



**OCCUPATIONAL HEALTH, SAFETY AND WELFARE  
PROCEDURES**

for the

Canberra City Gymnastics Club Incorporated  
Belconnen, ACT

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President

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OHS&W Officer

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## **INTRODUCTION**

### **Scope**

Canberra City Gymnastic Club is committed to ensuring that all employees are, so far as is reasonably practicable, safe from injury and risk to health while they are at work. This commitment extends to gymnasts, visitors and members of the general public whilst they are on Canberra City Gymnastic Club's premises.

The purpose of this document is to provide procedures for managing and reporting Occupational Health and Safety in the workplace

### **Overview**

This document covers procedures for reporting incidents, reporting hazards, hazard management and legal reporting obligations.

## **REPORTING AN INCIDENT – A ‘NEAR MISS’, ACCIDENT OR INJURY**

### **Rationale**

Reporting “near misses”, accidents and injuries will assist Canberra City Gymnastic Club to fulfil its obligation to identify, evaluate and control hazards in the workplace and to provide a safe and healthy working environment.

Under the OHS&W Regulations (1995), employees are required to report any hazardous incidents and, under the Workers Rehabilitation and Compensation Act (1986), employees are required to report any work-related injuries.

### **Procedure**

Where an employee is involved in a “near miss”, an accident and/or sustains an injury, the following procedure is adopted:

- a. In the case of accident/injury, the employee obtains or is provided with first aid treatment or medical treatment for any injuries;
- b. Employee reports the “near miss”, accident or injury to their manager as soon as practicable after the incident;
- c. Manager notifies OHS&W Representative (where elected) and refers to the section of the OHS Procedures entitled “Important Notices and Reporting Obligations”;
- d. Manager, employee (where practicable) and OHS&W Representative (where elected):
  - i. investigate the incident site and identify the hazard(s) that caused the accident;
  - ii. assess the risks associated with each hazard and assign a Risk Rating (LOW, MEDIUM or HIGH) to each hazard;
  - iii. take corrective action to rectify the hazard(s) or make recommendations for corrective action (including timeframes for action); and
  - iv. complete the Incident Report Form.
- e. Manager forwards the completed Incident Report Form to the Club Executive;
- f. Club Executive:
  - i. Reports and follows up any issues and/or reports the incident to the Responsible Officer for OHS&W (if required);
  - ii. Provide details of the incident to the OHS&W Committee (maintaining confidentiality where required);
  - iii. Retain the original Incident Report Form on file;

- iv. notify the Department of Industrial Affairs in the manner and form prescribed if the incident involves either a Notifiable Dangerous Occurrence, Immediately Notifiable Work-Related Injury or Generally Notifiable Work-Related Injury (refer to Section 5 Important Notes and Reporting Obligations); and
- g. OHS&W Committee will review the incident and any corrective strategy taken/recommended at the next scheduled meeting and provide recommendations to the manager and Responsible Officer if required.

### **WorkCover Guidelines for Staff**

If you have been injured at work, this information is important.

#### **Report the Injury**

As the employer, Canberra City Gymnastic Club must be made aware of ANY workplace injury (or even a near miss). Under the Act, you must notify your employer of any injury within 24 hours or as soon as practicable.

#### **Seek proper Treatment for your Injury**

It is vital you seek appropriate treatment for any work injury. If you feel you have hurt yourself, it is much better getting the right treatment up-front rather than delaying the treatment or ignoring a possible injury.

#### **Attend a Doctor or Medical Centre**

Staff injured at work shall contact the company doctor or the local medical centre.

Company Doctor:

Local Medical Clinic	Florey Centre Florey Shops, Kesteven St Ph: 6259 1444
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In critical situations, it may be advisable to use the accident and emergency department of the local hospital that operates on a 24-hour basis.

Calvary Hospital  
Belconnen Way (cnr Haydon Drive), Bruce  
Ph: 6201 6111

#### **Provide a WorkCover Medical Certificate**

If your injury prevents you from performing your normal duties, you must obtain a WorkCover Medical Certificate and provide this to CCGC.

#### **Complete a WorkCover Claim Form**

If your injury requires medical treatment or time off from work, you must complete a WorkCover Claim Form within six months from sustaining the injury. These forms

are available by contacting the Manager. To assist the insurer in processing the claim, please ensure that ALL questions are answered accurately.

NOTE: You are responsible for all medical bills if you fail to submit a claim with CCGC.

### **Participate Actively in a Return to Work Program**

If you are unable to return immediately to your usual duties, you do have an obligation to perform any identified suitable duties within your workplace.

