





Occupational Health and Safety Policy Statements

Occupational Health & Safety Policy

Cumberland United Football Club is committed to ensuring that, so far as is reasonable practical, all employees, contractors, volunteers, and visitors are safe from injury and risks to health while on the premises.

We value occupational health and safety management equally with all other activities of the club, and will make available appropriate resources to ensure our club complies with all work practices and procedures outlined in the *occupational health, safety and welfare act 1996* and regulations and any relevant standards.

In order to minimize the risks to health and safety in the workplace, the executive committee has an ongoing commitment to:

Provide and maintain so far as is reasonable practical

- A safe working environment
- Safe systems of work; and
- Plant and substance in a safe condition
- Keep information and records relating to work-related injuries
- Provide medical and first aid services as required by the regulations
- Investigate all work related accidents; and
- Monitor working conditions in the work place

Cumberland recognises that the management of health and safety in the workplace is a joint responsibility and expects every employee or volunteer to take personal responsibility for their own health and safety and the health and safety of their fellow volunteers.

All employees and volunteers must support the occupational health and safety policies of our club as follows:

- Ensure that they do not endanger any other person through any act or omission at work
- Ensure that all equipment is used correctly and in line with any policies and procedures in place
- Obey all legal instructions issued by our club for the purpose of protecting their health and safety
- Report any hazards to their committee member and make any recommendations they believe may be able to assist in avoiding, eliminating or minimizing the risks associates with the hazard; and

A breach of this policy may result in disciplinary action being taken. This policy applies to all employees, contractors and volunteers of Cumberland United Football Club.



Emergency/Evacuation procedure

Fire

- Ensure that the fire brigade/police have been notified by calling 000
- Alert all personnel in the area
- Secure tills and safe
- If safe to do so, attempt to contain or extinguish the fire using the fire extinguishers in the area
- If it is not safe to approach the fire, commence a full scale evacuation immediately
- Supervise the evacuation
- If safe to do so, check toilets and other confined areas for stragglers
- If possible, as staff and patrons are evacuating close doors/windows to stop the fire spreading
- Proceed to the assembly point and commence a roll call
- Advise the fire brigade/police of any people not accounted for
- Do not re-enter the building or allow others to re-enter until directed to do so by the fire brigade
- Provide appropriate assistance for persons in need of first aid



Armed old up

- In the event of a hold-up, personnel are to remain calm and comply with whatever directions are given by the offender(s). Do not attempt to argue with or resist the armed robber. Personnel should avoid sudden movements and should not attempt to catch or trap the assailant. Do not look the offender(s) on the eye. The main priority of Cumberland United Football Club is the safety of staff and patrons.
- Once the offender(s) has left call the police and close the premises to the public. All staff and patrons should remain at the club to assist the police with their investigations.
- Cumberland United Football Club will provide all staff involved with access to trauma counseling as required.

Accident Reporting Policy/Procedure

Cumberland United Football Club is committed to maintaining a high standard of workplace health, safety and welfare in order to minimize the risk of an accident or injury occurring at work.

In the unfortunate event that a workplace accident or injury does occur, timely reporting and investigation enables the club to quickly take corrective action to address any hazards identified as part of the incident/near miss.

In the event of a workplace injury or accident or a near miss incident, it is the policy of the club to investigate the incident in order to ascertain its cause and take the necessary steps to prevent a recurrence. Therefore, it is very important that staff comply with the following all accident or injury reporting requirements:

- Any injury or near miss must be reported to a committee member by the person involved no matter how trivial or minor it may seem to the individual
- The committee member must then immediately investigate and complete an accident/near miss report form and inform the responsible officer

Work Task Policy/Procedure

Manual handling is any activity that involves lifting, pushing, pulling, carrying, moving, holding or restraining. It also includes sustained and awkward postures or repetitive movements. Good manual handling techniques can help to prevent injury.

When assessing manual handling risks, consider the following:

- Workplace layout
- Worker's posture and position
- Duration and frequency of manual handling
- Load location and distance to be moved
- Characteristics of the load



- Available equipment and resources to assist moving the load work environment
- Member's health, skill and experience
- Particular needs of the member.

Manual handling – use smart lifting technique whenever possible and appropriate:-

S – Size up the load

M – Move in close

A – Always bend the knees

R – Raise object using your legs

T – Turn using your feet

If Discomfort Occurs

- Following the lift or move, report any discomfort you feel to a Committee Member.
- Apply ice initially to the area and try to rest the area. Apply heat, stretches and massage to the area, keeping active to hasten recovery.
- If discomfort does not subside, report incident to a Committee Member and complete an Incident Report Form.
- Consult your medical practitioner if pain or discomfort does not settle.

**Example tasks required:**

- Stocking fridges – stock to be moved to fridge via sack truck or one carton at a time utilizing safe manual handling practices. Care to be taken with high and low shelving.
- Hot water tap – containers to be brought to tap level and care taken not to overfill or splash onto self
- BBQ & gas bottles – to be moved by 2 persons
- Spillages – to be cleaned up immediately and warning signs placed on floors if necessary
- Work surfaces – to be kept clean of clutter
- Chairs/tables – movement of multiple chairs and tables to be undertaken by 2 or more persons
- Equipment – to be returned to correct place
- Water containers – to be lifted by 2 or more persons if necessary and sack truck utilized for shifting
- Cash register – cash to be cleared to safe regularly. All cash to be counted out of sight of patrons.

Coffee Machine

Drip tray & coffee bin to be cleared regularly with care for hot water.

Machine to be cleaned regularly (refer manual for details).

First aid policy/procedure

First aid kit is located in every team kit.

The Team Manager is the first point of contact.

All first aid use is to be recorded in book located with first aid kit.