



Australian Government
Australian Sports Commission



Australian Sports Commission
Sporting clubs guide to a safe workplace



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The Australian Sports Commission's *Sporting Clubs guide to a Safe Workplace* has been developed in partnership with the following organisations:

Safe Work Australia

NSW Sport and Recreation

WorkCover Authority of NSW

QLD Sport and Recreational Services, QLD Government

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Introduction

Everyone has a right to be safe at work. This includes the paid and volunteer workers who contribute in many different ways to Australia's diverse sporting organisations and clubs.

New work health and safety (WHS) laws may mean the responsibilities and duties of your sporting club have changed.

Since the Commonwealth's *Work Health and Safety Act 2012* came into effect on 1 January 2012, the states and territories have harmonised their WHS laws with the Act. This means that people conducting a business or undertaking (organisations and clubs) and workers (including volunteers) are protected by the same WHS laws across Australia. It provides greater consistency, certainty and clarity about WHS laws, making it easier to understand your WHS duties.

Under the WHS laws, some sporting organisations and clubs may need to take new actions to comply with the WHS Act and their state and territory WHS Codes of Conduct and Regulations.

- > This guide provides information and advice to help sporting organisations and clubs comply with new WHS laws and incorporate safety management into their daily operations
- > It explains who has responsibilities for health and safety under WHS laws (and who does not)
- > It also includes fact sheets to help sporting organisations and clubs understand and action their WHS duties.

This guide is part of a resource kit that includes a separate guide for national and umbrella organisations.

Information provided here should be used in conjunction with your state or territory's approved WHS Codes of Practice.

This guide is not intended to be read in place of the WHS laws. To assist readers, cross references to additional information can be found throughout.

Sporting organisations and clubs should also refer to Safe Work Australia's website at www.safeworkaustralia.gov.au. The website provides a Volunteer Resource Kit, which includes an *Essential Guide to Work Health and Safety for Volunteers*, a podcast, PowerPoint presentation and fact sheet.

Additional practical guidance is available from your state or territory WHS regulator.

Other contacts for WHS information are listed at the back of this guide (page 33).

Key terms

KEY TERM	MEANING
Person conducting a business or undertaking (PCBU)	<p>A person conducting a business or undertaking (PCBU) is the main duty holder under state or territory WHS laws. They are usually the employer and may be a partnership, company, unincorporated body or association, a sole trader, a government department or statutory authority.</p> <p>A volunteer organisation is a PCBU if it employs one or more paid workers, in addition to its volunteer base.</p>
Reasonable care	<p>This term describes the standard of care that workers, including volunteers must meet. It means doing what a reasonable person would do in the circumstance having regard to things like:</p> <ul style="list-style-type: none"> > the person's knowledge > the person's role > the person's skills and the resources available to them > the person's qualifications > the information the person has > the consequences to health and safety of a failure for them to act in the circumstances.
Reasonably practicable	<p>This term is used to qualify or limit some work health and safety duties. If something is reasonably practicable it means it is, or was at a particular time, reasonably able to be done, taking into account:</p> <ul style="list-style-type: none"> > the likelihood of the hazard or the risk concerned occurring > the degree of harm that might result from the hazard > what the person concerned knows, or ought reasonably to know about the hazard or risk, and ways of eliminating or minimising the risk > the availability and suitability of ways to eliminate or minimise the risk > the cost of eliminating or minimising the risk.
Volunteer	A person working without payment or reward for a PCBU.
Volunteer association	A group of people working together for one or more community purposes that do not employ any paid workers. Volunteer associations are not covered by the WHS Act.
Worker	A worker is any person who performs work for a PCBU in any capacity, including as a volunteer.

Your club and the law

WHS is everyone's responsibility. Many sporting organisations and clubs have legal responsibilities and duties under the WHS laws, although not all.

If your sporting organisation or club employs paid workers, under WHS laws it is referred to as a **PCBU** — a 'person conducting a business or undertaking'. Under WHS laws, a PCBU has responsibilities and a legal 'duty of care' to workers (paid and voluntary), to protect the health and safety of people affected by the activities of the club. This includes people who work for your club casually, part-time, full-time, permanently, volunteers or outworkers, plus members of the public while they are in the workplace.

