeping with best practice injury management, the Mount Gambier RSL & District Bowling Club will focus on early intervention, active case management and outcomes-based rehabilitation to enable optimal return to work. We act on our responsibility to identify and remove potential and recognised risk to a healthy and safe workplace.

Scope

This policy applies to all employees working at the Mount Gambier RSL & District Bowling Club.

Visitors, consultants, contractors, employees of contractors and consultants, persons employed through labour hire agencies and volunteers are not covered by this policy.

Policy

The Mount Gambier RSL & District Bowling Club's Return to Work **obligations** under the *Accident Compensation Act 1985*.

To make return to work information available to its workers about:

- the obligations of Mount Gambier RSL & District Bowling Club under Part VIIB of the Act and how the employer is meeting the obligations,
- the rights and obligations of workers under Part VIIB of the Act and how workers can obtain further information about their rights and obligations,
- the name and contact details of the SafeWork SA Agent selected by the employer,
- the name and contact details of the Return-to-Work Coordinator, if applicable; and
- the procedure for addressing return-to-work issues in the workplace involves distributing this document to workers after engaging in consultations with them to determine how the information will be delivered.

Provide employment:

- To the extent that it is reasonable to do so, Mount Gambier RSL & District Bowling Club will provide suitable employment to an injured worker if they have a current work capacity, and provide pre-injury employment to them if they no longer have an incapacity for work.

- To the extent that it is reasonable to do so, Mount Gambier RSL & District Bowling Club will provide pre-injury or suitable employment to an injured worker for a period of 52 weeks of the worker's incapacity. This will commence from the date a SafeWork SA Certificate of Capacity or a Worker's Injury Claim Form in which weekly payments are claimed is received from the worker or from when the SafeWork SA Agent notifies us of receipt of same (whichever is the earliest).

Plan return to work:

From the time that Mount Gambier RSL & District Bowling Club receives a Worker's Injury Claim Form in which weekly payments are claimed, or the initial SafeWork SA Certificate of Capacity from the worker, or the SafeWork SA Agent notifies us of receipt of same (whichever is earlier), Mount Gambier RSL & District Bowling Club will, to the extent that it is reasonable to do so, commence 'return to work' planning for that injured worker.

As part of that planning, Mount Gambier RSL & District Bowling Club will:

- obtain relevant information about the injured worker's capacity for work,
- consider reasonable workplace support, aids or modifications to assist the worker's return to work,
- assess and propose options for suitable employment or pre-injury employment,
- engage in consultation about the return to work of the worker,
- provide the worker with clear, accurate and current details of their 'return to work' arrangements, and
- monitor the worker's progress as often as is necessary to enable the worker to return to work in employment which is consistent with the worker's capacity for work.

Consultation:

Mount Gambier RSL & District Bowling Club will, to the extent that it is reasonable to do so, consult with the worker, the worker's treating health practitioner (with the consent of the worker) and occupational rehabilitation provider (if one is involved) in relation to the injured worker's return to work.

Mount Gambier RSL & District Bowling Club will consult with the parties listed above by:

- sharing information about the worker's return to work,
- providing a reasonable opportunity for them to consider and express their views about the worker's return to work, and
- taking those views into account.

Mount Gambier RSL & District Bowling Club will consult directly with the worker about their return to work, but the worker may be assisted by a representative during any consultation (except for a legal practitioner). The worker may be represented, assisted and supported during the return-to-work process.

Nominate & appoint Return to Work Coordinator:

Mount Gambier RSL & District Bowling Club will nominate and appoint a Return-to-Work Coordinator for the duration of our 'return to work' obligations to an injured worker. They will have an appropriate level of seniority and be competent to assist Mount Gambier RSL & District Bowling Club meet our obligations under Part VIIIB of the Act.

Cooperate with labour hire employers:

If Mount Gambier RSL & District Bowling Club hires labour hire workers and the worker suffers an incapacity for work resulting from or materially contributed to by an injury arising out of working with us, we will, to the extent that it is reasonable to do so, cooperate with the labour hire employer in respect of action taken by the labour hire employer to provide employment, plan a worker's return to work and consult about the return to work of a worker to facilitate the worker's return to work.

Resolution of Return-to-Work issues:

Mount Gambier RSL & District Bowling Club will attempt to resolve 'return to work' issues in accordance with the relevant procedure specified in the Return-to-Work Direction No.1 of 2010 (Ministerial Direction) (The Return-to-Work Issue Resolution Procedure).

Worker's Return to Work rights and obligations.

Injured worker rights are:

- to be provided with 'return to work' information and be consulted about how that information is to be made available,
- to the extent that it is reasonable for Mount Gambier RSL & District Bowling Club to do so, be provided with suitable employment if they have a current work capacity or pre-injury employment if they no longer have an incapacity for work for a period of 52 weeks in accordance with the Act,
- to be consulted by Mount Gambier RSL & District Bowling Club about planning their return to work,
- to be provided with clear, accurate and current details of their 'return to work' arrangements as part of planning for their return to work,
- to the extent that it is reasonable for Mount Gambier RSL & District Bowling Club to do so, to be consulted and be provided with information about their return to work. The injured worker must be given a reasonable opportunity to consider and express their views about their return to work and have those views taken into account and
- to be represented, assisted and supported (except by a legal practitioner) during any stage of the 'return to work' process, including in the consultation process.

Injured worker's obligations are:

- in co-operation with Mount Gambier RSL & District Bowling Club and the Agent, to make reasonable efforts to actively participate and cooperate in planning for their return to work;
- in co-operation with Mount Gambier RSL & District Bowling Club and the Agent, to make reasonable efforts to return to work in suitable or pre-injury employment at their place of employment or at another place of employment;
- to actively use an occupational rehabilitation service where provided and cooperate with the provider of that service;
- to actively participate and cooperate in assessments of their capacity for work, rehabilitation progress and/or future employment prospects at the request of Mount Gambier RSL & District Bowling Club and/or the Agent;
- to actively participate and cooperate with the representative of the Agent in an interview to enhance their opportunities to return to work, as required; and
- if an issue about their return to work arises, to attempt to resolve the issue in accordance with the procedure for resolving return to work issues (see above).

If you do not comply with one or more of the above obligations, your weekly payments may be suspended, terminated or ceased as determined in accordance with the Act by our Agent.

Additional details regarding the rights and obligations of an injured worker are available in SafeWork SA's Return to Work Obligations – Information for workers fact sheet available from SafeWork SA.SA.gov.au or via the SafeWork SA Advisory Service ph.(free call) [1300 365 255](tel:1300365255).

[Where to get help?](#)

Our Return-to-Work Coordinator

Name: President
Phone: (08 8725 9515)
Email: bowlsrslmtg@gmail.com
Postal: Mount Gambier RSL & District Bowling PO Box 608, Mount Gambier SA 5290

SafeWork SA

Phone: 1300 365 255
Website: <https://www.safework.sa.gov.au/>
Email: help.safework@sa.gov.au

Review

The Management Committee is responsible for reviewing this policy on an annual basis. They will assess policy implementation to date and determine if all objectives have been met. Employees, catering contractors and members are encouraged to provide feedback and comments.

PRESIDENT - Mount Gambier RSL & District Bowling Club Inc

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Dated:

4.7 Record and Document Management Policy

The aim of the policy

This policy establishes the framework under which records and documents of the Mount Gambier RSL & District Bowling Club are created and managed. It lists the responsibilities of staff, Management Committee and Contractors and articulates the principles underpinning the processes outlined in the records and document management guidelines.

The intent of this policy is to ensure that the Mount Gambier RSL & District Bowling Club has the appropriate governance, supporting structure and resources in place to enable management of its records and documents in a manner that is planned, controlled, monitored, recorded and audited.

This policy states the key strategic and operational requirements for adequate recordkeeping and document management, ensuring that the business needs for evidence, accountability and information are met.

Scope

This policy is applicable to all staff, Management Committee and Contractors for all official corporate records and documents, in any format and from any source. Examples include paper, electronic messages, digital documents and records, video, DVD, web-based content, plans, and maps.

Policy

Records and documents created, received or used by staff in the normal course of business are the property of the Mount Gambier RSL & District Bowling Club, unless otherwise agreed. This includes reports compiled by external consultants.

The Mount Gambier RSL & District Bowling Club's official records constitute its corporate memory, and as such are a vital asset for ongoing operations and for providing evidence of business activities and transactions. They assist the Club in making informed decisions and improving business practice by providing an accurate record of what has occurred before.

Therefore, records are to be:

- managed in a consistent and structured manner;
- managed in accordance with Club guidelines and procedures;
- stored and accessed in a secure manner;
- disposed of, or permanently archived.

Responsibility

The Secretary is responsible for Records and Document Management, access and security of the Records and Documents and archiving and disposal of the Records and Documents, unless otherwise delegated.

