

# POLICY

## Work Health and Safety

POLICY No: 7003

Replaces Occupational Health & Safety Policy (2007)

EFFECTIVE: 27 September 2014, updated 21 May 2015



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### *THE POLICY*

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SwimmingSA (SSA) recognises the importance of work health and safety. The most valuable asset to SSA is its workers, contractors, customers and visitors, whose health and safety ranks equally with all other financial and operational considerations. It is the responsibility and aim of SSA to minimise the risk of injury and disease to workers and other persons, by adopting a planned and systematic approach to the management of work health and safety and providing the resources for its successful implementation and continuous improvement.

SSA endeavours to eliminate all work-related hazards and work-related injuries. SSA aims to comply with all current Work Health and Safety Regulations (SA) and safety legislation, Codes of Practice and called up Australian/ New Zealand Standards.

All persons who work at SSA have responsibilities for observing work health and safety requirements and to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

A breach of this Work Health and Safety Policy may result in disciplinary action being taken.

#### **This policy:**

- shows the commitment of SwimmingSA management and staff in the workplace to health and safety
- Aims to remove or reduce risks to the health and safety of all workers, contractors, members and visitors to the workplace and anyone else who may be affected by our operations
- Aims to ensure all work activities are done safely
- Recognises that health and safety is most effective when a collaborative approach is used to identify and solve problems
- Commits to continuously improving work health and safety by addressing hazards and reviewing outcomes

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### *OBJECTIVES*

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#### **SwimmingSA will:**

- Provide safe plant and systems of work
- Provide written procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide Information, instruction, training and supervision to workers, contractors and customers to ensure safety
- Provide support and assistance to workers.

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### *RESPONSIBILITIES*

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All SwimmingSA staff and members are accountable for implementing the Workplace Health and Safety policy in his or her area of responsibility. Workplace Health and Safety responsibilities will form part of the criteria used in assessing and addressing employee performance at SSA.

#### **SwimmingSA Management must:**

- Ensure their responsibilities under the Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulations 2012 (SA) are met
- Take responsible steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers
- Provide ways for workers to be informed about and involved in health and safety issues at work
- Provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- Conduct regular workplace inspections
- Ensure this policy and all safe work procedures are kept up-to-date

#### **SwimmingSA Workers must:**

- Take responsible care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace
- Follow reasonable instructions given by SwimmingSA Management to protect their health and safety
- Identify and report any workplace incidents or hazards
- Not wilfully interfere with or misuse items or facilities provided

#### **Contractors, members and visitors must:**

- Not put themselves or any other person at the workplace at risk
- Comply with our safety policy

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### *APPLICATION*

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This policy is applicable to SwimmingSA and all its operations and functions including those situations where workers and volunteers are required to work off site. Any persons found to have been the cause of workplace health and safety breaches can expect to face disciplinary action, which may include summary dismissal.

A copy of this Work Health and Safety Policy and Procedure will be provided and explained to each worker, and a copy placed in a prominent position of the SwimmingSA work premises.