If your club does not employ any paid workers (only volunteers), your club is classified as a **volunteer association**. It does not have any responsibilities of a PCBU under WHS laws. Volunteers who work for volunteer associations (e.g. local clubs) that have an affiliation to state and national organisations (who are PCBUs) are covered under the act through affiliation to these organisations. This means that PCBUs must ensure the health and safety, so far as reasonably practicable, of those volunteers when they are carrying out volunteer work or the volunteers have duties as workers in relation to the work they are carrying out for the State or National Organisations.

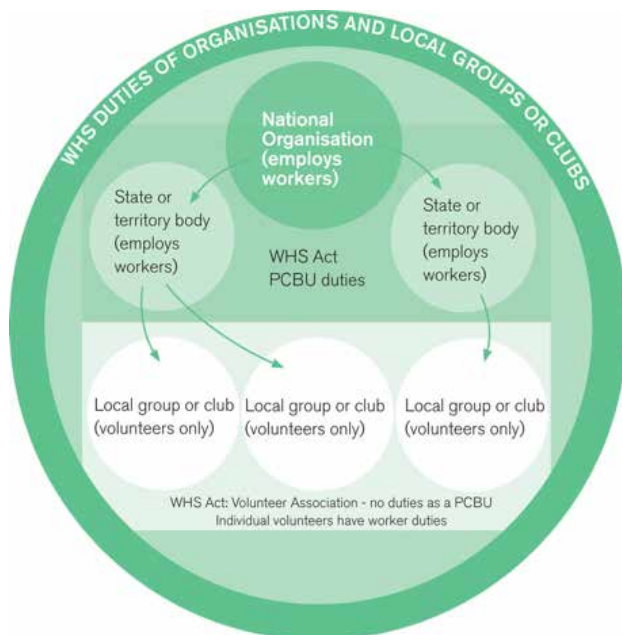
However, general and common law duties of organisations who engage volunteers are well established and Australian courts have long recognised that volunteers are owed a general 'duty of care' by the people and the organisations they support. Even if your organisation is an entirely volunteer-operated association and does not fall under WHS laws, it is a good idea to comply with general WHS duties.

The same rules apply if you operate your club under an umbrella organisation. If the umbrella organisation employs people (if they are a PCBU), it owes a duty of care to all workers (paid and voluntary) who are engaged directly by them and the club, regardless of whether the club is a PCBU.

Figure 1 illustrates the WHS responsibilities of national organisations (such as national sporting organisations) and other organisations and clubs.

Anyone who can affect health and safety in the workplace has a 'duty of care'. This includes manufacturers, suppliers, designers and controllers of work places (including owners) and workers, including volunteers.

Figure 1: WHS duties of organisations and clubs



PCBUs and WHS laws

Under WHS laws, a PCBU must eliminate health and safety risks so far as is reasonably practicable. If eliminating risks is not possible, then risks must be minimised so far as is reasonably practicable.

Your sporting organisation or club must provide, so far as is reasonably practicable:

- > a safe workplace and safe ways of working
- > equipment, tools and machinery in a safe condition
- > safe and hygienic facilities, including toilets, eating areas and first aid
- > information, training and supervision to all workers, including volunteers
- > a process for consulting with workers and keeping them informed and involved in decisions that may affect their health and safety.

Everyone involved with your sporting club or organisation contributes to WHS. The extent to which a duty holder (a national sporting organisation or State Sporting Organisation) can control or influence a particular activity or the actions of another person may be relevant to what the duty holder may reasonably be expected to do to protect the health and safety of volunteers working for them in a local group.

For example the national body or state division could exercise its duty to protect its workers by:

- > ensuring the distribution of work health and safety policies and procedures on a range of topics to each division or group
- > setting up processes to ensure consultation can occur between the national body and state and local groups or divisions.

What is reasonably practicable for a PCBU to do to ensure the health and safety of its workers, including volunteers, will vary depending on the specific structure and circumstances of each organisation.

While WHS duties have been placed on volunteers for more than two decades in some jurisdictions, there have been no reported prosecutions of volunteers under those laws. There have been no prosecutions of volunteers under the new WHS laws. Prosecutions against paid workers in the past have been rare and only in relation to serious incidents where there was a high degree of recklessness or negligence. It is expected that WHS regulators will take the same approach under the new WHS laws in relation to paid workers and volunteers and that prosecutions will continue to be rare.

Case study 1

Volunteering for a volunteer association

Sarah is elected treasurer of the local sporting club. The club was established in 1982 and is operated by a group of volunteers. The committee meets regularly. Occasionally the club pays a handyman to maintain the building donated to them which they operate in. The handyman isn't employed by any members of the club.

