



POLICY STATEMENT MANAGING SAFETY IN OUR WORKPLACE STAR-MITES GYM SPORTS PTY LTD

Policy Name: Managing Safety in Our Workplace
Date of Issue: August 2005
Date of review: January 2024
Policy Coverage: Promote physical well-being and safety.
Controlling Body: Star-Mites Gym Sports Pty Ltd - Directors

STATEMENT OF COMMITMENT

Our organisation strives to promote policies for the physical well-being and safety of our members, coaches, staff, and volunteers. Managing Safety In Our Workplace strives to provide an injury-free environment at all club facilities.

POLICY APPLICATION

This policy applies to all services our organisation provides as part of its daily business operations, undertaken by Directors and employees in their dealings with members, staff and customers. Adopting this policy will ensure Star-Mites Gym Sports Pty Ltd can continue to conduct its business with integrity and in accordance with community and business ethical standards.

POLICY COVERAGE

All activities undertaken by Star-Mites Gym Sports Pty Ltd – members, volunteers, and staff- are part of its day-to-day operations, including environmental and education/training. Operational / administration.

Manual Handling:

Hazardous Manual Handling:

ROLES AND RESPONSIBILITIES

This section specifies the roles and responsibilities of all parties involved in club activities: -

Management,

- Ensure that appropriate Managing Safety in Our Work Place procedures are implemented
- Ensure that all staff/volunteers are provided with appropriate training
- Provide appropriate induction to staff and volunteers on acceptable Managing Safety in our workplace requirements

Staff & Volunteers

- Ensure that appropriate safety procedures are implemented
- Alert Senior Management concerning any safety issues
- Abide by the regulations as set down in the policy

POLICY BREACHES AND CONSEQUENCES

Failure to abide by our Health-Sports Safety-Drugs-Sun policy may result in disciplinary action being taken (Suspension or expulsion from the organisation)

CONFIDENTIALITY

The club's administration is responsible for implementing this policy and is required by law to keep any matters related to it confidential.

REPORTING

Communication between all levels is integral to the club's effective and efficient operation. Key representatives are required to report on activities related to this policy.

Key representatives: Branch managers, Sports coordinators

Report to: CEO

When: Quarterly Staff Meetings

ADDITIONS AND CHANGES TO POLICY

Recommended changes to this policy may be submitted to Star-Mites Gym Sports Pty Ltd Company Director for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

Star-Mites Gym Sports Pty Ltd is committed to ensuring all policies are up-to-date and reflect current times. Therefore, reviews are undertaken annually. The next review date is detailed at the footer of the policy.

Identify the Risk / Hazard Manual Handling-Biological Health

The Management of Star-Mites Gym Sports Pty Ltd is committed to providing a safe environment through providing appropriate training to staff, volunteers and members concerning risks/hazards to look for

1. Risk / Hazards to look for

- Physical hazards, such as falls.
- Equipment hazards might arise from wear and tear or incorrect set-up.
- Biological//Health. Such as infectious diseases and handling blood issues.
- Manual Handling, such as carrying or moving heavy objects.

2. Spotting hazards

- To identify safety and health hazards. Analyse program/work activities and break them down into a sequence of steps so that you can more easily spot any hazards involved.
- Walkthrough inspection of your program set-up.
- Look at how different plan/work activities may interact to cause hazards.

3. Control the risk

- Act to control the risk you have assessed, starting with those having the highest risk.
- When deciding what controls to install, begin by trying to delete the hazard. If that is not practicable, ensure appropriate padding and crash mats are in place.
- You are responsible for ensuring you have the knowledge and experience to carry out your program safely.

4. Getting advice

- You may feel you need more advice; you can get assistance from your program leader or branch manager

Physical Hazards -

Assess the risk

- Activities and movement
- Ability and experience
- Age
- Special needs
- Equipment

Control the risk

- Adapt the equipment
- Age-appropriate skills
- Lead in skill development
- Appropriate clothing
- Appropriate first aid equipment
- Qualified first aider on duty
- Check equipment suitability to the activity

Biological Hazards -

Assess the risk

- Open cuts and abrasions
- Infectious diseases
- Spills and leaks

Control the risk

- Report the issue immediately
- Bleeding must be stopped and dressed
- Wearing of gloves is compulsory
- Clean spills and leaks –body and other –Use disinfectants provided

Manual Handling -

Assess the risk

- Activities and movement
- Weight
- Force
- Posture and location
- Ability and experience
- Age
- Special needs
- How far to move

Control the risk

- Adapt the equipment
- Reduce the weight
- Reduce the force
- Use of appropriately designed handling equipment, e.g. roller trolley, adjustable office chairs
- Knowledge

Signed: Liz Gardiner
Director/CEO Star-Mites Gym Sport Pty Ltd

Date 21 January 2025