



## Occupational Health and Safety Policy

This document to be kept in the Clubhouse office with easy access to all.

### Introduction

The Victorian Occupational Health and Safety Act 2004, and the Health and Safety Regulation 2007, require that our club, as far as reasonably practical, provides and maintains an environment in which it is safe and without risk to the health of all persons (members, non-members, staff, contractors and visitors) who attend our club.

The Occupational health and Safety (OH&S) policy outlines the plans, practices and procedures to maintain, manage and improve all aspects of health and safety at our Club.

### **1) The OH & S Safety Emergency Plan (SEP)**

- a) The SEP outlines in writing, the obligations of all persons at the Club, in a fire or health emergency.
  
- b) The procedures of the SEP are kept in two labelled OH&S folders. One folder is kept in the Bowls Shed, next to the First Aid cabinet, the other is kept in the kitchen, next to the First Aid cabinet. All persons to be made aware of their existence and location.

#### **1.1. Responsibility**

The preparation and upkeep of the SEP is the responsibility of the Health and Safety chairperson, who is a Board member.

The main duties of the safety chairperson are to:

- a) liaise with the members of the Board to develop and implement an effective SEP.
- b) report to the Board on any matters relating to the OH and S which require urgent action and attention.
- c) ensure that all persons are aware of the policies pertaining to OH and S and in particular the SEP.
- d) set up and supervise the development and review of the OH & S policy.

## **1.2 Emergency Contact Details**

SEP is kept in the two folders and contain the following emergency contacts:

a) Fire and health

b) Member emergency contacts and phone numbers. (this is updated annually)

c) Safety Response Team Members

all listed members have is a minimum equivalent qualifications to HLTADO11 (first aid level 2)

## **1.3 Fire Evacuation**

(Please refer to page 3 of OH&S folders . )

Immediate actions to take in any emergency:

Please also note the following:

a) Whoever is present at the time, based on a person's experience, confidence and willingness to assist will become a Fire Warden. The Wardens will follow the instructions as outlined on page 3 in the OH&S Folder and entitled "Immediate Actions To Take In An Emergency".

b) The responsibility of the Chief Warden, who is selected from amongst the Wardens, and who is wearing a yellow safety vest, is to communicate with emergency services and to ensure that all occupants are safely accounted for.

Note: To give the all-clear that emergency is over must only be given by the emergency services.

c) Detailed fire evacuation diagrams are displayed in the clubhouse on the wall next to the southern double doors and the western doorway. Allocation of roles, evacuation instructions and immediate actions needed are also displayed at the southern door.

d) Evacuation route signs are placed strategically for all to follow.

e) Fire exit signs and fire extinguishers (all are dry chemical type) are regularly checked and maintained by GEC.

Fire extinguishers may only be used by those members who have been trained for their use.

f) Members participate twice yearly in mock up fire emergency evacuation drills.

## **2) Extreme Weather Conditions**

- a) Members should take into account their own health considerations before or during any game of bowls. If they consider that the weather is unsafe for them to play, they must not play.
- b) At any event where Bowls Victoria is the controlling body, play will be suspended when the temperature reaches 36+ degrees C on Saturday or 34C+ degrees C Midweek.
- c) At any event where Armadale Bowls Club is the controlling body, play will be suspended when the temperature reaches 34 C degrees .
- d) At any outdoor hot weather events the Bowls Club encourages everyone to wear hats, be Sunsmart, apply 30 plus sunscreen to exposed skin and drink ample water. Cold water is available from 3 refrigerated fountains. Sun shade shelter is also available.
- e) If lightening is present, play will be immediate suspended. All should move inside the clubhouse and stay inside until 30 minutes after the last sighting of lightning.

## **3) Chemical Safety**

- a) A hazardous substance is one that can harm peoples' health. All hazardous products must be clearly labelled. Manufacturers, importers and suppliers of hazardous products must provide a safety data sheet (SDS) with any such product.
- b) A register is to be kept of all such products and access to this information be available to all. This register is to be kept in the Clubhouse office.

