

St Lucia Bowls Club Inc - Work Health and Safety Policy

The *St Lucia Bowls Club Inc* (the *Club*) is committed to ensuring a safe and healthy workplace for its workers (which term includes employees, volunteers and contractors), and others who are affected by our workplace activities, by eliminating or minimising the risk of injury to people and the risk of damage to plant and equipment.

Management of the *Club* is responsible for:

- ensuring the *Club* complies with all legislation relating to work health and safety
- eliminating or minimising all workplace hazards as far as reasonably practicable
- providing adequate information, procedures and training to enable all workers and contractors to do their job safely
- consulting, encouraging and respecting all workers' involvement in the improvement of work health and safety
- providing appropriate safety equipment and personal protective equipment to its own employees and *Club* volunteers whenever required. Contractors shall be responsible for providing the required safety equipment and protective equipment necessary for the work they are undertaking.

All workers are responsible for:

- following all safe work procedures, instructions and rules
- participating in the management of work health and safety
- encouraging other workers, contractors and members of the public to act in a healthy and safe way
- participating in safety training when required
- reporting health and safety issues
- using the safety equipment and personal protective equipment provided.

The *Club* promotes the participation of workers in the safety program. Workers have obligations under the Work Health and Safety Act 2011 and are expected to follow the *Club's* safety directions to create and maintain a safe and healthy workplace.

Signature



Designation/position: _President

Name: Lloyd Edwards Date: 19/07/2018

Workplace responsibilities

Club Responsibilities	Worker Responsibilities <i>(Note worker includes volunteers and contractors)</i>
➤ Consult workers in all safety related activity	➤ Follow procedures
➤ Identify issues in the workplace and control all risks	➤ Participate in developing safe work procedures when asked
➤ Develop, implement and follow safe work procedures	➤ Follow procedures
➤ Train workers in safe work procedures	➤ Participate in training when required
➤ Ensure safe equipment is purchased and maintained	➤ Use equipment safely and properly
➤ Develop an incident and injury reporting procedure (for accidents, incidents and near misses) and act upon any reports	➤ Report incidents and injuries
➤ Supply safety gear (e.g. safety glasses, ear muffs, etc)	➤ Use safety gear
➤ Have a workers' compensation insurance policy	

Forms that support St Lucia Bowling Club's WH&S Policies

- Hazard & Incident report Form
- Hazard Report & Action form
- Hazard Inspection checklist
- Workplace inspection calendar
- Workplace induction checklist