

HEALTH AND SAFETY POLICY

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Principles

1. The North East Windsport Club has a duty of care with regard the safety of all members, guests, visitors and public in proximity to club activities.
2. All members have a shared responsibility to report any safety issues to the club management team and not to act in any way that could jeopardise the safety of themselves or others.

Guidelines

1. Three monthly audits of club facilities and equipment shall be undertaken and reported via the *Risk Management Template*.
2. Provision will be made in the annual budget to allow for costs related to the mitigation of health and safety issues.
3. Accidents or near misses shall be recorded on the NEWC *Accident – Near Miss Form* and tabled as soon as practicable for management team review.
4. Insurances with regard to accidents, safety and public liability shall be maintained and reviewed annually.
5. The duty officer or his/her delegate shall conduct a risk assessment prior to any organised NEWC event or activity
6. An Emergency Evacuation Plan shall be developed, prominently displayed and reviewed annually.
7. NEWC shall maintain Good Sports Accreditation

8. First Aid

- A minimum of three first aid trained members will be maintained by NEWC to ensure as far as is practical at least one first aid trained member is present at all club activities and events.
- A first aid kit with contents suitable to club activities will be maintained and stored prominently for ease of access in event of medical emergency.
- First aid kit shall be taken to all programmed off site activities.
- A nominated member will be responsible for ensuring the contents of the first aid kit are maintained and within “use” dates and that *In Case of Emergency* and the *Medical Emergency Response Plan* are prominently displayed.
- Depleted first aid kit items are to be recorded in the club diary to ensure replenishment
- Medications shall not be administered by any member to another member, guest, visitor without their express consent. NOTE In perceived life threatening situations, this position may be waived in order to administer Ventolin or like medication and EpiPen in the event of anaphylaxis.

9. Working Bees

- A register of all members attending working bees shall be kept in the club diary
- Members using any item that requires the wearing of safety equipment such as safety glasses, ear muffs, gloves, masks etc are responsible to ensure that such safety equipment is used.

- NEWC is responsible for providing personal protective equipment that is required with the use of club owned equipment.

10. Catering Activities

- At least one NEWC member shall undertake the “*Do Food Safely*” (Dept of Health on-line education and assessment) and hold an appropriate food safety and handling qualification. These qualifications may be shared across several club members.
- Food safety and handling standards will be complied with during all NEWC activities involving catering.
- It is the responsibility of each member and /or parent or guardian to advise NEWC catering team of any food allergies that may have negative impact on the member’s health status

11. Sunsmart

- Committee endorsed NEWC uniform items should be compliant with current Cancer Council protection standards. (Refer NEWC *Sunsmart Policy*)
- The NEWC shall make available to all members sunscreen SPF 30 or above at outside events and activities as appropriate.
- Where practicable, the NEWC will make provision and allow for shade access during outside events and activities
- The NEWC will maintain accreditation as a “Sunsmart” organisation

12. Electrical items

- All NEWC owned equipment operating 240v must comply with electrical safety standards and have attached current safety compliance tags
- Items of NEWC owned equipment shall be securely withdrawn from use if there is a question of electrical safety until such time as the item is tested by a suitably qualified electrician or the item is replaced.

13. Fire protection

- The NEWC will comply with all fire protection legislation as applies to its facilities and restrictions around the use of fire for club activities during the declared Summer fire danger period
- A suitable fire extinguisher and fire blanket shall be maintained and be accessible at all times within the club meeting room.

References:

<http://dofoodsafely.health.vic.gov.au>

NEWC “In case of Emergency” poster

NEWC “Accident / Near Miss” form

NEWC Sunsmart Policy

NEWC “Medical Emergency Response Plan”

Good Sports Program