



OCCUPATIONAL HEALTH, SAFETY AND WELFARE POLICY

for the

Canberra City Gymnastics Club Incorporated
Belconnen, ACT

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Manager

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President

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1. INTRODUCTION

Canberra City Gymnastics Club Incorporated (CCGC) is committed to ensuring that all employees and members are safe from injury and risks to health at work and during training. This procedure is in accordance with the Occupational Health, Safety and Welfare Act 1986, July 1994.

2.0 REFERENCED DOCUMENTS

Occupational Health, Safety and Welfare Act, 1986, amended July 1994.

CelsiusTech Australia Company Handbook sections 901AAT003, Annex L.

3.0 DEFINITION OF TERMS

Abbreviation

CCGC	Canberra City Gymnastic Club Incorporated
OHS&W	Occupational Health, Safety and Welfare

4.0 POLICY

4.1 Objectives

The objectives of this policy are to have an OHS&W Management System in place that meets the highest standards in providing:

- a. a safe and healthy working environment
- b. safe systems of work;
- c. equipment and substances in a safe condition; and
- d. information, instruction, training and supervision as necessary to insure that employees, gymnasts and visitors are safe from injury and risk to health.

4.2 Strategies

CCGC will adopt a preventative approach to the management of OHS&W by:

- a. Ensuring senior management are committed to improving OHS&W;
- b. Ensuring managers and supervisors are responsible and accountable for the OHS&W of staff, gymnasts and visitors in their area;
- c. Ensuring management effectively consult with health and safety representatives and employees;
- d. Providing an effective workers compensation and rehabilitation management system to achieve the earliest possible safe return to work of injured employees; and
- e. A systematic approach to reporting, recording and investigating all incidents and hazards to prevent injury and illness.

5.0 RESPONSIBILITIES

5.1 Managers

Managers have a responsibility to ensure:

- a. OHS&W policies and procedures are implemented.
- b. All reported incidents and hazards are properly investigated and evaluated, and that control measures are implemented in consulted with OHS&W representative and employees.
- c. Employees are informed on relevant OHS&W issues.
- d. Health and safety representatives are consulted about:
 - any proposal for, or changes to the workplace, plant, equipment, substances, work practices or procedures that may affect the OHS&W of employees.
 - the identification, evaluation and control of hazards.

5.2 OHS&W Committee

The OHS&W Sub-Committee, consisting of management and employee representatives, is the principal forum through which the CCGC Committee consults with employees on broad issues concerning OHS&W.

The responsibilities of the sub-committee are to:

- a. Co-ordinate the development and review of health and safety policies, practices and procedures.
- b. Consider any proposal for, or changes to the workplace, policies, work practices or procedures, which may affect the OHS&W of CCGC employees.
- c. Promote the importance of a high level of awareness of the health and safety among employees and management.
- d. Promote staff acceptance of health and safety responsibilities.
- e. Assist in the resolution of OHS&W disputes.
- f. Monitor the organisation facilities and work practices to ensure no discrimination against people with disabilities.

5.3 Health and Safety Representatives

Health and safety representatives are elected by, and are to represent particular groups of employees. The role of OHS&W representatives is to:

- a. Make representation to management and report back to their work groups on any matter relating to OHS&W in accordance with agreed procedures.
- b. Liaise with employees on any proposals or matter, which may affect the OHS&W of employees.
- c. Participate in the identification, evaluation and control of hazards.
- d. Promote the appropriate use of incident and hazard reports.

5.4 Employees

Employees have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

The legislation spells out a number of specific duties for employers that relate to the general duty of ensuring that employees are safe from injuries and risks to health while at work.