



Currumbin Beach Vikings Surf Life Saving Club Inc. Workplace Health & Safety Policy

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Policy Statement

Part of Currumbin Beach Vikings Surf Life Saving Club commitment to Workplace Health and Safety is to; be able to demonstrate a pro-active and consultative approach to maintaining the highest standards of work, health, and safety (WH&S); reduce the risks of incidents, accidents and illnesses; and meet all obligations and legislative responsibilities.

Currumbin Beach Vikings Surf Life Saving Club is committed to ensuring the health, safety, and welfare of its management, staff, contractors, members, volunteers and visiting public, in the various environments in which it operates. All members, staff and contractors of the Club have a responsibility for ensuring that the club environs are safe, and any risks to health and safety are minimised. The Club is also committed to providing the necessary resources to meet its responsibilities and to comply with all relevant Acts and Regulations. Management shares its responsibility with the staff and membership for the promotion and maintenance of WH&S standards.

The objective of this Currumbin Beach Vikings Surf Life Saving Club policy includes but is not limited to: -

1. providing safe systems of operating;
2. providing a safe and healthy operating environment;
3. providing a system of consultation on all WH&S matters;
4. ensuring machinery, plant, equipment and substances in the club environs are safe and managed to minimise risk to health or safety;
5. promoting health and safety to the Club's broader community;
6. reducing and minimising the number and severity of injuries in the club environs; and
7. providing relevant information, instruction, training and supervision.

Scope and Purpose

This Policy applies to all Currumbin Beach Vikings Surf Life Saving Club, members, volunteers, staff and contractors. All members, volunteers, staff and contractors have a responsibility to contribute to the achievement of a, safe and equitable club environment by avoiding practices which lead to, support, or condone unsafe practices, jeopardising health and safety of the broader Club community. Management and position holder are accountable for ensuring that the membership, volunteers, staff and contractors, understand their rights and responsibilities in relation to this policy.



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Commitment

Currumbin Beach Vikings Surf Life Saving Club recognises its responsibilities under the Work Health and Safety Act 2011 and associated legislation. The Currumbin Beach Vikings Surf Life Saving Club, Chief Executive Officer and President have a key responsibility, along with all position holders, staff and contractors, with regard to ensuring the health, safety, and wellbeing, of members, volunteers, staff, contractors and the general public in all of the Club environs. In fulfilling this responsibility, there is a duty to exercise due diligence in providing and maintaining, so far as is reasonably practicable, an environment that is safe and with minimal risks to health or safety. The Club is committed to:

1. undertake risk management activities to identify, assess, and control risks to persons in the environment in which club activities are undertaken, including monitoring of changing circumstances;
2. regularly review processes and practices, implementing changes where necessary;
3. compliance with all relevant legislation;
4. ensuring that machinery, plant, equipment (patrol, sport, gym, office, etc.) and substances are safe and minimal risk to health when used in accordance with standard operating procedures;
5. ensuring that all equipment (patrol, sport, gym, office, etc.) including vehicles are adequately maintained and serviced according to manufactures specifications;
6. providing, monitoring and maintaining systems for the safe use, handling, storage and transportation of machinery, plant, equipment substances and personnel;
7. maintaining processes and practices to provide for safe premises and environs in which club activities are undertaken, including systems to adequately manage an emergency response;
8. providing adequate facilities to protect the welfare of all members, volunteers, staff and contractors;
9. providing appropriate WH&S training and information to all members, volunteers, staff and contractors;
10. Providing relevant information and appropriate supervision for all members, volunteers, staff and contractors;
11. Providing adequate resources, including finances, to facilitate the fulfilment of the Club's WH&S responsibilities;

Strategy

Risk Management

Currumbin Beach Vikings Surf Life Saving Club will establish and maintain a WH&S Management Plan, which will identify, assess and control workplace hazards, in consultation with management, the membership, staff and contractors. This Safety Management System will contain all aspects of WH&S including:

1. WH & S training and education.
2. Workplace design.
3. Changes to work processes and practice.
4. Safety rules including disciplinary penalties for non-compliance.



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5. Emergency procedures and drills.
6. Provision of WH & S equipment services and facilities.
7. Workplace inspections and evaluations.
8. Reporting, recording and investigating club related incidents, accidents, injuries and illnesses.
9. Provision of information to members, volunteers, staff and contractors.
10. Membership, volunteer, staff and contractor consultation.