As the group of volunteers do not employ others to operate their club and they all work together for a community purpose, they are classified as a volunteer association. This means Sarah and the sporting club do not have any duties under the WHS Act.

Volunteering for a PCBU

Sarah is appointed treasurer of the local sporting club. The club was established and incorporated in 1982 and is operated by paid employees and volunteers. The club employs someone to manage the club's accounts and another to manage the office on a part-time basis. As the club employs people, it has duties as a PCBU under the WHS Act. It also means Sarah has duties as a worker under the WHS Act.



Seven steps to safety

All clubs should take these simple steps to improve health and safety in their workplace. These steps are a guide only. Clubs may need to implement other strategies to meet their WHS requirements. However, these steps will get you off to a great start.

Step 1 — Commit to workplace health and safety

Make sure you understand the WHS duties that apply to your organisation and sport. Know who has a specific responsibility — for example, the organisation as a PCBU, contractors (who have duties as a PCBU and as workers), owners of premises used as a workplace, workers (including volunteers) and others at the workplace.

Some simple starters include:

- > ensure that manager/s and worker safety responsibilities are clearly understood and acted upon
- > ensure that manager/s at your organisation or club lead by example
- > promote safety as a high priority across your organisation or club
- > develop a WHS policy
- > build the culture — be proactive, get safety on a meeting agenda
- > ensure the board or committee understand their WHS duties
- > understand where to source help and more information.

Fact Sheet 1 (page 17) provides more information about identifying the WHS responsibilities of your club.

More information is provided in at www.safeworkaustralia.gov.au.

Case Study 2

Angus starts volunteering at a local touch football club. On his first day, the person who manages the volunteer program for the club talks to Angus about several things including:

- > the work he will be performing
- > how to perform his work safely
- > policies, practices and procedures that workers, including volunteers, in the organisation use
- > the work health and safety suggestion email box and webpage for workers, including volunteers
- > who to contact if something that affects health and safety happens at work.

Angus is provided copies of the club's relevant policies, practices and procedures relating to WHS. Angus also attends a half-day training course on operating the machinery he will use when he volunteers at the club.

One month after Angus starts at the organisation his manager holds a meeting of volunteers. The manager announces one of the safe work policies is being revised and asks volunteers to suggest improvements to the policy. Angus looks over the policy and talks to other volunteers about the changes. Angus doesn't have any suggestions but other volunteers submit ideas to the club's email box for consideration. When the policy is finalised, a notice is published on the staff and volunteer section of the club's website.

Step 2 — Plan to work safely — gathering information

Safety at work involves thinking about the activities that occur in your workplace or sport. You can then identify the hazards, assess the risks and identify the tasks and procedures to control risks. This will allow you to plan safety into each activity.

Fact Sheet 2 (page 19) provides a checklist to help your club start planning for better safety.

Step 3 — Consultation

Under WHS laws, a PCBU must talk to its workers, including volunteers about health and safety issues. You must also set up ways for them to be involved and contribute to decisions that may affect their health and safety. For example, you should discuss health and safety issues at meetings and share health and safety information in your communication with workers.

- > Discuss safety issues in formal arrangements (such as meetings).
- > Involve paid and voluntary workers in safety decisions and in developing WHS procedures.
- > Ensure the views of workers on WHS issues are valued and taken into account.

Fact Sheet 3 (page 20) provides more information about consulting with workers, including volunteers.

Step 4 — Develop procedures using consultation and risk assessment

Developing health and safety procedures for your club will help identify hazards in your workplace and assess and control any risks to health and safety in consultation with your workers. Clubs may end up with a broad WHS policy, emergency plan, first aid plan, grounds checklist, handling chemicals procedures. Each WHS policy will be different, depending on the activities of your club.

- > Develop and implement procedures for reporting safety issues and incidents.
- > Review safe work procedures and training after incident reports.
- > Involve workers in developing safe work procedures.

Fact Sheet 4 (page 23) provides a guide to the key WHS areas that sporting organisations and clubs may need to action.

Step 5 — Incident notification

Your club is required to let your state or territory work safety regulator know if any notifiable incidents occur as a result of the work of your organisation or club as soon as it is reasonably able. A notifiable incident is a serious incident that relates to the work the organisation carries out and involves:

- > the death of a person
- > the serious injury or illness of a person
- > a dangerous incident.