All staff, Management Committee and Contractors within the Club, who create, receive and keep records and documents as part of their daily work, should do so in accordance with these policies, procedures and standards.

Definitions

- Document:** Structured units of information recorded in any format and on any medium and managed as discrete units or objects. Some documents are records because they have participated in a business transaction or were created to document such a transaction. Conversely, some documents are not records because they do not function as evidence of a business transaction.
- Email:** The transmission of text messages and optional file attachments over a network.
- Records:** Information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business. (Source: AS ISO 15489.1 2002, Information and documentation - Records management 3.15)
- Recordkeeping System:** Information system that captures manages and provides access to records through time. (Source: AS ISO 15489.1 2002, Information and documentation - Records management 3.17)
- Records Management:** Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. (Source: AS ISO 15489.1 - 2002).

Legislative Context

- SA Electronic Transactions Act 2000.
- SA Evidence Act.
- State and Territory privacy legislation SA Health Record Management Policy Freedom of Information Act1991.
- Commonwealth Copyright Act 1968.

President - Mount Gambier RSL & District Bowling Club Inc

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Dated:

4.8 _ Family Friendly Policy including children under the age of eighteen

The Mount Gambier RSL & District Bowling Club has seen consistent growth in recent years partly due to the attraction of Family Memberships and Private functions. The Club is unique in that it offers its members a variety of activities from bowling, dining and special events, to suit all ages.

As a family friendly club, it is imperative that parents respect the rights of all members and take responsibility for their children's behaviour. As part of overall risk management, it has become evident that unsupervised children pose potential dangers to themselves and others.

Behavioural expectations

Children are most welcome to join parents in the Club room if their presence does not interfere with the dining experience of other members.

It is expected that children will not run about in the Clubroom and noise will be kept to an acceptable level.

Children must remain under adult supervision when in the club grounds. Climbing on/sliding down the steep grass bank or climbing trees is strictly forbidden. Playing on the roads or in the car park is also forbidden. The Bowling Greens Maintenance sheds and Shade areas are strictly out of bounds unless there is a School Children's 'Learn to Bowl' event.

To allow parents to enjoy their meal, the Club may make available highchairs, and TV. Alternatively, parents are encouraged to bring their own activities to occupy their children. Parents are expected to supervise their children in the use of these goods and to ensure they are not mishandled or deliberately damaged.

Non-compliance strategy

The catering staff will monitor these standards and have the full authority of the Committee to act if the behaviour of children is either creating a nuisance in the clubrooms or putting themselves or others at risk whilst in the club grounds. The Mount Gambier RSL & District Bowling Club Committee support the actions of any staff member or sub-contractor in addressing behaviour that is deemed to be inappropriate, illegal or in violation of any Club policy including (but not exclusively) WHS, RSA and behavioural.

Staff will ask parents to control their children and if, after three warnings, they are not heeded, the family will be asked to leave the Club property immediately. Repeat incidents may result in more permanent outcomes. We ask all members to co-operate with the staff as they are looking to achieve the best outcomes for the comfort and convenience of all members.

The Mount Gambier RSL & District Bowling Club Committee and Management also supports the escalation of any behavioural issues that cannot be dealt with internally (with the above mentioned 3 warnings), to an external security agency or the police. Ejection from the club on this basis will result in the suspension of membership until a full investigation is conducted.

Review

The Management Committee is responsible for reviewing this policy on an annual basis. They will assess policy implementation to date and determine if all objectives have been met. Employees, catering contractors and members are encouraged to provide feedback and comments.

PRESIDENT - Mount Gambier RSL & District Bowling Club Inc

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Dated.....

4.9 Child Safe Policy

Purpose

A child is deemed to be a person under the age of eighteen. Although Mount Gambier RSL & District Bowling Club (the club) believes that Child Safety is primarily the responsibility of the Child's Parent/Parents/Guardian/Carer, the club wishes to demonstrate the strong commitment of the management, staff and volunteers at Mount Gambier RSL & District Bowling Club to child safety.

Commitment to Child Safety

All children who are a part of the club have a right to feel and be safe. The club has zero tolerance to child abuse.

The club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are carried out in the best interests of the children.

This policy applies to all individuals in the club (paid and volunteer), including but not limited to:

- Parent/Parents/Guardian/Carer
- Committee and Staff
- Instructors
- Volunteers
- Contractors
- Participants

All have a role and responsibility in relation to child protection. They must all:

- Understand the indicators and risks of child abuse;
- Appropriately act on any concerns raised by children; and
- Understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse, and neglect. Members need to be aware that child abuse can occur whenever there is actual or potential harm to a child. The Club is committed to reducing any incidence of child abuse.

Children's Rights to Safety and Participation

The club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them.

Valuing Diversity

The Club values diversity and does not tolerate any discriminatory practices.

Recruiting Committee, Staff and Volunteers

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct refer checks on all permanent staff and on all casual staff who work directly with children.
- Hold a current 'Working with Children' certificate or be prepared to undergo a 'Working with Children' check.

Management Committee Approved

Date.....

5. WHS INDUCTIONS & TRAINING

The Club President is responsible for implementing this induction training procedure with contractors², new employees or employees³ transferring to a new environment, role or task on the first day of their employment or use of the facility. Failure to do so may lead to an accident or injury for which the WHS Officer and the Mount Gambier RSL & District Bowling Club may be liable.

5.1 Contractors

5.1.1 Management of permanent and casual Contractors

- All contractors are required to provide Public Liability Certificate of Currency and signed Contractors Agreement (acknowledging induction to the Mount Gambier RSL & District Bowling Club's WHS Policies and Procedures) to be kept on file, before any work is commenced.
- Upon arriving at the Mount Gambier RSL & District Bowling Club, contractors must sign in/register at the Club Office prior to commencement of task.
- Contractors will adhere to the WHS policies and procedures of the Mount Gambier RSL & District Bowling Club whilst on the premises. A copy of the complete WHS manual is readily available in the Club Office.
- Contractors will park their vehicles as directed by the Club President or appointed representative.
- Contractors, permanent and regular, will annually provide (where applicable) the Mount Gambier RSL & District Bowling Club with the following:
 - Documented Health and Safety Policy
 - Public Liability Certificate of Currency
 - Safe Work Method Statements
 - Any reports of serious injury
 - Accident records for the past 12 months
 - Current Electrical Test and TAG Appliance Register (as applicable)
- The Mount Gambier RSL & District Bowling Club will only engage Contractors who can produce documentation verifying that they have the necessary knowledge, skills, trade qualifications, industry certification, experience and financial resources to undertake the contract.

5.2.2 Contractors Agreement Form (example)

The Principal: Mount Gambier RSL & District Bowling Club

The Contractor: *(person or organisation being engaged to perform services)*

Name: _____

Company: _____

Address: _____

Description of Service: *(to be performed by the contractor)*

The contractor hereby acknowledges that:

- They understand their obligations under the [Work Health and Safety Act 2012](#) and confirm their intention to comply at all times while working on this contract.
- I. The Contractor shall apply best industry practice to ensure safety of all involved at all times.

The Club President or their representative has provided the Contractor with a copy of the Club WHS manual so that they understand and accept;

- Policies & Procedures
- Emergency Management Plan
- Location of Emergency and Safety Equipment (including first aid)
- Hazards & Risk Management
- Safe Operating Procedures (SOPs)

II. Any Contractor engaged to work or carry out maintenance on the Club rooms, Maintenance Shed and/or associated structures shall ensure that all their subcontractors and employees complete an induction before being permitted to carry out work.

III. The Club President or their representative has the right to monitor the Contractor's activities and carry out safety audits from time to time and has the right to suspend work at the Contractor's expense where the Management Committee of the Mount Gambier RSL & District Bowling Club is not satisfied that all practicable steps are being taken to ensure the health and safety of others.

IV. The Contractor will advise the Office Manager or their appointed representative immediately of:

- Any accident in which serious harm is caused or a significant hazard was involved and will meet the requirements in reporting the same to SafeWork SA.
- Any new hazard created during the contract and will take all practicable steps to avoid harm being caused to any person as a result.

V. The contractor acknowledges that he has been given a full formal induction briefing of the health and safety requirements of the Principal and that he understands them and agrees to abide by them.

VI. The contractor acknowledges that he must provide a current Certificate of Currency for adequate insurance cover as required by Mount Gambier RSL & District Bowling Club prior to the commencement of work.

Signed on behalf of the Contractor:

Full Name: _____

Signature: _____

5.1.3 Authorised Contractors & Contacts List will be filed in office

5.2 Employees (new and/or existing)

5.2.1 The *Employee Induction Checklist* should be completed, signed and recorded by the Club President or Club Secretary, and they be satisfied that each person understands and accepts each point.

