



SWAN DISTRICTS FOOTBALL CLUB (SDFC)

WORK HEALTH AND SAFETY MANAGEMENT PLAN

30.11.21

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PURPOSE

This WHS Management Plan has been developed to ensure the Club has a detailed and comprehensive plan for identifying, responding to, managing and addressing all risk issues arising from WHS across all sites on which the Club operates.

This plan acknowledges that a number of sites and activities on those sites may be the responsibility of other organisations and the Club is committed to ensuring that relevant WHS issues are addressed through those bodies.

DEFINITIONS

Person Conducting a business or undertaking – a PCBU has the primary duty of care to ensure, as far as is reasonably practicable, the health and safety of its workers while they are at work, and that the health and safety of other persons is not put at risk from work carried out as part of the PCBU. Swan Districts Football Club is a PCBU.

Officer – it is an officer’s duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under legislation. The members of the Board and the CEO will be officers for the purposes of compliance. Other senior staff may also be officers due to their role in making decisions that affect significant areas of the business.

Worker – for the purposes of the legislation worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers.

ROLES AND RESPONSIBILITIES

The Board of SDFC has ultimate responsibility for establishing the governance and accountability structures and systems that give effect to WHS management.

The CEO is delegated responsibility for the development and management of the plan with appropriate delegation to senior staff operating as ‘Persons conducting a business unit’ within the overall structure of the Club.

In accordance with the Club employment practices, it is incumbent upon all staff to declare that they are fit to undertake the duties assigned to them upon commencement and to maintain a suitable level of health and fitness at all times throughout their employment.

Where the Club has concerns that a staff member’s health or fitness for work is in any way compromised and therefore presents a risk to themselves or to others, the Club may require that person to obtain a medical fit-for-work certificate to support their continued employment.

HEALTH AND SAFETY POLICY AND COMMITMENT

Purpose

At SDFC we are committed to providing a safe and healthy work environment for all our employees, volunteers, players, contractors, visitors and other people who may be affected by the undertakings of our organisation. The objective of this policy is to provide internal and external stakeholders with a clear understanding of our approach to safety and health.

This policy applies to all employees, volunteers and players of SDFC and may be reviewed or altered at any time. Where relevant, it also applies to any person present on a BWA site at any time.

Policy Statement

- SDFC is committed to achieving Zero Harm in all areas related to OSH by ensuring a robust OSH management system is in place.
- Recognising this approach as integral to business success, SDFC is committed to:
 - Establishing measurable objectives and targets to ensure continued improvement aimed at eliminating work-related injury and illness;
 - Meeting all statutory requirements by complying with OSH legislation, codes of practice, standards and guidelines applicable to SDFC;
 - Documenting, implementing and communicating applicable OSH policies and procedures to all employees, contractors, visitors and other interested parties;
 - Providing effective and meaningful consultation to employees regarding issues that affect their health and safety;
 - Ensuring all employees and contractors are provided with adequate training, resources and supervision to ensure work is conducted in the safest possible manner; and,
 - Providing an ongoing commitment to OSH risk management, ensuring risks are

identified, assessed, controlled, and monitored.

- SDFC will regularly monitor and review the OSH Management System and its key indicators, ensuring it remains relevant and appropriate to the nature of the organisation.

LEGISLATION AND STANDARDS

The following legislation is applicable to the organisation

Work Health and Safety Act

Work Health and Safety Regulations

Relevant Standards applicable to the operations of the organisation are set out in the text of each site specific issue.

Guidance

The Club is further guided by policies and practices issued by the AFL and the WAFC.

Policies

The Club has adopted a comprehensive set of policies and procedures covering general approaches to conditions of employment and the guidance of appropriate behaviours that impact on, and provide guidance to, the practice of WHS across the organisation:

RISK MANAGEMENT PROCESS

The following sets out the overall approach to WHS Management.

- Step 1 Identifying hazards and managing risks

For each area of activity or operation the Club has identified all relevant risks and hazards and identified relevant Standards and Codes of Practice that apply under Western Australian or Federal laws.

- Step 2 Hierarchy of control

All risks identified are controlled by applying the following hierarchy of controls:

Eliminate: where the risk can be eliminated action has been taken to do so.

Substitute: where the risk can be mitigated through substitution, action has been taken to do so.

Isolate:

- Engineering controls
- Administrative controls
- Personal Protective Equipment
- Training, assessment and review

Wherever possible the aim is to eliminate risks. Multiple controls will be applied where necessary.

