



WHS Policy and Procedures

Rationale

BBBA acknowledges that everyone has a right to be safe at work, including paid workers and volunteers and that members of the organisation can expect best practice under WHS laws as articulated in Commonwealth's *Work Health and Safety Act 2012*

WHS is everyone's responsibility and BBBA takes its duty of care responsibilities seriously.

Definitions

WHS – Work Health and Safety

PCBU - Person conducting a business or undertaking and who employs one or more persons

BBBA is defined as a PCBU (Person conducting a business or undertaking) under Australian WHS law

Volunteer - A person working without payment or reward for a PCBU

Worker - A worker is any person who performs work for a PCBU in any capacity, including as a volunteer

Reasonable Care - Describes the standard of care that workers, including volunteers must meet. It means doing what a reasonable person would do in the circumstance

Reasonably Practicable - This term is used to qualify or limit some work health and safety duties. If something is reasonably practicable it means it is, or was at a particular time, reasonably able to be done, taking into account:

- the likelihood of the hazard or the risk concerned occurring
- the degree of harm that might result from the hazard
- what the person concerned knows, or ought reasonably to know about the hazard or risk, and ways of eliminating or minimising the risk
- the availability and suitability of ways to eliminate or minimise the risk
- the cost of eliminating or minimising the risk.

Policy

1. The Australian Sports Commission's *Sporting clubs guide to safe workplace* (January 2013) advises BBBA in risk management

A copy of the guide is available at

www.ausport.gov.au/_data/assets/pdf_file/0005/526064/33004_Workplace_Safety_Guide_web.pdf

2. BBBA has a duty of care to its members to eliminate health and safety risks so far is reasonably practicable; where this is not possible to minimise the risk so far is reasonably practicable.

The organisation provides, so far as is reasonably practicable:

- a safe workplace and safe ways of working
- equipment, tools and machinery in a safe condition
- safe and hygienic facilities, including toilets, eating areas and first aid
- information, training and supervision to all workers, including volunteers
- a process for consulting with workers and keeping them informed and involved in decisions that may affect their health and safety

3. The organisation has clear procedures of who is responsible for the various aspects of safety planning.
4. All members, staff and volunteers abide by the policies and procedures and relevant codes of conduct of the organisation.
5. BBBA undertakes communication with associated PCBUs to manage risks (eg. game venues, transport companies, other clubs).
6. BBBA undertakes ongoing induction of workers, volunteers and members (including players and parents) to inform and build a culture of WHS in the organisation.
7. All coaches have current Senior First Aid certificates and First Aid equipment is well stocked and accessible.
8. BBBA undertakes consultation with workers and volunteers to develop WHS culture and procedures.
9. BBBA undertakes monitoring and review of its WHS Policy and Procedures
10. BBBA Board members are aware of their WHS responsibilities.

Procedures

1. Identify all activities and the risks and hazards to health and safety associated with the activity.

The types of activities include:

- Use of public venues (which may have their own risk management requirements)
- Competition events
- Travel to events
- Activities associated with camps or excursions (eg. swimming, bushwalking)
- Participants with known allergies
- Participants with known behavioural challenges
- New or high risk equipment

2. Use a Risk Assessment Form to assess and record the risk management for the activity or circumstance.

3. Use an Incident Report Form to report incidents or safety hazards.

4. Attend to First Aid as needed.

5. Use the venue's Emergency Procedures in the case of serious emergencies.

6. Undertake annual audits of risk control measures, past accidents and injuries and safety of equipment.

Activity	Who responsible
Reporting WHS incidents/ hazards	Everyone
Purchasing	Board
Managing environment including first aid	Games officials
Managing risk	Coaches
Managing WHS incidents and reports and investigating incidents and injuries	Board
Communication with other PCBU's	Board
Providing training and induction	Board
Conducting review and audits	Board
Managing record keeping including First Aid certificates holders and expiry dates	Board

Associated documents:

Risk Assessment Form **Contributing to a safe and inclusive environment**
Child Protection Policy **Images of Children Policy** **Responding to Incidents**
Incident and Accident Report Forms **Codes of Conduct** **Emergency procedures**