In addition, all new employees should complete an *Employment Record* and provide relevant training and qualification details to be captured in the *Staff Information Record*.

a. Employee Induction Checklist

Worker's name: _____

Position/job: _____

Department/Section: _____

Commencement date: _____

Manager/Supervisor: _____

Introduction		Health and Safety	
	Nature/structure of company and job		WHS Policy and Procedures manual
	Job description and responsibilities		Drugs & Alcohol
	Work times and meal breaks		Emergency/evacuation procedure
	Out of hours enquires and emergencies		First Aid procedure and location of kits
	Facilities/toilets		Roles and responsibilities for safety
	Phone calls/mobile phone rules		Information on hazards and controls
	Overtime arrangements		Hazard/Incident reporting procedures
Meet key people			Consultation procedures
	Health and safety representatives		Use and storage of protective equipment
	Supervisor	Job Specific	
	Co-workers		On-the-job training and safe work procedures
Workplace related information			Advice on specific job-related hazards and methods of control
	Quality Management Procedures		Supervise and test understanding
	Environmental Management Procedures		
	Psychosocial Health and Safety		
	Car parking	Review (within one week)	
	Personal Security (storage belongings)		Review worker practices for performing work
Other			Ask questions of worker to ensure recollection of info you've provided

Conducted by (employer): _____ Signature: _____

Worker name: _____ Signature: _____

5.2.2 Employment Record. All records maintained and filed in the office

5.2.3 Staff Safety Information Record

Club President, Safety Officer and Catering Manager Mandatory to have First Aid L2

Mount Gambier RSL & District Bowling Club Staff Information & Qualification Records				
Position	Reports to	Qualifications	Skills/Competency	Date
FT and PT STAFF				
Club President	Australian Securities & Investment Commission (ASIC)			
Catering Manager	Club President			
Head Cook	Catering Coordinator			
Office Manager	Club President	WWC		
Management Committee and Contractor				
Bowls Coaches	Club President	WWC		
President	ASIC			
Secretary	President			
Treasurer	President	ASIC Check		

6. PLANS & PROCEDURES

6.1 First Aid Management Plan

Legislation: [Code of Practice for First Aid in the Workplace \(June 2020\)](#)

First aid in the workplace is defined as the provision of emergency treatment and life support for people suffering injury or illness at work.

a. First Aiders

The Mount Gambier RSL & District Bowling Club will undertake to have three members of the Coaches or Committee competent in the provision of first aid. These personnel:

- should be able to undertake the initial treatment of injuries and illnesses occurring at the workplace;
- should be able to record details of first aid given;
- have an understanding of relevant legislation; and
- have knowledge of the hazards of the working environment; work health and safety legislation, first aid requirements and equipment usage.

b. First Aid Kits

A First Aid kit should be portable and never locked. A white Cross on a green background must be displayed on the container to make it easy to identify. The kit must be checked regularly to ensure that stock is up to date and replenished.

First Aid kits should contain:

- Emergency services information
- Triangular bandages
- Names & contact numbers of nearest first aiders
- Safety pins
- Assorted size gauze dressings
- Basic First Aid notes
- Adhesive tape
- Individually wrapped sterile adhesive dressings
- Crepe bandages
- Scissors
- Eye pads
- Disposable gloves
- Combine pad for serious wounds
- Eye Module & Burns Module
- Extra Kits may include: Emergency Asthma Kit with Ventolin & a Spacer, Emergency Anaphylaxis Backup EpiPen kit, Aspirin clearly labelled "For Heart Attacks Only"

There should be **two** first aid kits located:

- Mount Gambier RSL & District Bowling Kitchen
- Club Games Room

c. Inspection Schedule

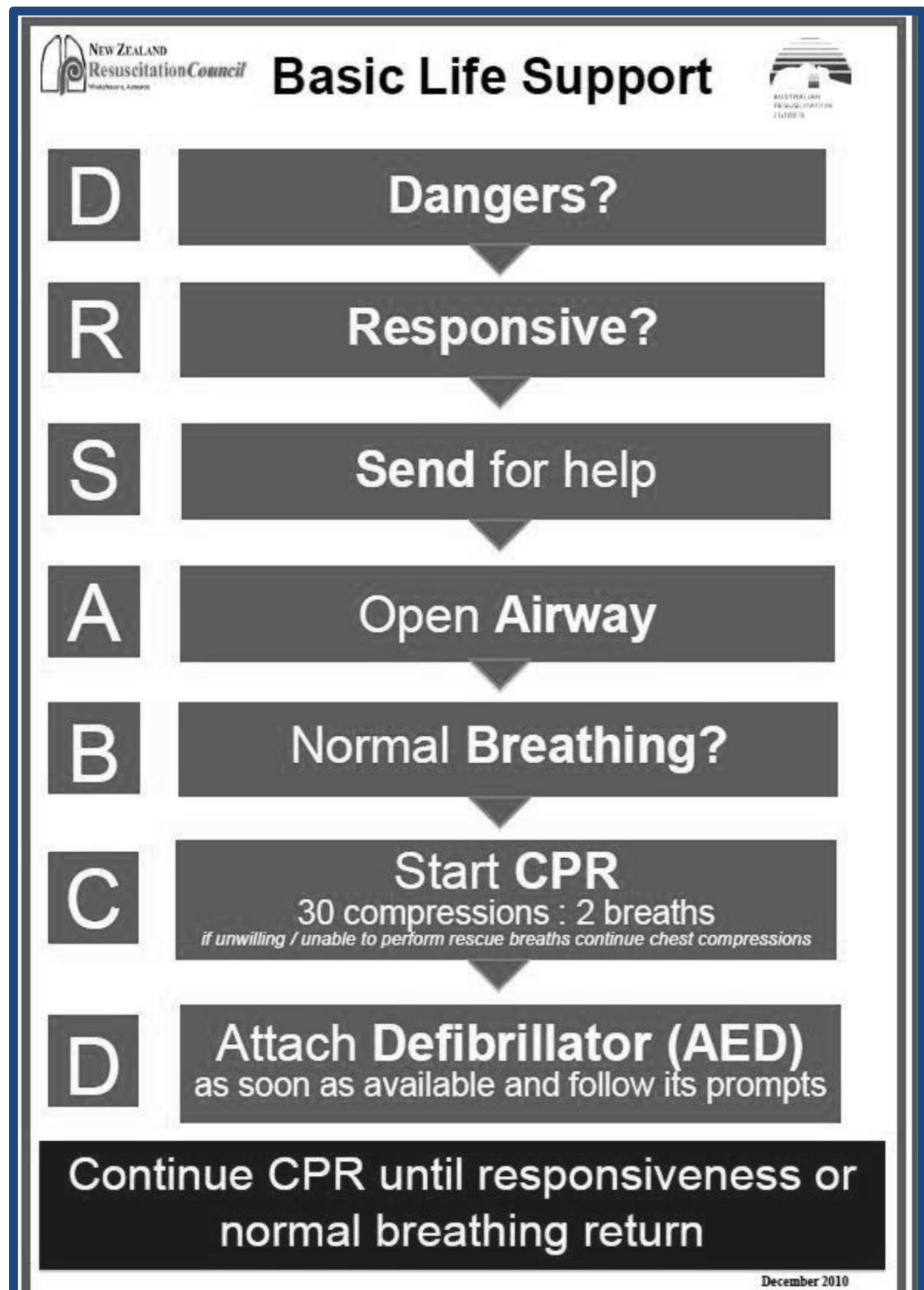
- First Aid kits are checked on a quarterly basis for stock levels and more frequently if required.
- Defibrillators are to be checked once per month for battery levels and to be serviced annually.

d. Management

- The Club President or their designated representative will be called to attend any incident requiring first aid attendance.
- The injured person and the Team Manager on Duty, in the case of minor injuries, or the Team Manager on Duty in the case of serious harm will complete an incident report form.
- The Team Manager or Work Health and Safety Officer on Duty is appointed to contact SafeWork SA and Bowls SA should the injury be serious or fatal as detailed in the WHS Manual.
- The Club Safety Officer will carry out an investigation. Details and recommendations are reported accordingly to the WHS Committee and Bowls SA.
- A register of all injuries is kept in the Administration Office.

e. Procedures

I. Basic Life Support



II. Defibrillator Flow Chart

D - DANGER

R – RESPONSE

S – SEND FOR HELP

A – CHECK AND CLEAR THE AIRWAY

B – CHECK FOR NORMAL BREATHING (IF A PATTERN OF BREATHING IS PRESENT TURN CASUALTY ON THEIR SIDE TO PROTECT THEIR AIRWAY. IF CASUALTY IS NOT BREATHING ...

C – COMMENCE CPR. 30 COMPRESSIONS & 2 BREATHS - Compress 1/3 of chest size for all ages

D – DEFIBRILLATION – If a Defibrillator is available, switch it on a follow it prompts.