- Step 3 Risk Analysis

The use of risk analysis matrix will be applied to assess the degree of intervention strategies to be adopted.

- Step 4 Reporting

Reportable matters are identified in the risk analysis.

- Step 5 Training

Staff training and accountability provisions are set out in relevant job descriptions and delegations of authority.

- Step 6 Review

The Plan and all attendant documents are reviewed as required depending on incidents and at least annually.

CRITICAL INCIDENT MANAGEMENT

Whilst the Plan is designed to set out identified risks and hazards impacting on health and safety, the Club acknowledges the importance of ensuring an effective emergency and incident response system is established for dealing with crisis situations.

Evacuation plans and emergency exits are detailed, and the information provided to patrons.

Adequate security measures are in place to ensure orderly and safe exit of staff/players/patrons.

Persons engaged by the Club to undertake security and manage ground and building evacuations in the event of an Emergency have been trained and are supplied with the necessary communications equipment to ensure early contact with emergency agencies.

CONSULTATION AND COMMUNICATION

Safety issues are subject to processes of consultation and communication with all staff.

The level of consultation and communication extends to hazard and risk identification and reporting of all hazards, risks, injuries and near misses. This enables proper investigation and identification of any systemic issues as well as providing procedures for the reporting of notifiable injuries to WorkSafe.

The involvement of all staff through effective consultation processes enables:

- Identification of hazards
- Assessment of any risk of injury
- The development of appropriate control measures
- Implementation and ongoing review of control measures
- Safe operating procedures have been developed and implemented.
- Employees have received adequate safety induction and task specific training in relation to health and safety.
- A Safety and Health Committee is in place.

SPECIFIC SITE SAFETY PROCEDURES

The following sets out specific details of actions to be taken in addressing identified areas of risk and hazard for the Club.

Workplace Behaviour

The Club, through its overall approach to workplace culture, takes a zero tolerance approach to behaviour that is likely to cause psychological harm to others as a result of actions considered to constitute discrimination, harassment or bullying.

This extends to Club members and any visitor to an event of activity found to have breached the standards of decency and respect inherent in the Club's approach to protecting persons from psychological harm.

Where persons employed by the Club are subject to such actions or behaviour they will be provided with access to support services as required.

Training and information is provided to staff, volunteers and Club members to assist them to understand the importance of adhering to Club policy.

Personal Protective Equipment

It is the responsibility of managers to ensure that fit for purpose PPE is identified, provided and made easily available.

It is the responsibility of staff to ensure that identified and provided PPE is worn/used as required.

Depending on the specific risk area, PPE requirements may differ and staff will be advised of all appropriate PPE for the area of work or activity being undertaken.

Manual handling

Manual task hazards have been identified in consultation with employees.

Risk assessments of hazardous manual tasks have been conducted. Risk factors, such as carrying, pushing, pulling, holding, restraining have been considered.

Practicable control measures have been implemented and maintained to eliminate or reduce manual task risk in consultation with employees, such as: altering the workplace environment, design or layout; changing the systems of work; modifying the load being handled; changing the tools used to do the task or using mechanical aids.

Eliminating or reducing the risk of injury from manual handling will involve consideration of the following:

- Grab rails and adequate steps are in place (three points of contact available);
- Bins on wheels, use of trolley, use of smaller vehicle;
- Limit or avoid double handling of things or items;
- Implement work procedures to limit the manual tasks;
- Trolleys have been provided - no lifting of large or heavy items;
- Wheels of trolleys have been properly maintained and move freely;
- Trolleys are not overloaded when pushing – full visibility is required;
- Work is varied through job rotation or other systems to reduce repetitive actions over long periods of time;
- Adequate mechanical aids have been provided and are used;
- No lifting of heavy equipment, machinery or recyclable items;
- No lifting of heavy equipment from one level to another level by stairs;
- No lifting of heavy equipment from vehicles - lifting equipment is provided;
- No reaching over work benches and equipment;
- Heavy items are stored at waist height and lighter items are stored at top shelves;
- Access to shelves, storage areas, cupboards is not obstructed;
- Ramps are in place where trolleys are used to go from one level to another level;
- Work benches and other work surfaces are at good height to reduce poor posture;
- Reaching aids, such as hooks, are available where required;

- Adequate and regular breaks are provided to avoid risk of fatigue, which may lead to muscle and soft tissue injuries, burns, cuts; and
- Well-designed controls and monitors in mobile plant and controls and seat maintained.