Fact Sheet 5 (page 25) provides more information on notifiable incidents.

Case study 3

Surf Life Saving NSW has a long-established safety focus and practice, largely through its Safer Surf Club program and strategies. These provide detailed national safety guidelines and procedures covering policies and legislation, stakeholder responsibilities, risk management, training and education, injury management and incident reporting. Surf Life Saving NSW also employs a Human Resources manager who is responsible for WHS resources, communication and ensuring clubs are supported and promote a culture of safety, including online WHS training.

With funding support from WorkCover NSW, Surf Life Saving NSW developed a WHS Legislation Training Program to explain the new WHS Act and Regulations and how it affects clubs and members.

The WHS legislation Training Program consisted of an information pack sent to each NSW club, updated safety guidelines and procedures as well as training for state-level staff who then made presentations to branch meetings on PCBU status, WHS responsibilities, penalties, issue resolution, incident reporting and consultation. An online training survey for clubs and members will also help identify any additional training needs.

Step 6 — Inform and train your workers, including volunteers

You must provide information, training and supervision relating to workplace health and safety for your workers, including to volunteers (and particularly if they are new to your sport or club).

Using the procedures developed in Step 4, your club informs workers about hazards in their roles and workplace and how to perform their tasks safely. The outcomes of the previous steps along with safe work procedures can be used as a training tool and for case studies. Committees should ensure that:

- > all workers are inducted
- > all workers are trained in safe work procedures
- > all workers understand procedures and demonstrate they can perform the tasks safely.

Fact Sheet 6 (page 27) provides a checklist for clubs to ensure they keep all workers informed and provide training.

Step 7 — Monitor and review

Review the steps you have taken to manage health and safety in your workplace and check that control measures are working as planned. Adjust your program to address any workplace or legislative changes.

Fact Sheet 7 (page 29) provides more information about reviewing WHS system.

Case study 4

Gymnastics NSW is responsible for the management, coordination, development and promotion of gymnastics in NSW.

Gymnastics Australia and the state associations have planned and implemented various initiatives to minimise and control the associated risks of the sport, including detailed policies and procedures on topics including child safety, sun protection, drug and alcohol management and no smoking.

All clubs must meet Gymnastics Australia National Affiliation Standards to affiliate with state associations and its Club 10 (Gymnastics Australia's Club Accreditation Program) places a large emphasis on risk management and WHS. There is also a national Coach Accreditation Program and new coaches must complete a 'Managing the Risks of Coaching' professional development workshop.

Actions of Gymnastics NSW since the new WHS laws came into effect

- > Its health and safety representative attended a 5-day health and safety representative training course.
- > A summary of the requirements of the new Act was presented to the Chairs of the Sports Management and Regional Committees, and Gymnastics NSW invited WorkCover to present to clubs and staff at its 2013 Professional Development Conference.
- > The association launched a workplace health and safety 'app' to provide gymnastics clubs, coaches, judges, administrators, contractors and volunteers easy access to simple templates and resources to apply to their club environment. The app was released in 2012 with ongoing training and support to clubs. All clubs must verify compliance by January 2014 to be accepted as an affiliate member.
- > A WHS Representative Committee was formed to identify areas for development and best practice.



Planning to work safely

It is better to deal with safety issues before they arise rather than after an incident. You need a proactive and planned approach to safety:

- > identify all the activities involved with your sport and the hazards and risks associated with each
- > adopt a risk management approach to eliminate or minimise the risks.

Identify activities

Activities which can involve risks to health and safety in your workplace or sporting club include:

- > **Purchasing** — The equipment you buy to operate your sport or club may introduce safety issues.
- > **Work tasks** — In performing work tasks, workers (including volunteers) may use equipment which places them at risk.
- > **Contractors** — Other workers who come into your sport or club as contractors can be at risk or place other workers, including volunteers at risk.

Other activities you must consider as part of your safety planning

- > **Reporting WHS problems** — As soon as a safety problem is noticed it should be reported to your club so the problem can be addressed before causing harm. You should have a policy or procedure for reporting WHS problems and incidents.

- > **Investigating incidents** — If something does go wrong, procedures need to be reviewed to ensure it will not happen again.
- > **Emergency procedures** — Your club should have a plan for fire or other emergencies.

