

GolfWA Occupational Safety and Health Policy

Approval History

Version	Date	Approved By	Date Effective	Responsible
1.0	10/07/2012	Board	Immediate	Chief Executive

Distribution

Audience	Access
GolfWA Staff	GolfWA Intranet, GolfWA Policy Manual

Required Reading

- GolfWA Staff

Revision Schedule

Date of Next Review: 1st January 2023

Reviewer/s: GolfWA Safety and Health Officer, Chief Executive

Document History

Version	Date	Author	Description of Changes
1.0	July 2012	Russell O'Callaghan (P&AA)	Original
1.1	May 2020	Gary Thomas (Chief Executive)	Added reference to "working from home" p3 and 4

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Introduction and Purpose

The Occupational Safety and Health Act (1984) places 'general duty of care' and 'general duties' responsibilities upon both employers and employees to ensure not only their own safety and health at work, but also that of others who are at the workplace or who might be injured by the work they undertake. These general duties are aimed at preventing workplace death, injury or illness. GolfWA is committed to providing a safe workplace.

This document aims to:

- Communicate GolfWA's commitment to ensuring a safe and healthy workplace through the effective use of a Safety Management System.
- Establish GolfWA's Occupational Safety and Health (OSH) management framework, in accordance with legislative requirements and via a code of practice on OSH at GolfWA.
- Provide employees with sources of further information and guidance.

Adapted from the OSH Policy template, Appendix 5 Code of Practice Occupational Safety and Health in the Western Australian Public Sector.

Scope

This policy applies to all GolfWA's representatives defined as employees, board members, athletes, coaches, officials, volunteers and contractors, and all GolfWA workplaces including GolfWA offices and any external work places, where GolfWA representatives are performing duties, including working from home.

While legislation in Western Australia currently only covers employees and contractors, GolfWA is committed to providing safe workplaces for all GolfWA representatives.

Policy

The GolfWA's Chief Executive, Safety and Health Officer and employees will work together to achieve a standard of excellence in occupational safety and health management in our own workplaces.

To achieve this GolfWA will endeavour to:

- To have workplaces free of work-related injuries and diseases. We will achieve this goal by developing and implementing safe systems of work, that are in turn managed within a safety management system, and by continuing to identify hazards and to control risks as far as practicable.
- Operate in accordance with Occupational Safety and Health Act 1984, regulations, approved codes of practice and WorkSafe Plan, by making all employees and contractors aware of their OSH responsibilities through access to OSH information and training.
- To cover staff working from home where required or approved, appropriate policies and requirements of staff will be implemented.
- Encourage senior management to take leadership in OSH matters with a common view to improving OSH outcomes. Where applicable this will be extended to other GolfWA representatives such as support staff and volunteers.
- To immediately investigate the cause and circumstances of any injuries sustained by GolfWA representatives in the course of their duties, and take mitigating action against any recurrence.
- To assist any GolfWA employee injured in the course of their duties, with the seeking of workers compensation if applicable, and their rehabilitation and return to work in accordance with Workers' Compensation and Injury Management Act 1981.

Roles and Responsibilities

Chief Executive - responsible for providing, maintaining and promoting a safe working environment to ensure employees are not exposed to hazards. This shall be done in consultation with the Safety and Health Officer.

Safety and Health Officer - responsible for developing and making recommendations to OSH policy and procedures, including their review and maintenance, and other matters as described in the *Occupational Safety and Health Act 1984*. Their role is to advance cooperation and communication between the Chief Executive, managers and GolfWA representatives to ensure a safe working environment. The Safety and Health Officer is responsible for dealing with workplace OSH matters and for representing staff to facilitate OSH in GolfWA. Their role is outlined in the *Occupational Safety and Health Act 1984*.

Directors, managers and supervisors - have the responsibility to ensure GolfWA OSH programs, policies and procedures are followed in accordance with the GolfWA OSH Code of Practice. Managers and supervisors should keep themselves and employees (including new staff and subcontractors) aware of relevant policies and procedures. OSH matters will be discussed with employees on a regular basis. Where applicable, managers and supervisors will keep non-employee GolfWA representatives aware of relevant policies and procedures.

All GolfWA Representatives - are responsible for co-operating with GolfWA OSH policy and procedures by taking reasonable care for their own safety and health, as well as other employees, and must report accidents, potential hazards and near misses to a GolfWA Safety and Health representative or GolfWA manager.

Delegations

The GolfWA Chief Executive is responsible for providing, maintaining and promoting a safe working environment to ensure GolfWA representatives are not exposed to hazards. All GolfWA representatives are delegated authority to ensure GolfWA OSH programs, policies and procedures are followed.

Definitions

Employees: People employed by GolfWA under a permanent, fixed term or casual contract of service.

Contractors: Those people employed under a contract for service such as labour hire agency workers.

GolfWA Representatives: including employees, board members, athletes, coaches, officials, volunteers and contractors.

WorkSafe Plan: This is an example of a systematic approach to assessing and measuring the effectiveness of OSH management in organisations, typified by the “The First Step - Managing safety and health hazards in your workplace” guide published by Worksafe.

Workplace Information

GolfWA’s OSH Code of Practice for a summary of the process of managing OSH in the organisation.

GolfWA’s OSH Manual: guidelines for safety in the workplace.

WorkSafe’s website www.safetyline.wa.gov.au

Occupational Safety and Health Act 1984, Workers’ Compensation and Injury Management Act 1981

References

“Occupational Safety and Health Act 1984”

“The First Step Managing safety and health hazards in your workplace” – Government of Western Australia Department of Commerce Worksafe

“Worksafe Plan Information and workbook” - Government of Western Australia Department of Commerce Worksafe

“Workers’ Compensation and Injury Management Act 1981” for injury and claims management

“Insurance Commission of Western Australia Act 1986” for risk management