

Volleyball Otago Health and Safety Policy

Policy Statement

Volleyball Otago is committed to ensuring the health and safety of its workers and others affected by its activities. This includes employees, players, officials, spectators and volunteers.

The overall aim of our health and safety programme is:

1. Protecting the health and safety of workers is forefront in our day to day work
2. Others are not put at risk by Volleyball Otago's programme and activities

Volleyball Otago's Health and Safety Programme will:

- Provide and maintain a safe workplace for workers and other people.
- Provide and maintain safe plant and structures.
- Provide and maintain safe systems of work.
- Ensuring the safe use, handling and storage of plant, structures, and substances.
- Provide adequate facilities, and access to those facilities, for the welfare of our workers at work
- Provide opportunities for workers to participate in Health and Safety.
- Communicate with all workers regarding Health and Safety.
- Systematically identify and manage workplace hazards and risks.
- Eliminate or minimize (in that order) workplace hazards and risks.
- Provide training and supervision to ensure work is done safely.
- Have accurate and thorough record-keeping regarding health and safety.
- Have robust procedures for dealing with workplace accidents.
- Record all workplace accidents and illnesses and report notifiable events.
- Provide appropriate tools, aids, and protective equipment to allow tasks to be done safely.
- Monitor the health of workers in relation to the hazards of their work.
- Commitment to promoting and continually improving health and safety.
- Comply with our legal obligations.

This will be achieved through: The Board of Trustees ('Board') and Management's support and commitment to health and safety.

- Ensuring that Volleyball Otago has available for use, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out
- Implementation of policies and procedures.
- Worker education and participation.
- Regular reviews and evaluations of health and safety by the Board.
- Agenda item on every Board meeting for board to review health and safety on a regular basis.
- Processes for effectively dealing with urgent health and safety matters.
- Commitment to ongoing cycle of appraisal and continuous improvement.

Every worker needs to be aware of their responsibilities as they play a vital role in maintaining a safe and healthy workplace through:

- Performing work safely to prevent harm to oneself or others.
- Complying with instructions and procedures provided.
- Make themselves familiar with health and safety policies and procedures.
- Protecting the health and safety of others which includes reporting any situations or things (risks / hazards) that could harm someone, and any accidents or injuries that have happened.
- Helping new staff, trainees and visitors to the workplace understand the right safety procedures and why they exist.
- Wearing personal protective equipment or clothing (PPE) if it's been provided.
- Keeping the work place tidy to minimise the risk of any trips and falls.

Scope

This policy applies to all Volleyball Otago workers and other people.

Definitions

- Workers include employees, contractors, subcontractors, labour hire workers, apprentices and interns, and volunteer workers.
- Other people include visitors, members of the public, participants, spectators and casual volunteers.
- Workplace is any place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out.

Worker Engagement, Participation and Representation

Volleyball Otago is committed to engaging with workers and having effective worker participation practices. *(Note that this section of worker engagement, participation and representation legally doesn't apply to volunteer workers).*

The following practices are available for workers to share ideas and information, raise issues and contribute to decision-making on an ongoing basis:

- Ongoing agenda item in regular board meetings for health and safety. Workers are able to contribute ideas, feedback or concerns through the Volleyball Otago Coordinator.
- Workers are consulted during risk identification, assessment and review of controls to eliminate or minimise those risks.
- Workers are consulted during reviews of health and safety policies and procedures.

Accountability

The Board of Volleyball Otago has overall responsibility for the health and safety of all workers, and for ensuring that the health and safety of other persons are not put at risk from activities undertaken by Volleyball Otago.

The Board will exercise due diligence to make sure the organisation complies with its health and safety duties. This may include:

- Acquiring (and keeping up date) knowledge of work health and safety matters
- Gaining an understanding of the nature of Volleyball Otago activities including its hazards and risks

- Ensuring Volleyball Otago has allocated adequate and appropriate resources and processes in order to eliminate or minimise risks
- Ensuring that Volleyball Otago has, and is implementing, processes which meet its legal obligations
- Systematic review of Health and Safety Policies and Procedures and related documentation.
- Providing guidance and direction in matters of health and safety.

The Board has delegated to the Volleyball Otago Office Manager responsibility for:

- Regular inspections of the workplace to identify known and unknown hazards and to manage them.
- Provision of opportunities for workers to participate in health and safety practices.
- Demonstrating continuous improvement through a systematic approach to workplace health and safety.
- Communicating health and safety policies and procedures, and holding workers accountable for upholding the relevant procedures.
- Taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour.
- Expecting workers to share the responsibility for meeting health and safety requirements.
- Communication with all workers regarding relevant health and safety information, including: changes to policies, procedures, and documentation; the identification or controls of new hazards and risks; training opportunities; new obligations on workers and other relevant information.
- Ensuring all workers receive training and supervision relevant to the risks identified with their respective roles
- Reporting to the Board on a regular basis.

References

- Health and Safety at Work Act 2015.
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.
- Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016.
- Health and Safety in Employment Regulations 1995.
- Other relevant regulations and codes of practice.

Review

Annually – May 2018

Approval

Board of Trustees

Adopted

May 2017