Two people required to enable a Defibrillator to be attached.

1. One person must continue CPR, the other person can attach the Defibrillator.
2. Remove the Defibrillator from its case
3. Turn the Defibrillator on (Green button)
4. Follow prompts
5. Remove clothing & jewelry from Casualty's chest area
6. If casualty has a very hairy chest, use the enclosed shaver to remove excess hair to enable the pads to attach to the chest
7. Use enclosed towel to dry any moisture from casualty
8. Attach Defibrillator as per diagram
9. Make sure the pads are plugged into the Defibrillator unit
10. Stand clear when analysing heart rhythm
11. Defibrillator Unit will advise: - "Shock advised" or "No Shock advised"
12. When advised "SHOCK" you must ensure no one is in contact with the casualty
13. TO DELIVER SHOCK: advise all people to "STAND CLEAR"
(Paediatric Pad for Under 8yrs)
14. Either press the orange flashing button or the Unit will count down to zero then will automatically deliver the shock.
15. Voice prompts will then advise to continue CPR or not to continue.
16. If advised to continue CPR, it will count down 2 minutes, and then re-analyse.
17. Voice prompts will advise if further shocks are required every 2 minutes.
18. Continue this way until Medical Aid takes over

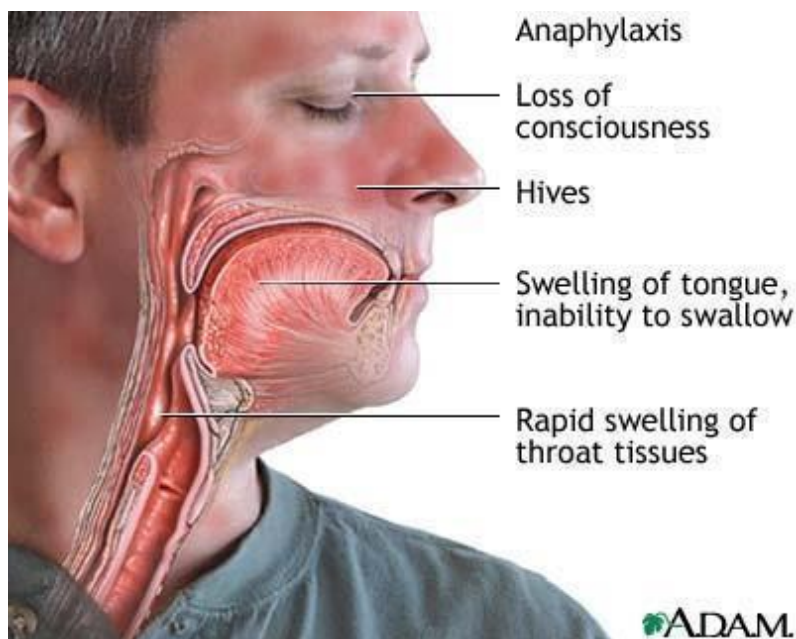
NOTE # PLEASE OBTAIN ADVICE FROM 000 BEFORE PLACING ADULT/CHILDREN PADS ON AN INFANT



III. Anaphylaxis

Severe Allergic Reaction may include (these symptoms can lead to Cardiac Arrest):

- Feeling faint or fainting
- Difficulty talking and/or hoarse voice
- Swelling of the throat and tongue
- Difficulty breathing and swallowing Wheezing, Persistent Cough
- Stridor breathing (obvious in young children- stomach sinking in with breathing)
- Swollen face and eyes (look like slits).
- Red rash or hives on some of, or spreading over all of the body.
- Abdominal cramping, nausea and /or vomiting (common in insect stings)
- Losing Consciousness or Unconscious. Pale Floppy (young children)

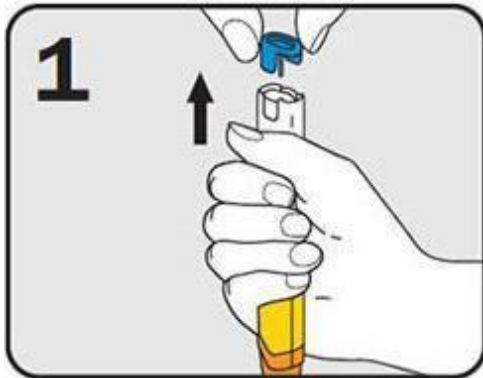


iv. Epi-pen

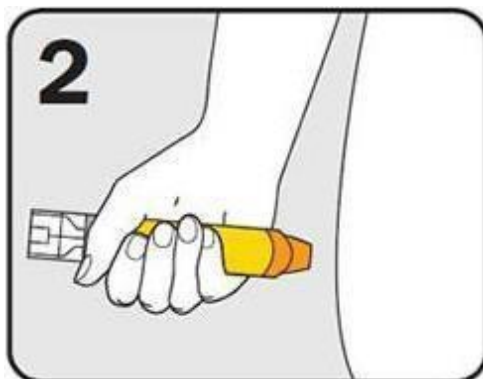


FIRST AID TREATMENT FOR AN ANAPHYLACTIC REACTION:

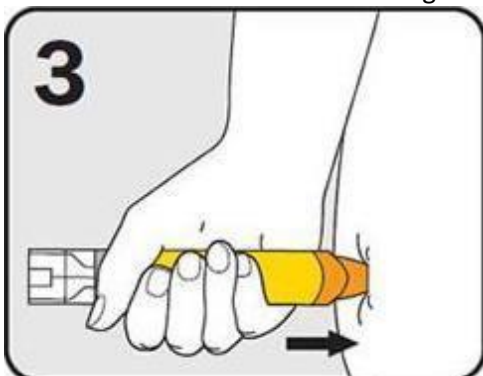
- If no EpiPen is available or First-Time reaction, CALL 000 immediately.
- If the casualty has an EpiPen, follow the below steps inject it into their outer thigh
- Check the expiry date.
- Form fist around EpiPen and Pull Blue Safety Release cap off (1).



- Hold leg still and place the ORANGE TIP onto the casualty's outer mid-thigh (1 layer of clothing only or bare skin)



- PUSH DOWN HARD into the thigh until you hear a click, to inject the adrenaline.



- Hold the EpiPen into the thigh for 10 seconds and then rub for 10 seconds
- Call an ambulance (000 or 112 on mobile phone with No Service).
- Keep reassuring the casualty.
- Lay the casualty down and raise their feet if they are in shock.
- If they are having difficulty breathing, raise their shoulders off the ground.
- Note the time you gave the EpiPen.
- A further EpiPen can be given if no improvement after 5 minutes.
- Follow DRSABCD.

IV. Foreign Body Airway Obstruction

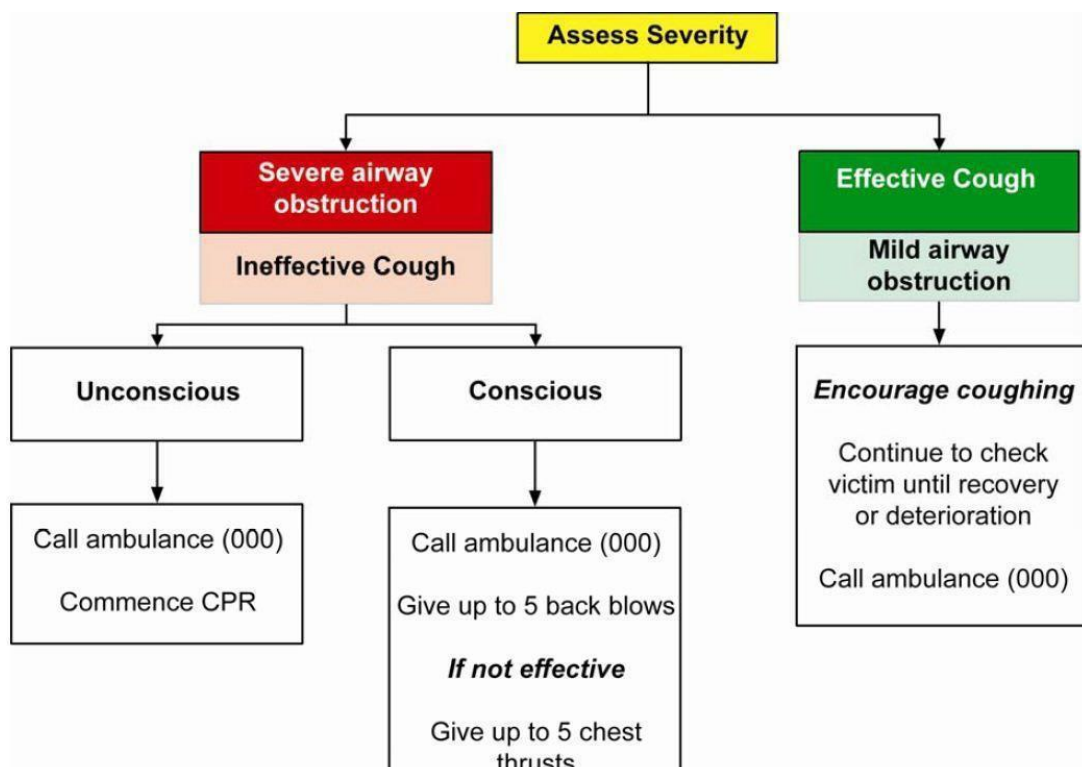
Foreign bodies in the airway can cause either a mild or severe airway obstruction.