## **4) First Aid**

- a) First Aid Risk Assessment  
It is responsibility of the Health and Safety chairperson to conduct a risk assessment as need arises but not less than twice per annum.
- b) We have a sufficient number of safety response team members to ensure that all Pennant bowls days have a safety response team member on duty.
- b) All members are informed of the location of the first aid cabinets and defibrillators.

c) The Health and Safety chairperson ensures that the First Aid cabinets are fully stocked and the defibrillators regularly serviced and are in good working order.

## **5) Manual Handling**

- a) Manual handling is an activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object
- b) In order to minimise the risk associated with manual handling our members are instructed to:-
  - carry any load not more than 30 centimetres from the body
  - the highest that loads are to be stacked is shoulder height
  - no climbing above 2 metres
  - when lifting a load off the ground, knees should be bent and the load raised using the legs
  - use mechanical aids if possible eg. hand trolley

## **6) Preventing Lawn Bowls Injuries**

Lawn bowlers typically suffer from slips and trips.

Monash University Accident Research Centre findings reveal that the main injuries associated with the game of lawn bowls are falls resulting in - sprains and strains 35%

- fractures 35%

- cuts and bruises 25%

- b) We have implemented the following procedures in order to minimise and eliminate injuries as above
  - reminders to store all equipment safely at all times
  - we use nonslip mats and encourage correct footwear
  - have steps and rails for easy access from the bank to the rink
  - encourage the use of bowling arms to minimise injuries
  - have rakes to prevent slipping over bowls.
  - we encourage and cater for all who wish to participate in the game, but insists that those who experience any injuries stop playing immediately
  - we ensure walking paths and floors are clear, clean and dry

## **7) Falls Prevention**

The risk of serious injury or death from a fall increases significantly if any work is taken at heights over 2 meters.

Typical falls which cause death or injury include those resulting from:-

inappropriate ladder use, falling from or through a roof, accessing shelving  
accessing mezzanine areas

-No person must work at heights above 2 meters, at the Club site, unless they have suitable qualifications.

## **8) Volunteers Assisting With Maintenance/Working Bees**

-Volunteers must have skills and knowledge in maintenance and reasonable level of fitness.

-It is mandatory for volunteers to wear safety equipment commensurate with the work requirements. eg. gloves, eye protection, ear muffs, working boots, suitable protect clothing.

-Volunteers must not perform any work which requires a licenced trades person to carry out the work safely. eg. a licenced plumber or electrician.

## **9) Volunteers With Barbecue Duties**

Volunteers must:-

-follow manufacturers lighting instructions

-not leave the BBQ unattended

-use appropriate utensils and wear an apron for protection against oil splashes

-avoid using the barbeque in very windy conditions

-clean and remove excess fat after use from the plate an oil tray

-turn the main gas supply off after usage-

## **10) Contractors**

A contractor provides goods and services or performs work for a set price or rate.

A contractor attending the Club will be required to sign-in\* to the Club and be inducted in the requirements of the OH&S Policy.

The Contractor must be able to demonstrate that they can comply with the requirements of safe work practices.

The OH&S Officer or their delegate is responsible to ensuring that Contractors sign in.

A Contractor Register to be kept in the Clubhouse Office.

\*By signing the Register the Contractor acknowledges that they will adhere to our OH&S Policy and that they will take reasonable care for their own health and safety and of those who may be affected by their actions.

## **11) Post Incident Follow Up/Evaluation**

-Should any injury occur, it is mandatory that the form

Basic Record of Injuries is filled out ( see page 6 of the OH&S folder)

-For any serious injury a more detailed form as per the OH&S folder, page 7 is completed. Next of kin must be notified.

-Forms must be handed to the Club Secretary.

-All incidents will be investigated by the OH & S Chairperson and appropriate action will be implemented as soon as possible to ensure that similar incidents do not reoccur.

## **12) Review**

-The Health and Safety chairperson reviews the effectiveness of the OH&S Policy annually and reports finding to the Board.

-The Review should -

identify potential hazards

assess the consequences of the hazard

identify existing safeguards

recommend prevention control or mitigation methods

Prepared by OH&S Chairperson .....

Date .....

Approved by President .....

Date .....

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