



**POLICY STATEMENT  
MANAGING SAFETY IN OUR WORK PLACE  
STAR-MITES GYM SPORTS PTY LTD - SMCD**

**Policy Name:** Managing Safety In Our Work Place  
**Date of Issue:** August 2005  
**Policy Coverage:** Promote physical well being, and safety  
**Controlling Body:** Star-Mites Gym Sports Pty Ltd – SMCD - Directors

**STATEMENT OF COMMITMENT**

Our organisation is striving to promote policies for the physical well being, and safety of our members, coaches, staff and volunteers. Managing Safety In Our Work Place strives to provide a injury free environment at all of the clubs facilities

**POLICY APPLICATION**

This policy applies to all services provided by our organisation as part of its daily business operations, undertaken by Directors and/or employees, in their dealings with member's staff and customers. Adoption of this policy will ensure Star-Mites Gym Sports Pty Ltd – SMCD can continue to conduct their business with integrity and in accordance with community and business ethical standards of behaviour.

**POLICY COVERAGE**

All activities undertaken by Star-Mites Gym Sports Pty Ltd – SMCD members volunteers and staff, as part of it's day-to-day operations including environment, 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 Work Place requirements

**Staff & Volunteers**

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

**POLICY BREACHES AND CONSEQUENCES**

Health & Safety Policy Last review 30.01.2019 Next review 30.01.2020 by CEO Located: Policy file My Doc  
Distributed: Induction Check List-Employment Pack

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

### **CONFIDENTIALITY**

The clubs administration responsibilities for implementing this policy will keep confidential any matters pertaining to this policy as required by law

### **REPORTING**

Communication between all levels is integral for the effective and efficient running of the club. Key representatives are required to report on activities with regard 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 footer of policy.

Signed: Gail Melinger  
Director Star-Mites Gym sport Pty Ltd

Date 21 January 2019

## **Identify the Risk / Hazard**

### **Manual Handling-Biological Health**

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

1. Risk / Hazards to look for
  - Physical hazards, such as falls.
  - Equipment hazards, such as might arise from wear and tear or incorrect set up.
  - Biological//Health., such as infectious disease, 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 break them. Down into a sequence of steps so that you can more easily spot any hazards involved.
  - Walk through inspection of your program set up.
  - Look at the ways in which different plan/work activities may interact to cause hazard.
3. Control the risk
  - Take action to control the risk you have assessed, start with those having the highest risk.
  - In deciding what controls to put in place, begin by trying to remove the hazard completely, if that is not practicable make sure you have appropriate padding and crash mats in place.
  - You have the responsibility for ensuring the you have the knowledge and the experience to enable you to carry out your program safely.
4. Getting advise
  - You may feel you need more advise, you can get assistance form 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 issue immediately
- Bleeding must be stopped and dressed
- Wearing of gloves is compulsory
- Clean spills and leak –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 appropriate designed handling equipment e.g. roller trolley , adjustable office chairs
- Knowledge