Task specific induction and refresher training in relation to manual tasks is provided. This training includes:

- Key sections of the OSH regulations and Code of practice Manual tasks;
- The roles and responsibilities of the employers, employees and others;
- Consultation between the employer and employees in order to identify manual tasks, assess the risk of injury and identify measures to control the risk;
- Basic function of spine, body postures, types of muscle work and principles of levers;
- The relationship between the human body and the risk of injury;
- The activities included in manual tasks and resulting types of injuries;
- Risk factors and potential sources of risks; and
- The control strategies to reduce the risk of manual tasks injuries.

Reported manual task injuries and hazards will be investigated and the following elements incorporated:

- The investigation will examine the incident details, mechanisms of injury, relevant risk factors, sources of risks, contributing factors, actions required and practicable control measures to be implemented; and
- Outcomes of the investigation will be reported to the person who reported the hazard or injury within reasonable timeframe.

Slips, trips and falls

The following elements are reviewed on a regular basis:

- Access to and egress from the workplace is free from obstructions at all times.
- Persons can move safely around workplaces - passages are kept free of obstructions.
- Ground, floors, stairs or ramps have unbroken and slip resistant surface.
- Ground, floors, stairs or ramps are free from obstructions or hazards that may cause a person to fall, for instance no electrical leads, hoses, tools, mounted power boxes or water across walkways.
- In areas where there is a risk of liquid coming into contact with the floor, adequate drainage is provided.
- Systems are in place to ensure that the ground or floor is kept free from fall hazards and obstructions.
- Workplaces are maintained in such clean condition as it necessary to avoid hazards to persons at the workplace – the workplace is kept clean and rubbish is removed.
- Warning signs are available and erected near spills.
- Safety steps or stepladders are designed appropriately – no standing or sitting on milk crates.
- Emergency egress from the workplace is safe.
- Guard rails or other safeguards are provided on ramps and stairs.
- Appropriate protective equipment, such as safety boots that complies with Australian Standard AS/NZ2210.1:1994 is provided, where required.
- Ramps are available in areas where height of floor levels change and trolley access is required or items are carried regularly.
- Steps have even risers and goings, which are not too high or low and have defined nosing and treads.

Sun safety

The Club has implemented a comprehensive sun protection policy to ensure staff are protected from sun-related injuries and to reduce the likelihood of sun cancer.

Protective hats and clothing, together with UV rated creams are required for all outdoor work. Where necessary anti-glare glasses are also required.

First Aid

First aid may be required as a result of a workplace injury suffered by an employee or by a member of the public attending an event hosted by the Club.

The objective of first aid is to:

- Preserve life
- Prevent illness or injury from becoming worse
- Relieve pain if possible
- Promote recovery
- Protect the unconscious

The following steps are undertaken:

- First aid boxes or kits are provided throughout the facility
- The contents of first aid boxes or kits have been prepared in conjunction with medical experts
- Oxygen supplies are available
- Trained first aid providers are available
- A first aid room is established
- All first aid incidents are recorded
- Professional medical support is easily accessible

To support staff and players the Club has established a service agreement with an Occupational health service to assist with:

- Maintaining up to date first aid supplies
- Pre-placement and regular ongoing medical assessments
- Counselling
- Health promotion
- Health surveillance

First aid training is provided for nominated first aid personnel.

The training comprises a range of competency units including:

- Perform CPR
- Provide basic emergency life support
- Apply first aid
- Apply advanced first aid
- Manage first aid in the workplace
- Apply advanced resuscitation techniques

Player Safety and Welfare

The most common causes of injuries are being tackled, hit/struck by another player, hit by the ball and falls. Research shows that Injuries are more likely to occur in the first four weeks of the playing season.

Injuries to the thigh, knee, lower leg and ankle are most common in non-hospital-treated injuries while sports medicine clinics most commonly treat knee and ankle sprains. Overuse injuries tend to occur more frequently among higher level and older players.

The factors likely to lead to injury include:

- Having had a sports injury in the previous 12 months.
- Being aged 25 years or older.

- Playing in midfield positions.
- Persistent back problems diagnosed by a health professional.
- Increasing age and decreasing quadriceps flexibility, for sustaining hamstring injury.
- A history of two or more injuries to the lower body, in the previous Australian football season.