Adopt a risk management approach to address WHS issues

- > **Hazard identification** — Identifying all the things which may cause harm. This can involve the use of machinery and chemicals used, the physical demands of the task and aspects of the work environment such as noise or air quality.
- > **Risk assessment** — Determining how likely and how serious the effects will be on people in the workplace being exposed to the hazard.
- > **Risk Control** — Deciding and implementing what needs to be done to eliminate or control the risks to health and safety, by applying the hierarchy of risk control.

Review control measures to ensure they are working as planned

The risk management process should be built into all the club activities that can give rise to safety issues. For example, before you purchase a piece of equipment you should identify the hazards associated with the purchase, assess the risks and decide what you need to do to control the risk. Good risk management requires you to identify all the available information about hazards and risks and apply a 'hierarchy of controls' to manage the risk.

Sources of information to help you identify hazards and control risks include:

- > walking around, looking at the environment and talking to workers about the safety issues in their roles
- > reviewing any information you have on a piece of equipment (manufacturer's manual)
- > reviewing past accidents and injuries
- > considering relevant Codes of Practice and guidance from organisations such as Safe Work Australia and relevant state or territory WHS regulators.

Figure 2 shows the hierarchy of risk control, where risk is managed from the highest level of protection and reliability to the lowest. WHS regulations require duty holders to work through this hierarchy when managing risk as required under the WHS regulations.

Figure 2: Hierarchy of risk control



The best way to correct a safety problem is to eliminate the hazard. If you can't eliminate the hazard, here is a list of options, starting with the best option:

- > **Substitute the hazard with something safer** — For instance, replace a noisy machine with a quieter one.
- > **Isolate the hazard from people** — This involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around hazardous areas to prevent access to the area, store chemicals in a fume cabinet.
- > **Use engineering controls** — An engineering control is a physical control measure. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches).
- > **Administrative controls** — Develop and implement safe procedures and training for hazardous jobs.
- > **Personal protective equipment** — Equipment such as safety glasses, footwear and hearing protection can be important, but should be a last resort.



Fact sheet 1 — Identifying health and safety responsibilities at your club

This guide helps club committees to identify who has particular health and safety responsibilities in their club environment. To ensure everyone is aware of their responsibilities, it is helpful to record these in a WHS policy and distribute it to relevant people, and ensure everyone who works at your club is aware of and has access to the policy.

Consider the following committee responsibilities:

- > ensuring compliance with WHS duties
- > taking reasonably practicable steps to provide a safe workplace and safe ways of working
- > providing ways for workers, including volunteers to be informed about and involved in health and safety issues at work.

Consider the following club committee responsibilities:

- > day to day management of health and safety issues (i.e. ensuring that PCBU complies with its duties)
- > ensuring new workers (including volunteers) receive the information, training and supervision to perform work for the PCBU safely
- > ensuring workers (including volunteers) receive training before starting new tasks or when using new equipment
- > ensuring that workers (including volunteers) are supervised to ensure they can perform their work safely.

This document can form the basis of your WHS Policy At (Name of Sport/Club) to assist in ensuring the health, safety and welfare of all persons at the workplace.

PCBU is responsible for:

The WHS Officer is responsible for:

Workers, including volunteers, are responsible for:

We expect contractors and visitors to:

Responsible officer

Name: _____

Staff/Club representative

Name: _____ Signature: _____

Policy review date: _____ Signature: _____



Fact Sheet 2 — Planning for safety checklist

Activity	Who is responsible?	Are safety issues addressed?		How?	What needs to be done?
		Yes	No		
Purchasing					
Organising tasks/ Managing environment					
Managing risks					
Managing WHS incidents, including reporting and investigating incidents and injuries					
Managing contracts and contractors					
Providing training, information and instruction					



Fact Sheet 3 — Consulting with workers, including volunteers

Under WHS laws you are required to talk to your workers, including volunteers about any matters that may affect their health and safety. The people doing the job are often best positioned to offer advice on the type of hazards they face and the best ways to control the risks and work safely.

Consultation is not difficult. For most clubs this can be as easy as having direct discussions, sometimes referred to as a ‘toolbox meeting’. PCBUs and clubs are responsible for consulting with other PCBUs clubs, and local councils relating to shared facility issues.