CCGC and **Allianz Workers' Insurance** will help you with your successful return to work. However we expect that you actively participate in the process and remember, please discuss with CCGC any problems/concerns you may have.

### **Submit all Medical Accounts to CCGC**

Any accounts relating to your work injury must be sent to CCGC. Please note that CCGC is not responsible for the account if you forget to complete a WorkCover Claim Form. All medical accounts must relate to reasonable treatment. Therefore if you are unsure whether the treatment will be covered under your claim, contact **Allianz** to discuss before going ahead.

### **Seek a Second Opinion**

If you are dissatisfied with the medical treatment you are receiving, contact CCGC to discuss. In most cases, you have the right to obtain an opinion from another doctor.

## **REPORTING A HAZARD**

### **Rationale**

Reporting hazards will assist Canberra City Gymnastic Club to fulfil its obligation to identify, evaluate and control hazards in the workplace and to provide a safe and healthy working environment.

Under the OHS&W Act (1986) and the OHS&W Regulations (1995), all employees of Canberra City Gymnastic Club have a duty of care to themselves and a responsibility not to adversely affect the health, safety or welfare of any other person on Canberra City Gymnastic Club's premises. In addition, under the OHS&W Regulations (1995), employees are required to report any hazardous situation or potentially hazardous situation that they become aware of.

### **Definition**

#### **Hazard**

A hazard means the potential to cause injury or illness (OHS&W Regulations, 1995). Hazards may exist: in or around the environment that Canberra City Gymnastic Club occupies; in the design, structure or fit out of the premises; in the work processes or practices used or; in the plant, equipment or substances used and stored by Canberra City Gymnastic Club.

### **Procedures**

When an employee identifies a hazard or potential hazard:

- a. The employee reports the hazard to his/her manager or to the OHS&W Representative for the work area;
- h. If the hazard is reported to the manager the manager notifies the OHS&W Representative (where elected);
- i. Manager, employee and OHS&W Representative (where elected):
  - i. investigate the hazard or hazard site;
  - ii. assess the risk associated with the hazard and assign a Risk Rating (LOW, MEDIUM or HIGH) to each hazard;
  - iii. take corrective action to rectify the hazard or make recommendations for corrective action (including timeframes for action); and
  - iv. complete the Hazard Report Form (ccgcohs10).
- j. Manager forwards the completed Hazard Report Form to the Human Resources Manager;
- k. Human Resources Manager:
  - i. follows up any issues and/or reports the matter to the Responsible Officer for OHS&W (if required);

- v. reports details of the hazard to the OHS&W Committee; and
- vi. retains the original Hazard Report Form on file.
- 1. OHS&W Committee will review the hazard and any corrective strategy taken/recommended at the next scheduled meeting and provide recommendations to the manager and/or Responsible Officer if required.

## **HAZARD MANAGEMENT**

### **Rationale**

Under the OHS&W Act (1986) Canberra City Gymnastic Club is required to provide and maintain a safe and healthy working environment and safe systems of work and to ensure that any equipment, appliances and substances are maintained in safe condition. Furthermore, under the OHS&W Regulations (1995), Canberra City Gymnastic Club is required to identify, evaluate and control all foreseeable hazards to health and safety in the workplace.

Under the OHS&W Regulations (1995), employees are required to report any hazardous situation or potentially hazardous situation of which they are aware. Employees are referred to OHS&W Procedure "Reporting a Hazard".

### **Hazard Identification and Assessment**

The OHS&W Regulations (1995) require Canberra City Gymnastic Club to identify and assess hazards by using one or more of the following methods:

- b. visual inspection;
- m. auditing;
- n. testing;
- o. technical or scientific evaluation;
- p. analysis of injury and "near miss" statistical data;
- q. discussions with designers, manufacturers, suppliers, importers, and other organisations;
- r. discussions with employees; and
- s. quantitative hazard analysis.

The methods chosen to identify hazards and assess the risks associated with them may vary and will depend upon the nature of the hazard.

For example, it may be sufficient to identify and assess the hazards associated with stationery supplies by visually inspecting the items and by reading any manufacturers or suppliers instructions regarding their use. Whereas, identifying and assessing hazards associated with equipment such as guillotines and shredders may require testing of the equipment.

### **Assigning An Overall Risk Rating To Hazards**

Once a hazard has been identified and assessed, it should be assigned an Overall Risk Rating of LOW, MEDIUM or HIGH. This is commonly achieved by estimating the following:

frequency of exposure to the risk (low =1, medium =2, high =3);

probability of an injury resulting from exposure to the risk (low =1, medium =2, high =3)

severity of injury that is likely to result from exposure to the risk (minor =1, moderate =2, severe =3).