Continuous Improvement

As part of our commitment to a pro-active approach regarding WH&S, Currumbin Beach Vikings Surf Life Saving Club WH&S Management System is subject to regular reviews and audits to ensure risk identification is paramount regarding any changes to the degree of risk associated with the hazards that exist in the club environs, machinery, equipment, materials, procedures, locations or processes. A consultative approach seeking feedback and suggestions from members, volunteers, staff and contractors, will ensure continuous improvement in our work practices, procedures and policies to ensure reduced risks of incidents and accidents in the club environment.

Reporting and Recording

Currumbin Beach Vikings Surf Life Saving Club has a strict process for the reporting and recording of any club related incident, accident or illness. In the first instance, if there is any imminent potential for further risk of injury or illness the matter must be reported as a matter of priority, to the appropriate emergency warden (Patrol Captain, Activity Coordinator or manager) who will then take immediate action to mitigate that risk.

All patrol related incidents must be reported via LIMSOC and/or Surfcom. Any incident involving a member or volunteer injury, while involved in a club activity, must be reported using the SLSA paper Incident Report Log and entered into Surfguard. These, and any other near-miss, or incident resulting in injury or illness, be that to staff, members, or a third party (including the public), must be reported to the Operations Manager. The Operations Manager will then determine the course of action, taking into account the severity of the incident, accident or illness and implement that action. All incidents, accidents and illnesses will be recorded in the Incident/Accident Register for review by the Health and Safety Committee.

Return to Employment

Currumbin Beach Vikings Surf Life Saving Club is also committed to meeting the requirements of Workers' Compensation and Rehabilitation Act 2003 and reducing the adverse economic and social consequences of any injury or illness. It therefore supports the early return to paid employment of members, volunteers, staff and contractors through employment-based rehabilitation. The Club recognises that employment plays a significant role in maintaining self-esteem and provides important social and economic benefits in relation to the maintenance of psychological and physical wellbeing.

There is however a clear distinction between the return to paid employment and the return to Lifesaving Activities. Members and volunteers must abide by the associated SLSQ policies and procedures. Staff should refer to the Currumbin Beach Vikings Surf Life Saving Club, Return to Work Policy.

Responsibility and Accountability

The Chief Executive Officer and Council of Currumbin Beach Vikings Surf Life Saving Club have ultimate responsibility for the implementation and review of the WH&S Policy, and delegation of management responsibilities. In fulfilling the objectives of this policy, management is committed to regular consultation with members, staff and contractors to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed. Management



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will also consult so far as is reasonably practicable, with those who carry out work for the Club and who are (or are likely to be) directly affected by a health and safety matter.

The Operations Manager and activity leaders are responsible and accountable for day-to-day WH&S within their areas of responsibility and have the authority to fulfil those responsibilities. They must ensure that: -

1. this WH&S Policy and the WH&S Management Plan are effectively implemented and regularly referenced in their area of responsibility;
2. their responsibilities under the Acts and Regulations, which apply to WH&S within the Club's environs are acknowledged, implemented and fulfilled, and endeavour to comply with the Australian Standards and relevant Codes of Practice;
3. the agreed procedures for consultation as defined in the Work Health and Safety Act 2011 and related Code of Practice are followed;
4. all significant risks associated with hazards in their environment are identified, controlled, registered and reviewed in consultation with those involved with the activities for which they have responsibility;
5. all incidents and accidents, including near misses, within their area of control are reported and investigated, with basic causes and control strategies identified;
6. all hazards and risks that are identified but not within their scope to control, are raised to the appropriate level for consideration and management; and
7. where safety information, instructions or a WHS induction is required that it is provided and will include but not be limited to: -
 - i. general inductions and specific instruction in areas with elevated risks,
 - ii. inductions for any other activities where health and safety concerns are identified.

Ultimately everyone is responsible for their own wellbeing and are required to take reasonable care of themselves and others in the club environs. They also: -

1. have a responsibility to comply with the Club's WH&S Management Plan, policies, procedures and programs, as appropriate;
2. must not bypass or misuse systems or equipment provided for WH&S purposes;
3. must report any unsafe incidents or conditions that come to their attention.

Review

Key Performance Indicators (KPI's) will be identified, and targets set to monitor and improve overall WH&S performance and the reduction of incidents or accidents in the club environs. This policy will be regularly reviewed as required by legislations and organisational changes as part of our continuous improvement program, or as a minimum every 2 years.

Related Legislation and Documents

- Work Health and Safety Act 2011 / Work Health and Safety Regulation 2011.
- Workers' Compensation and Rehabilitation Act 2003.
- Currumbin Beach Vikings Surf Life Saving Club WH&S Management Plan.
- Currumbin Beach Vikings Surf Life Saving Club Incident/Accident Register.



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- Currumbin Beach Vikings Surf Life Saving Club Return to Work Policy.
- SLSQ Policy GOV10 Member Injury Reporting