



## Work Health and Safety Policy

<b>Policy Name</b>	Work Health and Safety
<b>Approved By</b>	Gym West Management Committee
<b>Policy Coverage</b>	Members, Athletes, Coaches, Staff, Volunteers, Committee Members
<b>Date of Approval</b>	May 2019
<b>Date of Review</b>	May 2021

## Policy Statement

Gym West (GW) is committed to providing a safe place to work and learn, by eliminating or minimising risks to health and wellbeing.

## Policy Aim

The aim of this policy is to ensure all members, coaches, staff and volunteers are aware of GW's commitment to this important issue, and how risks are assessed, managed and/or eliminated.

## Policy Purpose

This policy is designed to provide information that supports GW's goal of having zero (0) reported accidents, incidents, injuries or hazards per year.

## Policy Detail

As the hirer of training and event facilities, and employer of coaches and staff, GW is responsible for the effective implementation of this policy. This will be achieved by:

### 1. The Committee

- Fulfilling its obligations and responsibilities under the *Work Health and Safety (WHS) Act and Regulations 2012*
- Ensuring regular discussions between GW and employees regarding WHS occur
- Making annual inspections of facilities and equipment to identify dangers to health and safety in the workplace using the Risk Management Policy and the Risk Assessment and Checklist
- Providing information, training and supervision for all employees in the correct use of equipment, chemicals and other substances used when required
- Investigating and responding to all Accident, Incident, Injury Report Forms
- Viewing all changes within the training and presentation areas as a risk, and make appropriate assessments to reduce any risk or hazard
- Correctly conducting the induction of employees and volunteers

### 2. Athletes, Coaches and Volunteers

- Acknowledging they have a duty of care for their own health and safety, and of others affected by their actions or failure to act
- Not acting in a way that compromises their own safety or the safety of others
- Complying with safety procedures and directions, and all GW policies
- Not wilfully interfering with or mis-using items or facilities provided in the interest of health and safety
- Completing an Accident, Incident, Injury Report Form where there are any accidents, incidents or hazards occurring in training and/or event areas

## Policy Breach

Where a member believes this policy has been breached they are able to make a complaint by referring to Part D – Complaint Handling Procedure of the Member Protection Policy.