An Overall Risk Rating can then be estimated by totalling the scores across the three dimensions and locating the Overall Risk Rating in the table below. Hazard control strategies should then be implemented to eliminate or minimise the risks in accordance with the timeframes recommended in the table below.

**Table 1: Hazard Risk Assessment**

Total Score	Overall Risk Rating	Action Required
3-4	LOW	Within 3 months
5-7	MEDIUM	Within 1 month
8-9	HIGH	Immediately

It is important to remember that assigning an Overall Risk Rating to each hazard is not a precise science; however, information obtained during the hazard identification and assessment process should assist.

**Hazard Control**

The OHS&W Regulations (1995) require that the risks associated with each hazard be controlled using the following strategies that are presented in hierarchical order of preference:

- a. Elimination of the risk;
- b. Engineering Controls (guards on machines, isolating hazardous work tasks etc);
- c. Administrative Controls (safe operating procedures);
- d. Personal Protective Equipment (gloves, safety goggles, safety boots etc);
- e. Training (correct procedures and safe operating procedures); and
- f. Supervision (by a competent person).

Every effort should be made to eliminate the risks associated with each hazard. However, this may not always be possible and/or practicable. Where the total elimination of a risk is not possible and/or practicable, each of the remaining risk control strategies should be considered in hierarchical order. In most cases a combination of risk control strategies will be required to minimise the risks associated with a hazard.

The hazard control strategies required for any given hazard will vary and will depend upon the nature and extent of the risks associated with the hazard. Information obtained during the hazard identification and assessment process should assist in identifying hazard control strategies. Manufacturers, suppliers, consultants and other experts (e.g. WorkCover) may provide valuable information.

### **When Hazard Management Should Occur**

All employees should be watchful for hazards or potential hazards in the workplace on a daily basis as they go about their work. If an employee identifies a hazard or potential hazard he/she should notify their manager immediately (refer to OHS&W Procedure Reporting a Hazard).

Managers and key personnel (such as those responsible for purchasing and supply) are required to formally identify and assess hazards and their associated risks at the following times:

- a. as part of the three monthly inspection of the workplace under each manager's control;
- b. before the introduction of any new equipment or substance into the workplace;
- c. before the introduction of any new work practice or procedure; and
- d. before changing the existing workplace and/or work practices, activities or process (where doing so may give rise to a risk to employees health or safety).

### **Hazard Management Procedures**

To ensure that Hazard Management is put into practice, the following procedures will be adopted.

#### **Conducting Monthly OHS&W Inspections**

- e. Manager and OHS&W Representative (where elected) inspect the workplace on a three monthly basis using the OHS&W Workplace Checklist (ccgcohsWC) as a guide.
- f. OHS&W Representative records all hazards or potential hazards on the Hazard Report Form (ccgcohs10).
- g. Manager and OHS&W Representative (where elected) assess each hazard identified and assign a Risk Rating of LOW, MEDIUM or HIGH to each hazard. The Risk Rating should be recorded on the Hazard Report Form.
- h. Manager and OHS&W Representative (where elected) identify risk control strategies for each hazard. Consultation with senior management, employees, the OHS&W Responsible Officer, the OHS&W Committee and other external parties should occur if required. The risk control strategies should be listed on the Hazard Action Plan (ccgcohs11) along with the person responsible for completing the action and a deadline for completion.
- i. Manager should ensure that the risk control strategies are implemented according to the Hazard Action Plan.

- j. OHS&W Representative (where elected) or OHS&W Committee member for that workgroup should report progress on the Hazard Action Plan at each OHS&W Committee meeting.

### **Introducing New Equipment**

When introducing new equipment, the following procedures will apply.

- k. Canberra City Gymnastic Club or manager determines that new equipment is required.
- l. Canberra City Gymnastic Club or manager consults with employees via the OHS&W Representative (where elected) or the OHS&W Committee (if required).
- m. Employees, OHS&W Representative (where elected) and OHS&W Committee (where requested or required) provide input and feedback as appropriate.
- n. Canberra City Gymnastic Club, the OHS&W Representative (where elected) and any other nominated persons, undertake hazard identification and risk assessment and control in accordance with the process outlined prior to introducing the new equipment to the workplace.
- o. Canberra City Gymnastic Club or manager provides sufficient information, instruction and training to employees regarding the use, maintenance, cleaning and repair of the new equipment.
- p. Canberra City Gymnastic Club or manager, employees and OHS&W Representative (where elected) and OHS&W Committee (where requested or required), monitor the new equipment to ensure successful and safe implementation.