MILD AIRWAY OBSTRUCTION

- Coughing, Breathing, Gasping, Speaking or Crying
- DO NOT SLAP CASUALTY ON THE BACK
- This could cause a severe airway obstruction.
- Encourage them to cough the obstruction out.
- If unsuccessful call an ambulance.

SEVERE AIRWAY OBSTRUCTION – CALL 000

- Looks Panicked, Unable to Speak, Breathe or Cough
- Give 5 BACK BLOWS. Check after each blow to see if the obstruction has cleared.
- If unsuccessful: -
- Give 5 CHEST THRUSTS*. Check after each thrust to see if the obstruction has cleared.
- If unsuccessful: Continue 5 back blows and 5 chest thrusts until the obstruction is cleared or the casualty becomes unconscious. When unconscious, commence CPR.
- *CHEST THRUSTS: - One hand is positioned on the centre of the chest (CPR compression point) with the other hand on their back. Adults and children should be in a standing or sitting position. Infants should be placed on their back in a head down position across the rescuer's lap.



V. Burns

Procedure for ALL burns:

- Cool with cold running water for minimum 20 minutes
- Cover with a lint free cloth or clingwrap
- Elevate the burnt part if possible
- Do not break blisters
- Do not remove clothing stuck to the skin
- Remove jewellery
- Seek Medical Aid

VI. Eye Injuries

All eye injuries are potentially serious and create much anxiety for the casualty, therefore extreme care and reassurance must be given.

Injuries	Causes	Treatment
Foreign bodies	Dust, Grit, Eyelash, Sand, Insect etc.	Check eye, try to remove with wet cotton bud, flush, cover eye seek medical aid
Penetrating object	Metal filing, Glass, Thorn, Twig etc.	Do not remove, cover with a rigid shield seek Medical Aid
Chemicals	Acids, Cleaning fluids, Corrosives, Alkaline etc.	Place affected eye down & flush for 15 mins seek medical aid
Blow to eye area	Fist, Ball, Bat, walking into doors/poles etc.	Check eye & vision, apply cold compress around eye. Seek medical aid

6.2 Emergency Management Plan

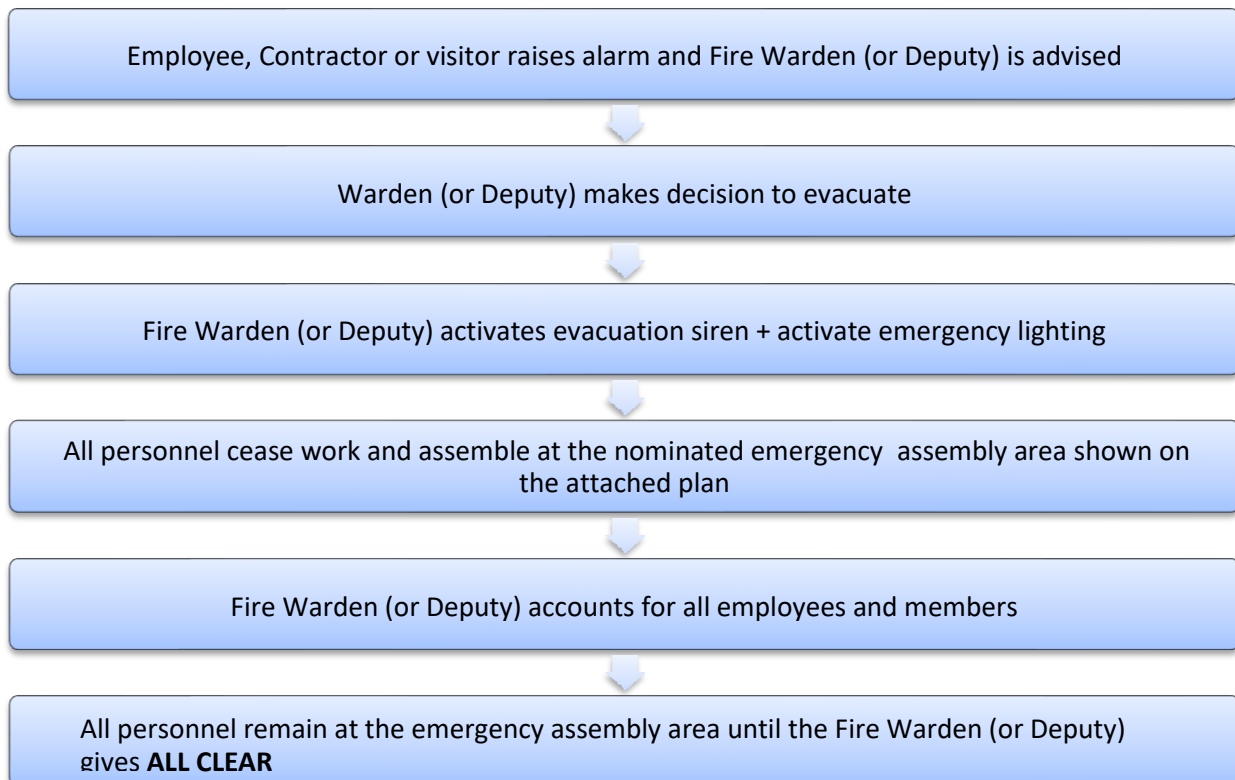
The Emergency Response Plan addresses situations that may arise and identifies the roles and responsibilities of the management in emergency situations.

These procedures are to enable site personnel and emergency service providers to cope with an emergency situation by setting out responsibilities and expected responses to situations. It is every person's responsibility to be pro-active with regard to emergencies by being prepared to follow a prescribed set of instructions.

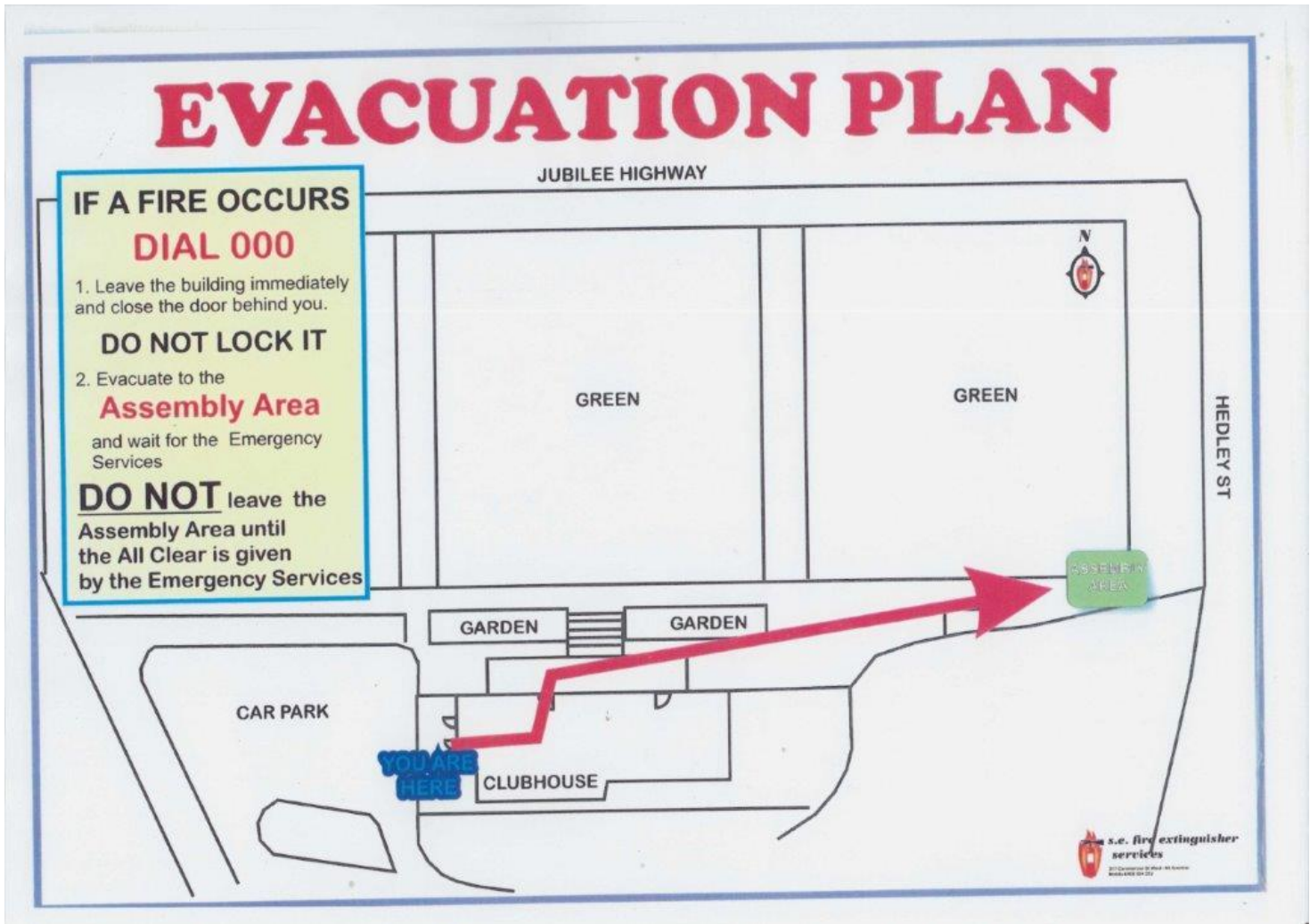
Management:

- Fire Warden or his/her appointed Deputy.
- Conducting Emergency Drill from time to time.
- The appended site plan is kept up to date and displayed at points in and around the facility.
- The appended Emergency Phone list is kept up to date and displayed as above.
- The Fire Warden undergoes refresher training by Fire Brigade and appoints deputy in periods of absence.

Emergency Planning & Evacuation Flow Chart:



a. site map & locations



b. Emergency Telephone Numbers

Name	Contact	Phone
Secretary/WHS		08 8725 9515
Club President/Media Liaison		08 8725 9515
Administration		08 8725 9515
Committee President		08 8725 9515
Emergencies (life threatening)		000
Police		000
Ambulance		000
State Emergency Service (SES)		132 500
First Aid Contact 1 Secretary		08 8725 9515
First Aid Contact 2 President		08 8725 9515
Poisons Info hotline		13 11 26
Lake City Taxis		08 8723 0000
VearsTaxis		131 008 / 08 8725 0666
Little Taxis		08 7076 9076

c. Emergency Procedures

I. Emergency Evacuation

DON'T PANIC

At all times during an emergency follow the instructions of the Safety Officer and/or Fire Wardens.

1. On hearing the evacuation alarm, immediately prepare to leave the building – secure confidential materials and valuables, collect personal belongings, switch off computers, electrical appliances, equipment and machinery.
2. If the evacuation alarm sounds, or if instructed to do so by a Warden, leave the building by the nearest and safest exit route. All doors should be closed (but not locked) on leaving.
3. If possible, take hand held personal belongings (such as handbags and briefcases) with you when you leave. Do not return to collect belongings.
4. Assist any person with a disability to leave the building, or to the nearest fire isolated or firesafe haven. Do not attempt to carry people downstairs. See the 'People with Specific Needs' section.
5. Walk quickly and calmly to the designated emergency assembly area or as advised by a Warden or Fire and Emergency Services personnel.
6. Remain at the assembly area (in groups) until instructed to leave by a Warden or Fire and Emergency Services personnel.
7. Do not re-enter the building until informed that it is safe to do so by a Warden or Fire and Emergency Services personnel. Do not enter a building in alarm.

b. Fire/smoke

1. Raise the alarm.
2. If safe to do so, ensure the immediate safety of anyone within the vicinity of the fire.
3. Raise the alarm if not already sounding, or by shouting 'Fire, Fire, Fire' if a panel is not Available.

Fire fighting

4. If safe to do so, and if trained in the use of fire equipment – attempt to extinguish the fire.
5. Choose the correct fire extinguisher. Do not use water or foam on an electrical fire.

Evacuate

6. Evacuate the building as instructed to do so by a Warden.
7. Walk quickly and calmly to the emergency assembly area.
8. Close doors and windows as you exit - do not lock doors. Leave lights on.

c. Personal injury – major

For life threatening emergencies call 000 and ensure you provide all information below:

1. Name.
2. Location (clubhouse kitchen, beach, driveway etc.).
3. Nature and type of injury.
4. State of consciousness of the injured person(s).

5. Age and gender of the injured person(s.)
6. If possible, the names of the injured person(s); and
7. Any relevant information – breathing/not breathing, chest pains, bleeding.
8. Ensure the area is clear for emergency personnel.
9. Send staff member to front gate to direct emergency services to the correct location.
10. Inform the Club President or Safety Officer.
11. Complete a confidential incident/injury report form.

d. Personal Threat

Violent/threatening person

1. If safe to do so, note and report such persons – phone Club President or Safety Officer.
2. If confronted, obey instructions if safe to do so:
 - Do not argue or provoke the person.
 - Do not attempt to physically subdue the person.
 - Back away and alert others to move away also.
 - Make it easy for the person to leave the building/area.

If the person appears psychotic (unusual behaviour, saying odd things):

- Try and create a calm, non-threatening atmosphere. Reduce distractions, turn off noisy equipment and computer monitors.
- Talk slowly, quietly, firmly and simply.
- Avoid direct eye contact, do not get too close.
- If you can get the person to calm down, try and get them to sit down with you.
- Do not try to reason with acute psychosis. They may be acting this way because hallucinations and voices that they are hearing are very real to them.
- Express empathy for the person's emotional distress, but do not pretend that the delusions or voices are real for you.
- Comply with reasonable requests.

3. Observe carefully:

- Any articles touched by the person.
- Physical details and attire.
- Points which may aid description (including mannerisms).
- Direction that the person took when they left the area.

4. Phone Police (call 000) and provide details of the incident as soon as possible, advise of any unusual behaviour – seek advice on next action.
5. Record information for Police.
6. Be prepared to evacuate or secure the building/area – await further instructions from Security.

e. Bomb Threat

Above all - keep calm and do not alarm others.

1. If the threat is by telephone
 - Prolong the call – keep the person talking and ask:
 - Location of bomb.

- Time set to explode.
- Record as much information as possible.
- Do not replace the handset (this enables calls to be traced).

2. Record information for Police.

3. If an object is found:

- Do not touch.
- Report the find to Club President or Deputy.
- Keep areas clear.

Basic rules:

- Treat as genuine.
 - Record exact information.
4. Do not use mobile phones, two-way radios or other electronic equipment that may trigger a device – turn off mobile phones and two-way radios.
 5. Be prepared to evacuate – await further instructions.
 6. Evacuate the building as instructed.
Persons should be requested to remove all personal belongings (such as briefcases, bags and other personal articles) when evacuating.

f. Chemical hazard/spill/gas leak

1. Ensure the immediate safety of anyone within the vicinity of the spill.
2. Evacuate the immediate area around the spill.
3. Report the spill to the Club President or Safety Officer
4. Anyone who has been exposed must, if safe to do so, be moved to a safe decontamination area. The treatment of serious injury must take precedence over decontamination and containment.
5. Restrict unnecessary movement into and through the area to avoid spreading contamination. Isolate the affected area at a safe distance by erecting a temporary barricade and placing suitable warning signs.
6. It may be necessary to turn off the air conditioning to restrict the spread of gases and vapours.
7. Do not re-enter the area until it has been decontaminated by personnel trained and equipped specifically in chemical safety. For any clean-up activities there must be a minimum of two people.
8. Evacuate the buildings as instructed to do so by the emergency personnel.
9. Walk quickly and calmly to the emergency assembly area or as advised by the emergency personnel.
10. Remain in the emergency assembly area in groups

g. People with specific needs

1. Do not provide physical guidance, hold, lift or carry a conscious person without their permission. This includes pushing someone in a wheelchair, or 'hurrying a person along' by pushing them.
2. Ask what assistance the person requires (such as clearing the path before them, walking alongside or behind on steps). Try to avoid offering advice or pre-empting what the person needs if you do not know the person.
3. If a person is reliant on a wheelchair for mobility and there is no access available to get downstairs, another person should wait with them in a fire isolated stairwell until emergency services arrive, as it is the safest place. Ensure that the Building Warden is advised.
4. If someone needs to be transferred or assisted from the floor, requiring a full body lift, it is best to get Fire and Emergency Services involved. Try providing a chair for the person to climb up on to. Do not try to lift them up unless you are trained to do so.

5. Do not carry a person in their wheelchair downstairs. Either wait for their advice on how to proceed (minimum of two people required) or wait for emergency personnel.

People who may be disoriented or having a panic attack

1. Reassure the person by talking calmly to them. Tell them that you will stay with them.
2. Get the person to control their breathing. Breathe in and breathe out in unison to the count of three. Use your hands in an up and down motion to signal the tempo. Maintain eye contact.

