
Australian Canoeing Limited Workplace Health & Safety Policy



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1. OVERVIEW

In accordance with Rules 20 of the Australian Canoeing Constitution, the following Policy is adopted by the Australian Canoeing Board.

Australian Canoeing is committed to the occupational health and safety of all employees and those visiting the organisation premises by providing a safe and healthy workplace. Australian Canoeing regards its occupational health and safety responsibilities with the utmost importance.

2. 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.

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.

3. DEFINITIONS

In this Policy the following words have the following meaning:

"AC" mean Australian Canoeing Limited.

"Constitution" and **"By-Laws"** respectively mean the Constitution and By-Laws of AC.

"Employer" mean Australian Canoeing Limited.

"Hazard" means a situation or thing that has the potential to harm a person.

"Person conducting a business or undertaking (PCBU)" means a person conducting a business or undertaking (PCBU) is the main duty holder under state or territory WHS laws.

"Policy" means this Workplace Health and Safety Policy.

"Reasonable care" 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:

- 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” 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:

- 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; and
- the cost of eliminating or minimising the risk.

“Risk” is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

“Risk control” means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

“Volunteer” means a person working without payment or reward for a PCBU.

“WHS” means Workplace Health and Safety.

“Worker” means any person who performs work for a PCBU in any capacity, including as a volunteer.

4. PRINCIPLES

All Managers and Employees of AC have a responsibility for ensuring that the workplace is safe and without risks to health. AC is committed to providing the necessary resources to meet its responsibilities and comply with all relevant Acts and Regulations. Management shares its responsibility with the workforce for the promotion and maintenance of occupational health and safety. However, Management of all levels have the primary responsibility of ensuring the health and safety of all persons in the workplace.

5. OBJECTIVES

- To provide safe systems of work;
- To provide a safe and healthy work environment;
- To provide a system of employee consultation in all OH&S matters;
- To ensure plant and substances in the workplace are safe and without risk to health;
- To promote health and safety within the work force;
- To reduce and minimise the number and severity of injuries in the workplace; and
- To provide relevant information, instruction, training and supervision.

6. OBLIGATIONS

AC is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of employees, contractors, authorised visitors, volunteers and anyone else who may be affected by our operations.

AC is committed to ensuring we comply with the Work Health and Safety Act 2012, the Work Health and Safety Regulations 2012 and applicable Codes of Practice and Australian Standards as far as possible.

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.

AC must provide a duty of care, 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; and
- a process for consulting with workers and keeping them informed and involved in decisions that may affect their health and safety.

Everyone involved with AC contributes to WHS. The extent to which AC can control or influence a particular activity or the actions of another person may be relevant to what AC may reasonably be expected to do to protect the health and safety of its workers.

7. WHAT IS INVOLVED IN MANAGING RISK

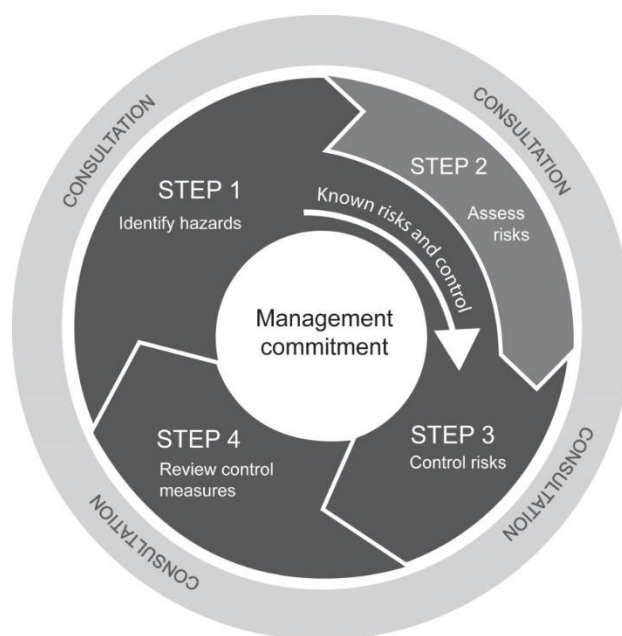
Effective risk management starts with a commitment to health and safety from management. Management also need the involvement and cooperation of the workers.

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 health and safety risks arising.

There are four steps in risk management:

- **STEP 1 - Identify Hazards** – find out what could cause harm;
- **STEP 2 - Assess 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;
- **STEP 3 - Control Risks** – implement the most effective control measure that is reasonably practicable in the circumstances; and
- **STEP 4 - Review Control Measures** - to ensure they are working as planned.

Figure 1: The Risk Management Process



Risk management is a proactive process that helps you respond to change and facilitate continuous improvement. It should be planned, systematic and cover all reasonably foreseeable hazards and associated risks.

8. RESPONSIBILITIES

8.1. MANAGEMENT

Management will provide and maintain as far as possible:

- a safe working environment;
- safe systems of work;
- facilities for the welfare of workers;
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health;
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace;
- a commitment to continually improve our performance through effective safety management.
- promoting dignity and respect in all workplaces and taking action to prevent and respond to bullying in its workplaces;
- supporting and promoting health and wellbeing;
- providing return to work programs to facilitate safe and durable return to work for employees, where possible, for both work related and non-work related health conditions;
- providing an effective and accessible safety management system for all employees and others to guide safe working and learning in all workplaces;

- the reporting of incidents in accordance with statutory and regulatory obligations and internal policy requirements so that action can be taken to manage the incident, prevent further incidents, and provide support where required; and
- providing a program of continuous improvement through engaging with industry, new technology and considering changes to legislation and recognised standards.

8.2. WORKERS

Each worker has a responsibility to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to equipment;
- take reasonable care of the health and safety of themselves and others;
- wear personal protective equipment and clothing (where necessary);
- comply with any direction given by management for health and safety;
- not misuse or interfere with anything provided for health and safety;
- report all accidents and incidents on the job immediately, no matter how trivial; and
- report all known or observed hazards to their supervisor or manager.

9. APPLICATION OF THIS POLICY

AC seek the co-operation of all staff, volunteers, athletes and other persons. AC encourages suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all operations and functions, including those situations where workers are required to work off-site.