Direct discussions through a simple safety meeting might involve the following:

- > gathering workers, including volunteers at the start of work
- > inviting workers to raise any WHS issues they may have
- > reporting actions taken since the last meeting
- > discussing with workers any planned changes that may affect health and safety at work
- > discussing with workers any new hazards and possible control measures
- > conducting a ‘walk around’ safety inspection
- > asking workers for feedback

The WHS Act allows organisations such as sports clubs, flexibility to work out consultation arrangements that best suit the club and its workers, including volunteers.

The WHS Act also allows for consultation through a WHS committee or health and safety representative, and sets out the mechanisms for establishing a committee and electing health and safety representatives.

Workplace induction

New workers should be introduced to your WHS policies, procedures and consultative mechanisms through an induction into the club. Existing members should have some input into developing an induction package as they were new starters once and will have good ideas about what a new worker needs to know. An induction checklist is provided below.

For more information visit your state or territory WHS regulator.

Download the *Code of Practice: Work Health and Safety Consultation Cooperation and Coordination* from the Safe Work Australia website at www.safeworkaustralia.gov.au

Induction — Checklist for new members

Introduction

Explain to your new workers, including volunteers:

- the industry, nature and structure of your club
- WHS roles of key people in your club

Job introduction

- Demonstrate how to do the job safely
- Provide required information and supervision
- Introduce other workers and the supervisor
- Introduce the first aid officer and show location of first aid supplies
- Explain and demonstrate emergency procedures
- Show location of exits and equipment
- Show the work area, toilet, drinking water and eating facilities
- Show where to make phone calls and collect messages

Employment conditions

Explain to your new worker:

- work times and meal breaks
- rates of pay and how payment is made
- taxation (including filling out required forms)
- superannuation and other deductions
- leave entitlements
- notification of sick leave or absences

Other requirements

Explain to and show your new worker:

- quality procedures
- security issues
- hygiene procedures and facilities

Health and safety

Explain to your new worker:

- health and safety policy and safe work procedures (provide a copy)
- roles and responsibilities of people in the workplace (e.g. health and safety representatives)
- hazards in the workplace and how they are controlled
- how to report health and safety issues (including forms)
- how they will be kept informed about health and safety issues
- workers compensation claims (including showing where forms are)

Name: _____ Supervisor / Manager: _____

Title: _____ Conducted by: _____

Start date: _____ Name: _____

Signature: _____ Date: _____

Signature: _____ Date: _____



Fact Sheet 4 — WHS action areas

Here are some WHS areas that sporting clubs may need to action. It is strongly recommended you consult with your national or state body first, as they may have specific requirements in these areas.

First aid

Clubs must provide:

- > first aid equipment — a well-stocked, accessible first aid kit
- > a facility to administer first aid
- > trained first aiders
- > signage indicating where first aid is located
- > first aid procedures
- > training and information to workers (including volunteers).

Further reading:

- > *Code of Practice: First Aid in the Workplace* at www.safeworkaustralia.gov.au

Emergency plans

Clubs must have a written emergency plan that covers:

- > procedures outlining the response to various emergencies (such as fire, medical, physical confrontations)
- > testing of emergency plans
- > training and instruction for workers (including volunteers).

Further reading:

- > Code of Practice: *Managing the Workplace Environment and Facilities* at www.safeworkaustralia.gov.au
- > Emergency Plans Fact Sheet at www.safeworkaustralia.gov.au

Safe facilities

Clubs must provide:

- > A safe work environment including:
 - safe entry and exits points
 - clean and tidy working environment
 - adequate space
 - maintained floors and surfaces
 - adequate lighting
 - adequate ventilation
 - protection from extreme temperatures.
- > Welfare facilities including:
 - toilets
 - drinking water
 - hand washing facilities
 - a place to eat meals.

If the workplace is temporary, mobile or remote, then adapt the welfare facilities.

For example, provide bottled water or give workers directions to public toilets.

- > Protection for outdoor work:
 - access to shelter (such as a tent)
 - protection against ultraviolet exposure (such as avoiding working outside from 10am to 2pm where possible, providing extra consideration to remote or isolated work (such as coach training a team alone at night)
 - assess and control risks (such as buddy systems or mobile phones).

Further reading:

- > Code of Practice: *Managing the Workplace Environment and Facilities* at www.safeworkaustralia.gov.au



Fact Sheet 5 — Incident notification

The Work Health and Safety Act 2012 (WHS Act) requires the regulator to be notified of certain 'notifiable incidents'. This fact sheet will help you decide if the regulator needs to be notified of a work-related injury, illness or dangerous incident under the Act.