6.3 Hazard & Risk Management

A HAZARD is any situation that has the potential to cause a person injury or illness.

A RISK is defined in the Regulations as the likelihood of injury and illness arising from exposure to any hazard. However, in practice, risk has the following parts: Probability & Consequences.

Safe work practices should be used at all times to minimize exposure to a hazard and hence minimize the risk.

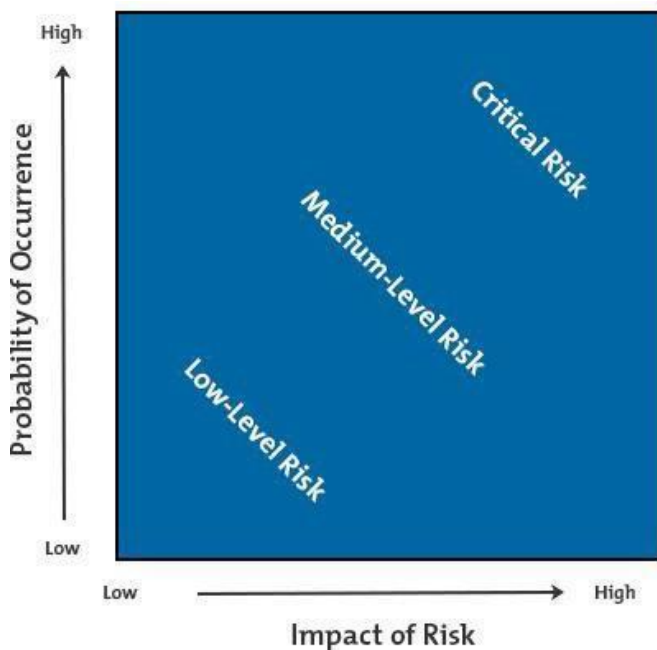
Hazard Management:

The appended Hazard Checklist will be completed by a representative of the Work Health and Safety Committee. The inspection of potential hazards will include past injury or “near miss” incidents.

Risk Management:

The appended Hazard Register will be updated quarterly prior to each Work Health and Safety Committee meeting by the Club Safety Officer. The risks will be prioritized using the Risk Impact/Probability Chart below.

The Risk Impact/Probability Chart



Probability – A risk is an event that "may" occur. The probability of it occurring can range anywhere from just above 0 percent to just below 100 percent. (Note: It can't be exactly 100 percent, because then it would be a certainty, not a risk. And it can't be exactly 0 percent, or it wouldn't be a risk.)

Impact – A risk, by its very nature, always has a negative impact. However, the size of the impact varies in terms of cost and impact on health, human life, or some other critical factor.

The Risk will be controlled by:

- 1) Elimination;
- 2) substitution, modification, isolation, mitigation and/or
- 3) administrative controls and personal protective equipment

6.3.1 Identification & Control

Measures Risk Assessment Form

General WHS Inspection Checklist

This checklist is included as a guide only and may be modified to suit specific or changing circumstances.

Inspection Team Name: _____ Contract Description: _____ Date: _____	
Indicate in the following manner: ✓ Acceptable ✗ Not Applicable N/A	
1. Health and Safety Systems	
1.1	WHS policy displayed
1.2	Accident report book
1.3	Induction records
1.4	Rehabilitation policy available
1.5	Workplace inspection records
1.6	Emergency procedures
1.7	Training records
1.8	Documented safe work procedures
1.9	Protective clothing & equipment records
1.10	Work Health & safety systems manual
1.11	WHS representatives appointed
1.12	Management safety representative appointed
1.13	Safety Committee established and meeting monthly
1.14	Contract risk assessment available
1.15	Contract Work Health & Safety Co-ordination Plan available
2. Housekeeping	
2.1	Work areas free from rubbish & obstructions
2.2	Surfaces safe and suitable

2.3	Free from slip/trip hazards	
2.4	Stock/material stored safely	
2.5	Unobstructed and clearly defined	
2.6	Adequate lighting	
2.7	Vision at corners	
2.8	Wide enough	
3. Electrical		
3.1	No broken plugs, sockets, switches	
3.2	No frayed or defective leads	
3.3	Electrical appliances in good condition	
3.4	No work near exposed live electrical equipment	
3.5	Tools and leads inspected and tagged	
3.6	No strained leads	
3.7	No cable-trip hazards	
3.8	Switches/circuits identified	
3.9	Lock-out procedures/danger tags in place	
3.10	Earth leakage systems used	
3.11	Start/stop switches clearly identified	
3.12	Switchboards secured	
3.13	Appropriate fire fighting equipment	
4. Mobile Plant and Equipment		
4.1	Plant and equipment in good condition	
4.2	Bi-annual safety inspection procedures/checklists	
4.3	Fault reporting/rectification system used	
4.4	Operators trained and licensed	
4.5	Warning and instructions displayed	
4.6	Warning lights operational	
4.7	Alarms operational	
4.8	Satisfactory operating practices	
4.9	Fire extinguisher	
5. Machinery and Work areas		
5.1	Adequate work space	
5.2	Clean and tidy	
5.3	Free from excess oil and grease	
5.4	Adequately guarded	
5.5	Warnings or instructions displayed	
5.6	Emergency stops appropriately placed and clearly identifiable	
5.7	Operated safely and correctly	
5.8	Annual Safety Inspections carried out by external engineering company	
5.9	Work areas clear of rubbish	
5.10	Tools and equipment in proper place	
6. Hazardous Substances		
6.1	Stored appropriately	
6.2	Containers labelled correctly	
6.3	Adequate ventilation/exhaust systems	
6.4	Protective clothing/equipment available/used	
6.5	Personal hygiene - dermatitis control	

6.6	Waste disposal procedures	
6.7	Material safety data sheets available	
6.8	Chemical handling procedures followed	
6.9	Chemical register developed	
6.10	Appropriate emergency/first aid equipment - shower, eye bath, extinguishers	
6.11	Hazchem signing displayed	
7. Gas Bottles		
7.1	Welding fumes well ventilated	
7.2	Fire extinguisher near work area	
7.3	LPG bottles within year stamp	
8. Prevention of Falls		
8.1	All work platforms have secure handrails, guarding or fence panels	
8.2	Unsafe areas signposted and fenced	
8.3	Safe work procedure in place	
9. Stairs, steps and landings		
9.1	No worn or broken steps	
9.2	Handrails in good repair	
9.3	Clear of obstructions	
9.4	Adequate lighting	
9.5	Emergency lighting	
9.6	Non-slip treatments/treads in good condition	
9.7	Kick plates where required	
9.8	Clear of debris and spills	
9.9	Used correctly	
10. Personal Protection		
10.1	Employees provided with Personal Protective Equipment (PPE)	
10.2	PPE being worn by employees	
10.3	Suncream and sunglasses provided	
10.4	Correct signage at access points	
11. Manual Handling		
11.1	Mechanical aids provided and used	
11.2	Safe work procedures in place	
11.3	Manual handling risk assessment performed	
11.4	Manual handling controls implemented	
12. Workplace Ergonomics		
12.1	Workstation and seating design acceptable	
12.2	Ergonomic factors considered in work layout and task design	
12.3	Use of excessive force and repetitive movements minimised	
12.4	Appropriate training provided	
13. Material Storage		
13.1	Stacks stable	
13.2	Heights correct	
13.3	Sufficient space for moving stock	
13.4	Material stored in racks/bins	
13.5	Shelves free of rubbish	
13.6	Floors around stacks and racks clear	

13.7 No danger of falling objects	
13.8 No sharp edges	
13.9 Safe means of accessing high shelves	
13.10 Racks clear of lights/sprinklers	
14. Confined Spaces	
14.1 Risk assessment undertaken	
14.2 Communication and rescue plan in place	
14.3 Safety equipment in good working condition	
14.4 Suitable training provided to employees and members	
15. Public Protection	
15.1 Appropriate barricades, fencing and winch operations secure and in place	
15.2 Signage in place	
15.3 Suitable lighting for public access	
15.4 Footpaths clean and free from debris	
15.5 Dust and noise controls in place	
15.6 Site access controlled	
15.7 Traffic control procedures in place	
15.8 Public complaints actioned	
16. Amenities	
16.1 Washrooms clean	
16.2 Toilets clean	
16.3 Lockers clean	
16.4 Rubbish bins available - covered	
17. First Aid	
17.1 Cabinets and contents clean and orderly	
17.2 Stocks meet requirements	
17.3 First Aider/s names displayed	
17.4 First Aider/s location and phone numbers	
17.5 Qualified first aider/s	
17.6 Record of treatment and of supplies dispensed	
18. Lighting	
18.1 Adequate and free from glare	
18.2 Lighting clean and efficient	
18.3 Windows clean	
18.4 No flickering or inoperable lights	
18.5 Emergency lighting system	
19. Fire Control	
19.1 Extinguishers in place	
19.2 Fire fighting equipment serviced/tagged	
19.3 Appropriate signing of extinguishers	
19.4 Extinguishers appropriate to hazard	
19.5 Emergency exit signage	
19.6 Exit doors easily opened from inside	
19.7 Exit path ways clear of obstruction	
19.8 Alarm/communication system - adequate	
19.9 Smoking/naked flame restrictions observed	

19.10 Minimum quantities of flammables in work areas	
19.11 Flammable storage procedures	
19.12 Emergency personnel identified and trained	
19.13 Emergency procedures documented - issued	
19.14 Emergency telephone numbers displayed	
19.15 Alarms tested	
19.16 Trial evacuations conducted	
19.17 Personnel trained in use of firefighting equipment	

6.4 Dangerous substances

Legislation: [Dangerous Substances \(General\) Regulations 2017](#)

Dangerous substances are substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidizing, or water-reactive. These goods can be deadly and can seriously damage property and the environment. Therefore, it's important that they are stored and handled safely. A material Safety Data Sheet will be kept.

