

Northern Districts Gymnastic Club Inc

1 / 5 Whipple St, Balcatta, WA
PO Box 797 Balcatta 6914
Ph: 08 9240686, Fx: 08 92406863
Email: info@ndgc.org.au
Web Site: www.ndgc.org.au

OCCUPATIONAL HEALTH & SAFETY

Policy Title:	HEALTH AND SAFETY POLICY
Policy Number:	POLOSH 01
Date of issue:	6th September 2011
Controlling Body	NDGC Board of Management

1.0 STATEMENT OF COMMITMENT

Northern Districts Gymnastics Club Inc (NDGC) is a safety conscious club committed to operating in a manner that will ensure that the highest, practical standards of health and safety are maintained within all facets of its operations. Every reasonable effort will be made to ensure a safe and healthy environment for all Members and Visitors. To demonstrate commitment to this policy, NDGC will place the safety and health of these parties foremost, ahead of property and equipment.

NDGC Members and Visitors will ensure that all club activities are carried out in the manner required by the appropriate legislation and standards, and that a healthy and safe gymnastics and work environment is maintained. This not only applies to those people in positions that have responsibility for safeguarding the health and safety of Member and Visitors in their charge, but also to individuals to ensure that they carry out their duties in a safe and healthy manner.

2.0 DEFINITION / POLICY COVERAGE

- 3.1 **Member** - refers to Employees, Staff, Administrators, Volunteers, Coaches, Judges, Athletes and Officials
- 3.2 **Visitor** - refers to competing gymnasts from other clubs, Spectators and Contractors
- 3.3 **Health** - refers to the individual wellbeing of a Member or Visitor
- 3.4 **Safety** - refers to protection from risk of harm or injury

3.0 POLICY APPLICATION

This policy applies to all NDGC Members and Visitors. It also applies to all activities on and off NDGC property; including competitions, displays, events and any other programmed activity outside of NDGC grounds.

Health and Safety Policy
Date of first issue: 1999

Responsible Officer: Business Manager, NDGC
Date of last review: Sept 2011

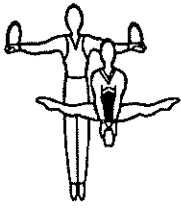
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Prepared By: _____

Date: _____

Approved By: _____

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4.0 REQUIREMENTS AND RESPONSIBILITIES

To enable NDGC and its Members and Visitors to comply with its Occupational Health and Safety Policy, NDGC undertakes to:

- 4.1 Adhere with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace
- 4.2 Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards
- 4.3 Provide the necessary training for volunteers and employees to perform their work in a safe and healthy manner
- 4.4 Encourage all work groups to take responsibility of workplace issues and in consultation develop safe work systems
- 4.5 Utilise appropriate communication mechanisms to raise awareness and promote Occupational Health and Safety matters
- 4.6 Cooperate with fellow Members to ensure that everyone's responsibilities are fulfilled

5.0 POLICY BREACHES AND CONSEQUENCES

NDGC has a Complaints and Management Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. NDGC recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

- 5.1 Disciplinary action will be taken by NDGC against anyone who:
 - Is found to be in breach of this policy
 - Victimises or retaliates against a person who has complained of a breach of this policy
 - Is found to have made a frivolous complaint
- 5.2 The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action

6.0 CONFIDENTIALITY AND REPORTING

Northern Districts Gymnastic Club Inc administration is responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is:

- Necessary as part of the disciplinary or corrective process; or
- Required by law.

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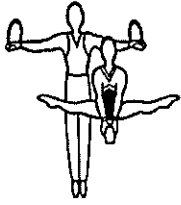
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7.0 RELATED POLICIES, PROCEDURES & FORMS

- Manual Handling Policy
- Healthy Eating Policy
- Sun Safe Policy
- Smoke Free Policy
- Complaints and Grievance Procedure

8.0 POLICY IS REQUIRED TO BE PUBLISHED IN

1. Website
2. Staff and Board Handbook
3. Notice Board

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