### **Introducing New Work Practices/Procedures**

If a new work practice or procedure is required, the following will apply:

- q. Canberra City Gymnastic Club or manager determines that a new work practice or procedure is required;
- r. Canberra City Gymnastic Club or manager consults with employees and the OHS&W Representative (where elected) or the OHS&W Committee (if required);
- s. Employees, OHS&W Representative (where elected) and OHS&W Committee (where requested or required) provide input and feedback as appropriate;
- t. Canberra City Gymnastic Club or manager, the OHS&W Representative (where elected) and any other nominated persons undertake hazard identification and risk assessment and control prior to introducing the new work practice or procedure;
- u. Canberra City Gymnastic Club or manager provides sufficient information, instruction and training to employees regarding the new work practice or

procedure, any risks associated with the new practice or procedure and the risk control strategies to be used; and

- v. The new work practice is monitored to ensure successful and safe implementation.

### **Changing Existing Work Practices/Procedures**

When modifying existing work practices, the following will be adopted:

- w. Canberra City Gymnastic Club or manager determines that a work practice or procedure should be changed;
- x. Canberra City Gymnastic Club or manager consults with employees and the OHS&W Representative (where elected) or the OHS&W Committee (if required);
- y. Employees, OHS&W Representative (where elected) and OHS&W Committee (where requested or required) provide input and feedback as appropriate;
- z. Canberra City Gymnastic Club or manager, the OHS&W Representative (where elected) and any other nominated persons undertake hazard identification and risk assessment and control prior to changing the work practice or procedure;
- aa. Canberra City Gymnastic Club or manager provides sufficient information, instruction and training to employees regarding the changes to the work practice or procedure, any risks associated with the changes to the practice or procedure and the risk control strategies to be used; and
- bb. The new work practice or procedure is monitored to ensure successful and safe implementation.

## **IMPORTANT NOTES AND REPORTING OBLIGATIONS**

### **“Near Miss”**

#### **Definition**

A “near miss” is an incident that nearly resulted in an injury or illness to a person and/or damage to property.

#### **Obligation**

Managers are advised to contact the Human Resources Manager or Responsible Officer for OHS&W immediately where a “near miss” involves a Notifiable Dangerous Occurrence.

Where a “near miss” involves any of the following Notifiable Dangerous Occurrences, permission must be obtained from an Inspector with the Department for Industrial Affairs prior to altering the site where the “near miss” occurred and/or prior to re-using, repairing or removing any plant or substance connected with the “near miss”:

- cc. Collapse of a building, wall, ceiling or floor;
- dd. Collapse of an excavation or shoring; or
- ee. Collapse of scaffolding, lifts or cranes.

However, this requirement does not preclude Canberra City Gymnastic Club from taking such steps as are necessary to: rescue any person(s) in the vicinity; protect the health and safety of any person who may be in the vicinity of the site or; to prevent undue damage to property.

### **Notifiable Work-Related Injury**

#### **Definitions**

#### **Immediately Notifiable Work-Related Injury**

An **Immediately Notifiable Work-Related Injury** is a work-related injury that:

- ff. causes death;
- gg. has acute symptoms associated with exposure to a substance at work; or
- hh. requires treatment as an in-patient in a hospital immediately after the injury (disregarding any time taken for emergency treatment or to get the person to hospital).

#### **Generally Notifiable Work-Related Injury**

A **Generally Notifiable Work-Related Injury** is a work-related injury that incapacitates an employee for three (3) or more consecutive days (other than an Immediately Notifiable Work Related Injury).

## **Obligation**

Managers are advised to contact the Human Resources Manager or Responsible Officer for OHS&W immediately where an accident involves a Notifiable Work-Related Injury.

In accordance with the OHS&W Regulations (1995), Canberra City Gymnastic Club is required to report an Immediately Notifiable Work-Related Injury as soon as practicable after the injury occurs and in writing via the Work Injury Report Form within 24 hours.

In accordance with the OHS&W Regulations (1995), Canberra City Gymnastic Club is required to report a Generally Notifiable Work-Related Injury to the Department for Industrial Affairs in writing via the Department's Work Injury Report Form within 24 hours after it becomes apparent that the employee has suffered the injury.