Dangerous substances will be listed on the Dangerous substances Register and will include:

- The name;
- The Class, Subsidiary Risk and Packing Group of each of the dangerous substances; and
- A summary of the hazards identified in the MSDS for each of the dangerous substances.

A copy of the Material Safety Data sheet for each item will be on display where the items are housed and a copy kept on file in the Hazardous Substance Register located at the Catering Manager's desk and in the Club Office for easy reference in an emergency.

The following rules should be followed when dealing with Dangerous Substances:

- *Segregation* - Segregate any dangerous substances that are incompatible to prevent them mixing. (A distance of 1.5 meters should be sufficient in most circumstances)
- *Separation* - Separate dangerous substances from people or property at or beyond the boundaries of the premises.
- *Avoid sources of heat and ignition* - Keep ignition sources away from flammable or combustible dangerous substances. Naked flames from direct fired heaters and any flames associated with maintenance work should be kept at least 5 metres from the goods. Store dangerous substances away from sources of heat. Where dangerous substances are being stored or handled can generate flammable or explosive atmospheres, use electrical equipment that is intrinsically safe or flameproof
- *Spill control and clean up* – Prevent any potential flow to other parts of the premises that could create a risk or reach any watercourse or the property boundary. Keep equipment and materials for clean up at the premises to cope with spills. Immediately clean up any spills and leaks. Safely dispose of waste generated after cleanup of a spill or leak.
- *Decommissioning* - ensure that any container or piece of equipment that has been used to store or handle dangerous substances and which is no longer required for that purpose, is cleaned free of dangerous substances or otherwise made safe.
- *Ventilation* – Provide the areas in which dangerous substances are stored and handled with adequate natural or mechanical ventilation sufficient to prevent the generation of a flammable or harmful atmosphere.
- *Lighting* – Provide sufficient lighting to areas where dangerous substances are stored and handled to allow normal work to be undertaken safely.

- *Security* – Secure storage areas for dangerous substances against unauthorised entry.
- *Personal Protective Equipment (PPE)* – Ensure PPE, appropriate to the goods being handled, is worn when people are handling dangerous substances.
- *Access and egress* – Don't store dangerous substances where they could hinder escape from the building or area in the event of a fire spill or leak.
- *Fire prevention* – Keep areas in which dangerous substances are stored or handles clear of combustible matter and refuse. In the case of storage or work outdoors, the surrounding area should be cleared of combustible vegetation for a distance of at least 3 metres.

a) Material Hazard Register Stored on file in Bar and Kitchen and accessible.

SIGNED.....

DATE.....

6.5 Hazard, Accident &/or Incident Reporting

6.5.1 Copy of Report template

Status:	<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other
Outcome:	<input type="checkbox"/> Near Miss	<input type="checkbox"/> Injury	

1. DETAILS OF INJURED PERSON

Name: _____ Phone: (H) _____ (W) _____

Address: _____ Sex: M ☐ F ☐

_____ Date of Birth: _____

_____ Position: _____

Experience in the job: _____ (years/months)

Start time: _____ am ☐ pm ☐

Description: Casual ☐ Full-time ☐ Member ☐ Guest ☐

2. DETAILS OF INCIDENT

3. DETAILS OF WITNESSES

Name: _____ Phone: (H) _____ (Mob) _____

_____ Address: _____

4. DETAILS OF INJURY

Nature of injury (e.g., burn, cut, sprain)

Cause of injury (e.g., fall, grabbed by person)

Location on body (e.g., back, left forearm)

Agency (e.g., lounge chair, another person, hot water)

5. TREATMENT ADMINISTERED

First Aid given Yes ☐ No ☐

First Aider Name:

Referred to:

Treatment:

SECTION 6 – 9 MUST BE COMPLETED BY
EMPLOYER

6. DID THE INJURED PERSON STOP WORK?

Yes ☐ No ☐

Outcome:
Treated by a doctor ☐ Hospitalised ☐ Workers compensation claim ☐

Returned to normal work ☐ Alternative duties ☐ Rehabilitation ☐

7. INCIDENT INVESTIGATION (comments to include casual factors)

8. RISK ASSESSMENT

Likelihood of recurrence: Severity of outcome:

Level of risk:

Describe what happened and how:

9. ACTIONS TO PREVENT RECURRENCE

Action	By whom	By when	Date completed
10. ACTIONS COMPLETED			
Signed (Manager): _____ Title: _____ Date: _____			
Feedback to person involved <input type="checkbox"/> Date: _____			
11. REVIEW COMMENTS			
WHS Committee/ Staff meeting: _____			
Reviewed by site Manager (signed) _____ Date: _____			

6.6 Issue Resolution

An issue resolution procedure is a process for dealing with work health and safety (WHS) issues that arise in the workplace or as a result of the conduct of the undertaking of an employer.

Procedure

a. Reporting issues

If a worker wants to raise a workplace health and safety issue for resolution, they must report it to the Club President or Club Safety Officer. A worker may take all reasonable steps to report a WHS issue, including leaving their part of the workplace, if need be. A worker may also report the issue to the employer or any other person, for example fellow workers, in addition to the Club Safety Officer.

b. Resolving issues

As soon as reasonably possible after the issue is reported, the relevant parties must meet to try and resolve it, taking into account the following factors (as relevant):

- the number and location of workers affected by the issue,
- whether appropriate temporary measures are possible or desirable,
- the time that may pass before the issue is permanently resolved and
- who, on behalf of the employer, is responsible for performing and overseeing any action agreed as necessary to resolve the issue.

A party involved in the resolution of an issue may request that the details of the issue and how it was resolved be set out in writing. The Club Representative must do this to the satisfaction of all parties, if a request is made.

As soon as reasonably possible after an issue has been resolved, the Club Representative must ensure that details of any written or verbal agreement must be reported to the workers affected by the issue and to the Safety Committee.

The details of the agreement must be in a form approved by all parties and communicated in a manner and language agreed by the parties to be appropriate. Any of the parties to the resolution may forward details of any agreement to a union or an employer association.

.....

Dated

PRESIDENT - Mount Gambier RSL & District Bowling Club Inc

.....

Dated

6.7 Office Safety & Housekeeping

Note: ALL Hazards should be reported to the Club President via completing a Hazard and or Incident report.

a) Furniture and Fittings:

Office space should be used to the best advantage so you can move about without colliding with desk corners, cabinets, shelves etc. Beware of sharp edges.

b) Storage facilities:

Storage facilities need to be maintained and reviewed periodically to ensure that they are functioning safely and are being used to best advantage. They should be easily accessible to relevant staff and organized so that handling risk is minimized. Place filing cabinets so that there is ample room when a drawer is fully extended. Do not overload drawers - spread the load over many drawers or put more in the lowest drawer to avoid the cabinet falling over when extended.

c) Electrical Safety:

Electrical extension cords on floors can be trip hazards. They are also easily damaged by trolleys and chair castors and can then become an electrical hazard. The use of electric radiators in the confines of office workstations can be hazardous. These appliances should only be used on a temporary basis while the climate control in the office is under review, repair or maintenance.

d) Office Equipment:

Generally, office equipment has most mechanical parts enclosed. However, equipment should still be treated with care and respect. When machines are electrically operated:

- Don't tinker with the electrics if there is a breakdown. Report any malfunction so that a competent repairman can be called. This also applies to broken switches, loose connections, damaged cables, etc.
- Always switch off electrical machines after use.
- If chemicals are used for copies etc. read the instructions of the chemical container, take care not to spill material or get it on your skin. In the event of contamination, use plenty of cold water to wash off the chemical and get immediate medical treatment.