



Occupational Health and Safety (OHS) Policy

Last Amended: 12/05/2018 by HSR Sub-committee
Approved: 20/05/2018 by EGC Committee

Statement of Context

All members of Eastern Gymnastics Club have a responsibility for taking reasonable steps to ensure that the Club environment and its practices protect their own health and safety as well as the health and safety of others.

It is essential that the Committee, staff, coaches, members, contractors, volunteers, officials, visitors and other persons who visit the Club (hereafter referred to as 'personnel') comply with the Club's Occupational Health and Safety (OHS) Policy and cooperate with Club management in maintaining and improving safety standards.

1. Purpose of Policy

Eastern Gymnastics Club aims to ensure that all personnel are provided with a safe and healthy working, training, event and competition environment.

2. Definition of Coverage

- 2.1 This policy applies to all personnel attending the Club during normal training hours and during events and competitions
- 2.2 This policy also applies to external groups using the Club's facilities

3. Policy Details

The Club is committed to:

- 3.1 Providing and maintaining a safe working environment (including equipment and systems)
- 3.2 Providing and maintaining a safe training and competition environment
- 3.3 Recognising its responsibility for the prevention of workplace related injury and illness
- 3.4 Recognising its responsibility for the prevention of training-based injury and illness
- 3.5 Accepting the obligations imposed by legislation on Occupational Health & Safety and supporting Regulations and Codes of Practice which are applicable to its operations

4. Implementation

Implementation of this policy will include:

- 4.1 Inducting and training personal as appropriate in relation to OHS requirements
- 4.2 Consulting with relevant personnel in relation to any potential safety risks.
- 4.3 Establishing and maintaining systems that identify hazards, record accidents and incidents and implement any required corrective actions
- 4.4 Establishing and maintaining a process that ensures that every staff member and coach has access to all relevant entitlements
- 4.5 Communicating all information relating to OHS to relevant personnel
- 4.6 Providing monthly reports on OHS matters at EGC Committee meetings

5. Requirements and Responsibilities

- 5.1 The EGC Committee
 - 5.1.1 is responsible for maintaining a Health, Safety and Risk (HSR) subcommittee whose responsibilities include OHS and associated reporting
 - 5.1.2 is responsible for educating personnel in the principles of OHS and maintaining up to date supporting documentation
- 5.2 The General Manager
 - 5.2.1 is responsible for publicising this policy and explaining the reasoning behind it personnel
 - 5.2.2 is responsible for referring any reported equipment issues or hazards to the relevant committee
 - 5.2.3 is responsible to coordinate and report on the resolution of any identified risks
- 5.3 Employees and Volunteers
 - 5.3.1 are responsible for reporting any equipment issues or hazards to the General Manager
 - 5.3.2 are responsible for attending training sessions related to OHS and acknowledging that OHS is everyone's responsibility

Related References

Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2007
EGC Manual Handling Policy
GV Child Protection Policy
www.safeworkaustralia.gov.au
www.worksafe.vic.gov.au