VOLLEYBALL WESTERN AUSTRALIA

Occupational Health and Safety Policy

Date of Issue	June 2013
Last Reviewed	June 2019
Controlling Body	VWA Board

Overview

Volleyball Western Australia (VWA) recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors.

VWA aspires to eliminate all risks to health and safety, and where elimination is not reasonably practicable, to reduce risks to health and safety so far as is reasonably practicable. VWA will provide workers with appropriate guidance and training in the identification, assessment and control of hazards in the workplace. VWA expects that workers and others covered by this policy will cooperate with Occupational Health and Safety (OHS) policies and procedures, and to take responsibility for their own actions and not put themselves or others at risk.

This policy should be read in conjunction with the following documents:

- VWA Complaint Management Policy
- VWA Risk Management Policy Statement
- VWA Staff Misconduct Policy
- VWA Workplacement and Volunteer Policy
- Occupational Health and Safety Act 1984

Definitions

- Worker – any person who carries out work (unpaid or paid) for VWA, including, but not limited to: employees, trainees, volunteers, work experience students, Contractors or sub-contractors and their employees
- Others – A member or visitor who is not performing work for VWA but is within the VWA workplace or affected by the work carried out by VWA
- Workplace – VWA operated offices and venues

Policy Application

1. This policy applies to all VWA workers and all other people or organisations which by agreement or otherwise, are bound to comply with this policy
2. This policy applies to behaviour and practices occurring during the course of VWA business, activities, competitions and events

Responsibilities

VWA'S role and contribution in making this policy work is to:

1. Ensure compliance with legislative requirements and current industry standards
2. Provide a safe and healthy workplace and working conditions for all
3. Provide and maintain a means of access to and egress from the workplace that is safe for workers and without risk to their health
4. Provide adequate facilities for the welfare of workers at work
5. Ensure workers are safe when they use, handle, store or transport plant or substances
6. Monitor workers' health and safety conditions that are under VWA control by regularly conducting hazard inspections
7. Maintain appropriate information and records relating to workers' health and safety
8. Prepare a policy statement
9. Take all reasonable steps necessary to ensure that all interested parties know:
    - What the policy is

- their roles and responsibilities

This will be achieved by:

- including a copy of the Policy in the Policy and Procedures Manual;
- providing information, training and supervision to ensure the safety of workers and others;
- ensuring OHS responsibilities are incorporated into induction processes.
- providing written procedures and instructions to ensure safe systems of work;
- providing adequate resources to enable workers to fulfil their OHS responsibilities;
- ensuring that appropriate return to work programs are in place;
- consulting with workers in accordance with consultative arrangements on OHS matters;
- conducting regular reviews and evaluations of the health and safety systems in place;
- providing support and assistance to workers;
- including a copy of the policy on the VWA website; and
- consulting with interested parties to enhance the effectiveness of procedures

10. Review this policy and update as required every 12 months.

The VWA Board's responsibility is to take reasonable steps to:

- ensure that processes are implemented
- verify the provision and use of resources and procedures.

Senior Management's responsibility is to take reasonable steps to:

- acquire and keep up-to-date knowledge of OHS matters
- gain an understanding of the operations, hazards and risks of VWA
- ensure that appropriate resources and processes are available to eliminate or minimise risks
- ensure that they receive, consider and respond to information regarding incidents, hazards and risks

Line Managers and Supervisors will take all reasonably practical steps to:

- actively follow sound safe working practices, display positive attitudes towards OHS matters, and supervise workers to ensure that safe working practices are followed
- ensure that all workers are aware of and carry out their responsibilities in relation to OHS matters
- arrange for workers to be instructed in healthy and safe working systems and procedures
- consult with workers on matters which may affect health and safety in the workplace
- regularly raise and discuss health and safety issues at management meetings
- ensure that good housekeeping standards are maintained in areas under their control
- make sure all incidents and accidents are properly recorded, reported, investigated, referred and/or addressed as appropriate, and
- where they consider that preventative or corrective action is necessary but this lies outside their control, promptly refer the issue to the area that has responsibility for attending to the matter and actively follow it up until the matter is satisfactorily resolved.

All workers have a responsibility to:

- Follow all health and safety policies and procedures and participate in health and safety training where provided;

- take all reasonably practical steps to ensure that their workplaces are maintained in a healthy and safe manner;
- Take reasonable care to ensure good health and safety procedures are implemented;
- Take responsibility for their own safety and for those around them by operating in a safe and appropriate manner;
- Identify and support measures to eliminate or minimise unsafe conditions;
- contribute to reviews of workplaces and work practices to reduce the incidence of workplace injury and illness; and
- Report all known or observed hazards to their immediate supervisor or manager.

All Contractors and Sub-contractors have a responsibility to:

- adhere to safe systems of work at all times
- where necessary, undertake appropriate risk assessments and develop safe work method statements prior to commencing work
- provide evidence of the ongoing performance of the Contractor's WHS management system, when requested by VWA
- promptly notify VWA of any accident, injury or near miss which occurs during the performance of services for VWA
- adhere to all relevant VWA policies and procedures; and reasonable directions or requests given or made by VWA
- comply with all relevant OHS legislation, standards and codes of practice that are applicable to any work being undertaken, and
- not do anything, through their acts or omissions, that could put at risk their own health or safety or that of the workers or others

Any other person at a workplace, including students and visitors, must:

- take reasonable care for their own health and safety and that of others
- comply with instructions in relation to OHS
- use personal protective equipment and clothing as required
- promptly report hazards, injuries and incidents, including near misses, and
- cooperate with emergency procedures.

Policy Statement

VWA will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively and confidentially. Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Complaint Management Policy.