## **Notifiable Dangerous Occurrence Definition**

A Notifiable Dangerous Occurrence means an incident or event where there is an immediate and significant risk to any person in, on or near the relevant place or who could have been in, on or near the relevant place (whether or not a work related injury occurs) AND that is attributable to any of the following:

- ii. Collapse of a building, wall, ceiling or floor;
- jj. Damage to major plant or equipment;
- kk. Uncontrolled explosion, fire or escape of any gas, hazardous substance or steam;
- ll. Electric short circuit, malfunction or explosion;
- mm. Collapse of an excavation or shoring;
- nn. Malfunction of breathing equipment;
- oo. Collapse of scaffolding, lifts or cranes; or
- pp. Rockfalls, collapse of ground or flooding.

## **Obligation**

Managers are advised to contact the Human Resources Manager or Responsible Officer for OHS&W immediately where an accident involves a Notifiable Dangerous Occurrence.

In accordance with the OHS&W Regulations (1995), Canberra City Gymnastic Club is required to report a Notifiable Dangerous Occurrence to the Department for Industrial Affairs via telephone or facsimile as soon as practicable after the incident occurs and in writing within 24 hours.

Written notice to the Department for Industrial Affairs must include the following information:

- qq. name and business address of the person giving the notice;
- rr. date, time, place and apparent cause of the Dangerous Notifiable Occurrence;
- ss. nature and extent of any damage caused and;
- tt. the work (if any) that was being carried out at the time of the Dangerous Notifiable Occurrence.

**REVIEW AND ENDORSEMENTS**

**Review of Procedures**

Canberra City Gymnastic Club will review these procedures in consultation with employees and the OHS&W Committee bi-annually or earlier should the need arise.

**Endorsements**

These procedures are endorsed by the undersigned on \_\_\_\_/\_\_\_\_/\_\_\_\_

**President**

**Chairperson OHS&W Committee**

## **RESPONSIBILITY AND AUTHORITY**

### **Authority**

Once approved by the Committee, the President is the issuing authority for the OHS&W Procedures .

### **Maintenance**

Non-controlled copies of this document are informal and are not to be relied upon. To ensure you are using the latest (controlled) copy, refer to the electronic edition.

### **Applicability**

All Canberra City Gymnastic Club employees are bound by the procedures described in this document.

Common sense must prevail and where there is a conflict the appropriate responsible member must be consulted for clarification.

## REFERENCES

### CCGC Documents

Identification	Issue	Title
ccgcohsWC	Latest	OHS&W Workplace Checklist
ccgcohsRep	Latest	OHS&W Incident Report Form

### Publications

Identification	Issue	Title
N/A	Latest	Occupational Health, Safety and Welfare Act, 1986 (as amended).
N/A	Latest	Occupational Health, Safety and Welfare Regulations (1995)
N/A	Latest	Workers Rehabilitation and Compensation Act, 1986 (as amended)

## DEFINITIONS AND ACRONYMS

### Definitions

Term	Description
Accident	Any unplanned or unintended event that results in an injury or illness to a person and/or damage to property
Generally Notifiable Work-Related Injury	A work-related injury that incapacitates an employee for three (3) or more consecutive days (other than an Immediately Notifiable Work Related Injury).
Hazard	Potential to cause injury or illness.
Immediately Notifiable Work-Related Injury	A work-related injury that: <ol style="list-style-type: none"> <li>i. causes death;</li> <li>ii. has acute symptoms associated with exposure to a substance at work; or</li> <li>iii. requires treatment as an in-patient in a hospital immediately after the injury (disregarding any time taken for emergency treatment or to get the person to hospital).</li> </ol>
Near Miss	An incident that nearly resulted in an injury or illness to a person and/or damage to property.
Notifiable Dangerous Occurrence	An incident or event where there is an immediate and significant risk to any person in, on or near the relevant place or who could have been in, on or near the relevant place (whether or not a work related injury occurs) AND that is attributable to any of the following: <ol style="list-style-type: none"> <li>i. Collapse of a building, wall, ceiling or floor;</li> <li>ii. Damage to major plant or equipment;</li> <li>iii. Uncontrolled explosion, fire or escape of any gas, hazardous substance or steam;</li> <li>iv. Electric short circuit, malfunction or explosion;</li> <li>v. Collapse of an excavation or shoring;</li> <li>vi. Malfunction of breathing equipment;</li> <li>vii. Collapse of scaffolding, lifts or cranes; or</li> <li>viii. Rockfalls, collapse of ground or flooding.</li> </ol>

### Acronyms

Acronym	Description
CCGC	Canberra City Gymnastic Club Inc.
OHS&W	Occupational Health, Safety and Welfare