Work health and safety regulators are committed to preventing work-related deaths and injuries. Notifying the regulator of 'notifiable incidents' can help identify causes of incidents and prevent similar incidents at that workplace as well as other workplaces.

Information that will be requested

A clear description of the incident with as much detail as possible will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation by the regulator.

Where insufficient details are provided in a telephone notification, the regulator may contact the notifier if further information is required. All WHS regulators have agreed the information in the table below should be collected as a minimum at the point of incident notification.

What happened? An overview	<ul style="list-style-type: none"> > Provide an overview of what happened. > Nominate the type of notifiable incident. Was it death, serious injury or illness, or a 'dangerous incident'?
When did it happen?	Date and time.
Where did it happen?	<p>Incident address.</p> <p>Details that describe the specific location of the notifiable incident to assist instructions about site disturbance — for example, the section of the warehouse or the particular piece of equipment the incident involved.</p>
What happened? A detailed description	Detailed description of the notifiable incident.
Who did it happen to?	<ul style="list-style-type: none"> > Injured person's name, salutation (Mr. Mrs. Ms etc.), date of birth, address and contact number. > Injured person's occupation. > Relationship of the injured person to the entity notifying.
How and where are they being treated (if applicable)?	<ul style="list-style-type: none"> > Description of serious injury or illness i.e. nature of injury. > Initial treatment of serious injury or illness. > Where the patient has been taken for treatment.
Who is the person conducting the business or undertaking (there may be more than one)?	<ul style="list-style-type: none"> > Legal and trading name. > Business address (if different from incident address), ABN/ACN and contact details including phone number and email.
What has/is being done?	Action taken or intended to be taken to prevent recurrence (if any).
Who is notifying?	<ul style="list-style-type: none"> > Notifier's name, salutation, contact phone number and position at workplace. > Name, phone number and position of person to contact for further information (if different from above).



Fact Sheet 6 — Informing and training staff checklist

Here are some basic questions to help you identify training needs for your club. If you answer 'No' to any question you have identified gaps in your training requirements where corrective action is needed.

1. Do you have an induction program or kit?
2. Have you identified all of the work activities to be performed by workers, including volunteers?
3. Have you assigned or identified who is responsible for work tasks and/or supervising staff?
4. Have the supervisors been advised of their responsibilities?
5. Have the supervisors been appropriately trained to supervise staff?
6. Does the supervisor have access to information on safe work procedures?
7. Have safe work procedures been developed for identified tasks (as not all tasks will require procedures) which may pose a risk to the health and safety of workers?
8. Have the workers, including volunteers been trained in the safe work procedures?
9. Is a program in place to provide 'top up' or refresher training and is it provided?
10. Do workers have access to, and been informed of, all relevant safety information including equipment manuals?
11. Have workers including volunteers been consulted on training needs?
12. When you introduce new equipment do you train your workers, including volunteers how to use the equipment safely?



Fact Sheet 7 — Reviewing your safety system

Once you have worked through this guide, it is time to review steps you have taken to improve the way your sporting club manages WHS. Fill in this checklist by ticking the boxes as you complete the required actions. The review will help you identify areas you may still need to address. It does not ensure you have done all you need to do to comply with your WHS duties.

My program review checklist:

- our club started this WHS program on ___ / ___ / ___
- the club committee understand WHS responsibilities
- the committee know where to get free information and advice about WHS
- all workers, including volunteers in the clubs workplace are aware of our WHS
- the club's workers, including volunteers, understand their WHS duties at work
- the committee regularly talk with my workers, including volunteers about WHS matters
- the workers, including volunteers are involved in decisions that may affect their health and safety
- the club have a copy of the relevant WHS laws and Codes of Practice to help address specific hazards
- the committee and workers have identified all hazards in the work environment

- the committee have assessed the risks and prioritised identified hazards
- the committee have implemented appropriate control measures to eliminate, or minimise so far as is reasonably practicable, the risks of the hazards we identified
- in the event someone is injured or made ill at work, it is recorded
- the committee have first aid facilities/resources and emergency procedures for our workplace
- the committee will review the health and safety procedures on ___ / ___ / ___

Work health and safety essentials

Consultation

The WHS Act requires your club to consult with workers, including volunteers, so far as is reasonably practicable, about WHS matters that affect them. Talking to your volunteers and other workers is a good way to ensure they contribute to the identification of hazards and the assessment and control of any risks they face when they carry out their work.

