

# Redcliffe Bridge Club Occupational Health & Safety Policies

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Signed by the President on behalf of the Redcliffe Bridge Club Management Committee on

President

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Date

# OCCUPATIONAL HEALTH AND SAFETY POLICY

The Redcliffe Bridge Club recognises its moral and legal responsibility to provide a safe and healthy environment for members, visitors and contractors. This commitment extends to ensuring that operations do not place the local community at risk of injury, illness or property damage.

Our goal is to provide a safe and healthy work environment that is free from injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the Club.

## **Responsibilities**

*The Management Committee is committed to:*

- Integrating OHS into all aspects of The Redcliffe Bridge Club operations
- Compliance with legislative requirements, and co-operation with regulatory bodies
- Provision and maintenance of a safe environment that is without risks to health.
- Consultation with members and other parties to improve decision-making on OHS and environmental matters.
- Distribution and communication of safety information
- Information, instruction, training and supervision to members, visitors and contractors, to ensure safety
- Review and assessment of OHS policy

*Members are expected to:*

- Take reasonable care for the health and safety of themselves and others at the Club
- Take immediate remedial action to mop/clean up all spills caused either by themselves or others. If necessary set up the Spill signage.
- Observe all Queensland Health Directives relating to bridge playing.
- Ensure safe disposal of all personal hygiene and safety items ie: masks, tissues, napkins.
- Co-operate with The Redcliffe Bridge Club Management Committee to enable compliance with OHS legal obligations, community standards and Committee objectives
- Participate in consultative arrangements

# **ANTI-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY**

Discrimination is unlawful under State and Federal legislation and The Redcliffe Bridge Club is committed to the principles of equal opportunity and to putting procedures into place to effectively deal with complaints of discrimination.

The Redcliffe Bridge Club will meet its obligations under the legislation by implementing procedures to ensure that no person is discriminated against because of the following:

- Sex
- Marital or parental status
- Race
- Age
- Impairment
- Religion
- Political belief or activity
- Lawful sexual activity
- Pregnancy or breastfeeding
- Physical features
- Direct or indirect discrimination against someone who is associated with any of the above

## **Procedure**

The Committee will take action if a member or visitor feels they have been discriminated against.

Have available incident report forms

Investigate in an impartial way, make decisions and implement discipline if necessary in a timely manner

# CONTRACTOR MANAGEMENT POLICY

## Policy:

Redcliffe Bridge Club Committee undertakes to provide a safe environment for members, visitors and the community by ensuring that the facilities are maintained in a good and safe condition, through the implementation of the objectives and procedures.

The Redcliffe Bridge Club must undertake regulatory inspections and servicing of equipment by the engagement of suitably qualified contractors.

Moreton Bay Regional Council will undertake mandatory inspections of service maintenance items as per the Lease Agreement.

All contractors and sub-contractors engaged to perform work at the Redcliffe Bridge Club are required to comply with relevant Legislation, Standards, Codes of Practice and the Redcliffe Bridge Club's Health and Safety Policies and procedures and to maintain current public liability and workers compensation insurance.

## Objective:

To incorporate OHS requirements into every stage of contractor selection, approval, work processes and completion.

## Procedure:

The Redcliffe Bridge Club will allocate responsibilities as follows:

- The Redcliffe Bridge Club Management Committee:
  - Review OHS considerations for the job
  - Maintain Register of Preferred Contractors
  - Review contract to ensure OHS requirements are met
  - Will ensure permits, licences and insurances are current
  - Ensure Contractor visits are recorded
  - Will carry out induction for contractors
  - Confirm work undertaken is satisfactory.
- The Contractor must:
  - comply with all applicable laws, regulations, standards, policies and codes of practice when undertaking the Work
  - licensing and certification, including:
    - (i) for building work as defined by the Queensland Building and Construction Commission Act 1991 – have and maintain a current licence for the building work issued by the Queensland Building and Construction Commission;
    - (ii) for electrical work – have and maintain a current Electrical Contractor's Licence to undertake all electrical work as required by the Electrical Safety Act 2002 (Qld) and Electrical Safety Regulation 2013 (Qld);
  - Provide evidence of current public liability, property damage insurance and workers compensation.
  - Review the Asbestos Register (located in the cleaner's storage in the foyer) to ensure work practices are appropriate and in accordance with Government legislation.
  - Undertake a risk assessment and implement mitigation strategies
  - Comply with Committee procedures
  - Comply with OHS legislation, site rules and participate in government inspections where required.

# EMERGENCY MANAGEMENT POLICY

## Aim

The Redcliffe Bridge Club Management Committee has an obligation to provide and maintain a safe environment for all members, visitors and the community. The Redcliffe Bridge Club is committed to the development of an Emergency Management Plan (EMP) that contributes to the duty of providing a safe environment.

## Policy

The Redcliffe Bridge Club will determine likely emergency situations and develop and implement an EMP for action in the event of an incident or situation that could pose a threat to life, health or property including:

- Fire and/or explosion
- Medical Emergency
- Bomb Threats
- Violence or Robbery

The EMP will ensure the health and safety of persons by including the following:

- Written instructions for specific emergencies
- Site Plan displayed and accessible to all persons on site
- Clear marking of evacuation points
- Clearly marked emergency exits well lit and clear of obstructions
- First Aid equipment
- Specific procedures for mobility impaired persons
- Contact details for Emergency Services
- Instructions for notifying relevant authorities
- An awareness of Emergency Response Organisations and neighbours in emergencies
- Implement health directives from Federal, State and QBA as soon as possible to meet compliance.

The EMP will be reviewed and tested regularly to ensure its effectiveness.

# FIRST AID POLICY

First aid is the provision of initial care for an illness or injury and generally consists of a series of simple and in some cases, potentially life-saving techniques that can be done with minimal equipment. The Redcliffe Bridge Club has a moral and legal obligation to provide first aid services to members, visitors and contractors. The Policy is to minimise the negative effects of an incident/injury by providing First Aid resources.

## **Procedure**

The Redcliffe Bridge Club will ensure the provision of a prompt, coordinated First Aid response in the following ways:

Identify and assess the potential for an injury/incident occurring by:

- Advertise location of First Aid Kits
- Regularly audit and update contents of First Aid Kit
- Document incidents of injuries and illness
- Having a willingness to provide initial First Aid treatment within our competencies
- The Defibrillator is only to be used under the direction of a doctor, registered nurse or under verbal instruction from an ambulance or paramedic supervisor

# INCIDENT PREVENTION AND REPORTING POLICY

The Redcliffe Bridge Club is committed to reducing the impact and severity of incidents in the Club premises.

The Redcliffe Bridge Club will identify and record all OHS incidents to ensure potential for harm is minimised and to prevent recurrence.

## Procedure

An incident can include injury, slips, trips and falls, illness, fatality, near miss, a dangerous occurrence, allegation of bullying, discrimination and Club rules infringements.

The Redcliffe Bridge Club will ensure the provision of coordinated incident reporting by implementing documented procedures for:

- Emergency Response as per the Emergency Management Plan
- Notification to relevant authorities for serious incidents
- Reporting to the Committee
- Consultation with relevant persons (confidential where applicable)
- Corrective and preventative actions
- Reviewing the effectiveness of corrective/preventative actions

Incident Reporting forms will be provided on request.

Incident Register to be maintained by the Health & Safety Officer.

# LEGISLATIVE CHANGE POLICY

## Policy

The Redcliffe Bridge Club will foster continual improvement in OHS systems and keep up to date with current, relevant legislation and Directives.

## Procedure

The Redcliffe Bridge Club will endeavour to manage legislative change by:

- Assigning responsibilities for researching legislative changes with State and Federal Authorities
- Seeking advice from suitably qualified persons and organisations where required
- Liaising with local authorities as required



# OHS MANAGEMENT REVIEW POLICY

The Redcliffe Bridge Club recognizes the importance of reviewing the adequacy and effectiveness of the OHS Management System and objectives to identify opportunities for improvement.

The Committee will review and update the OHS Management System on a regular basis, but no longer than annually, and report to the Committee monthly on current issues.

## **Procedure:**

### Annual Review

- Evaluation of legal compliance issues
- Performance evaluation of the OHS management system and objectives
- Management of change
- Follow-up on previous Committee reviews and actions identified
- Meeting minutes of the Annual Review will be recorded and results of these will be provided to the Committee.

### Monthly Report to Committee

- Status of incident reports, investigations, corrective and preventive actions
- Communication from interested parties re complaints, action taken, status and suggestions
- Changes to legislation and health directives.

# BULLYING POLICY

The Redcliffe Bridge Club recognises the risk to member's health and safety from exposure to bullying and has adopted a ZERO tolerance policy.

## **Policy:**

Bullying is defined as "repeated, unreasonable behaviour, directed toward members and visitors that may create a risk to health

Bullying can include:

- Verbal abuse and/or harassment
- Humiliation
- Intimidation

The Redcliffe Bridge Club will engage a 2-part approach to bullying.

1. Prevention:
  - training members about what constitutes bullying behaviour
  - creating awareness of the health risks associated with bullying
  - encouraging reporting
  
2. Investigation:
  - Any incidents of bullying are to be reported to the Club Recorder as detailed in Redcliffe Bridge Club By-Law 6.
  
3. Control
  - The Club Recorder will follow the guidelines as detailed in By-Law 6 and if disciplinary action is required the procedures of By-Law 7 are to be followed.

## **Procedure**

- Follow the procedure as detailed in By-Law 6 and By-Law 7.

# RECORDS & DOCUMENT MANAGEMENT POLICY

The Redcliffe Bridge Club is committed to the provision of a written OHS management system and keeping records that meet legislative requirements.

To provide direction for the implementation of OHS document and record control at The Redcliffe Bridge Club to ensure all legislative requirements are met and that all persons are using the latest OHS documentation.

## **Procedure**

The Redcliffe Bridge Club will establish the following for the generation and management of OHS documents and records:

- Create an administration system to contain documents
- Appoint a responsible officer

Documents are approved by the President and only nominated people shall have the authority to create and modify documents

Health and safety records are controlled in accordance with legislative requirements. Nominated persons shall have responsibility for holding, storing, retaining and disposing of OHS related records.