Discussions about WHS can be carried out in various ways — there is no ‘one right way’ to talk about WHS. Ways your organisation might consult with its volunteers include:

- > sending out regular newsletters via mail or email which feature WHS information
- > updating a notice board or website with information
- > having a ‘suggestions’ email box for workers
- > holding regular meetings to talk to volunteers
- > holding short ‘toolbox talks’ where specific health and safety topics relevant to the task at hand are discussed.

Consultation with other duty holders

Often more than one PCBU operates at a workplace and people share responsibility for WHS. This is especially common for sporting clubs who lease facilities or share with other groups.

In these instances, you must consult, cooperate and coordinate with all other PCBUs who have a WHS duty (e.g. another club, local council, facility owner, regional/state association).

Further reading:

- > Code of Practice: *Work Health and Safety; Consultation, Cooperation and Coordination* at www.safeworkaustralia.gov.au

Risk assessment

A safe and healthy workplace does not happen by chance or guesswork. You have to think about what could go wrong at your workplace and what the consequences could be. Then you must do whatever you can — whatever is reasonably practicable — to eliminate or minimise the health and safety risks arising from the work your organisation undertakes.

The process of eliminating or minimising health and safety risks is called risk management and involves four steps:

1. Identify hazards — find out what could cause harm.
2. Assess the risks if necessary — understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.
3. Control risks — implement the most effective control measure that is reasonably practicable in the circumstances.
4. Review control measures — to ensure they are working as planned.

Further reading:

- > Code of Practice: *How to Manage Work Health and Safety Risks* at www.safeworkaustralia.gov.au

Develop and implement procedures

Following your consultation and risk assessments, you should develop and implement procedures/policies/practices for WHS action areas (see next section). For example, to manage first aid, you will first consult with workers and assess risks. You will then develop first aid procedures, stock your kit, order and put up signage, decide on who will be a first aider and train them and set up your first aid area.

Train and inform workers

All workers, including volunteers, must be provided, so far as is reasonably practicable, with information, training, instruction or supervision so they can carry out their work safely. Training and information should be tailored to the type of work your volunteers do and where they work.

Monitor and review

WHS is ongoing. By putting in place a system of ongoing consultation and risk assessment, you will monitor and review your practices on a regular basis.

Incident notification

Your club is required to let your WHS regulator know if any notifiable incidents occur as a result of the work of the organisation immediately after becoming aware of an incident. A notifiable incident is a serious incident that relates the work organisation carries out and involves:

- > the death of a person
- > the serious injury or illness of a person
- > a dangerous incident.

The Incident Notification fact sheet, available on the Safe Work Australia website, provides more guidance on the types of incidents that must be notified.

More information and definitions are available from:

- > Safe Work Australia — Volunteer Resource Kit
www.safeworkaustralia.gov.au



Contacts

Australian Capital Territory work health and safety authority

WorkSafe ACT

Website: www.worksafe.act.gov.au

Email: worksafe@act.gov.au

Telephone: (02) 6207 3000

New South Wales work health and safety authorities

WorkCover NSW

Website: www.workcover.nsw.gov.au

Telephone: 13 10 50

Northern Territory work health and safety authorities

NT WorkSafe

Website: www.worksafe.nt.gov.au

Email: ntworksafe@nt.gov.au

Telephone: 1800 019 115

Queensland work health and safety authorities

Workplace Health and Safety Queensland,
Office of Fair and Safe Work Queensland,
Department of Justice and Attorney-General

Website: www.worksafe.qld.gov.au

Telephone: 1300 369 915 or
(07) 3225 2000

South Australian work health and safety authorities

SafeWork SA

Website: www.safework.sa.gov.au

Telephone: 1300 365 255

Tasmanian work health and safety authorities

Workplace Standards Tasmania

Website: www.wst.tas.gov.au

Telephone: 1300 366 322 (inside
Tasmania) or (03) 6233 7657
(outside Tasmania)

Victorian work health and safety authorities

WorkSafe Victoria

Website: www.worksafe.vic.gov.au

Email: info@worksafe.vic.gov.au

Telephone: 1800 136 089 or
(03) 9641 1444

Western Australian work health and safety authorities

WorkSafe WA

Website: www.worksafe.wa.gov.au

Telephone: 1300 307 877

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