Factors which contribute to decreasing the risk of injury include:

- Playing Australian football in the last 12 months.
- Excellent stamina.
- Cooling down after training sessions.
- Playing a modified rules version at junior level.
- Participating in one or more hours per week of weight training during the season, to decrease the risk of lower body injury.

The Club takes steps to reduce the likelihood of injury through ensuring:

- training sessions are undertaken prior to competition to ensure readiness to play.
- pre-season training is implemented to improve strength, flexibility, stamina, agility and balance. A trained coach or fitness advisor is accessible to all players.
- Coaches are on hand for players to practise and use correct skills and techniques.

In addition, actions taken by the Club include:

- Checking the ground to remove or cover hazardous objects e.g. broken glass or sprinkler heads.
- Fences should be a minimum of three metres from the boundary line.
- Goal posts must be padded with high-density foam, at least two metres high and with 35 millimetres thickness. Padding should be in good condition and replaced when worn or damaged.
- Qualified first aid personnel, first aids kits, ice packs and a stretcher are available at all times.
- Telephone access, to contact emergency services, is essential.

Pre-game safety measures include:

- Complete a warm up including stretching, slow jogging and running activities, with and without a football.
- Eat a balanced, nutritional diet.
- Drink water before a game or training session.
- Avoid drinking alcohol 48 hours before a game.
- Seek professional advice about the most appropriate boots to wear for playing conditions.
- Wear sunscreen and re-apply during breaks on sunny days.
- Be aware of game rules, play fairly and respect opponents and umpiring decisions.

Game safety requires:

- Wear a mouthguard, preferably custom-fitted, at all times.
- Protective headgear, ankle braces and thigh protectors can protect players with a history of head, ankle or thigh injuries.
- Drink water during and after a game or training session.
- Umpires should enforce game rules at all levels.
- Avoid drinking alcohol after a game.

Rules and equipment for children aged 5 – 18 should be in line with AFL and WAFL rules for junior football.

- Games for children and teenagers should be played in accordance with the Australian Football Match Policy for the conduct of the game for players aged 5-18 years.

If an injury occurs, players should seek prompt attention from qualified first aid personnel. A health professional is required to make the decision as to whether an injured player returns to the field.

Any injured player is to be fully rehabilitated before returning to play after injury.

Special consideration is required for dealing with concussion and head injuries.

Players may be required to submit to regular medical checks through the Club's authorised provider of health services.

Player welfare is an increasing area of concerns, especially for players nearing the end of their playing career or who have experienced specific events impacting on their mental health.

Players have access to counselling and other support services to assist in managing their welfare.

Infectious diseases

Conscientious use of standard precautions is designed to minimise the risk of workers acquiring infections and transferring infections between persons. Some infections may pose an increased risk for pregnant workers and immunosuppressed individuals, and additional measures may be needed for some diseases requiring isolation. Standard precautions implemented in our workplace include:

- Hand washing after any contamination of hands;
- Care of intact normal skin;
- Protection of damaged skin by covering with a waterproof dressing or by gloves;
- Proper handling and disposal of sharps;
- Good hygiene practices to prevent most infections;
- The use of personal protective equipment; and
- Containment of all blood and body fluids, ie confining spills, splashes and contamination of the environment and workers to the smallest amount possible.

Where specific directions are issued by relevant health authorities, these are implemented by responsible persons as delegated from the CEO.

Amenities

- **Evacuation Procedures**
Procedures are in place to ensure the controlled movement of people from the workplace in the event of a fire, explosion, bomb threat, structural damage to a building or eruption or likely eruption of violent behaviour.

Evacuation procedures should be regularly tested.

Appropriate signage and directions for muster points are displayed.

Local council building requirements are regularly reviewed to ensure compliance.

- **Lighting**
Staff are provided with lighting appropriate to the nature of their work and location.

Outside lighting provides for player safety during training and ensures the safe movement of staff and visitors after hours.

- **Emergency Lighting**

Emergency lighting is provided to ensure the safe movement of staff and visitors in the eventuality that normal lighting is not available.

- **Workspace**

All work areas are regularly checked to ensure that there is adequate room for staff to access their work area and to remove any obstructions that would impede safe movement.

The number of people working in an area is reviewed to ensure there is no overcrowding that could create a risk to health and safety, including the spread of infections.

Outside areas are monitored to ensure the ground capacity is not breached.

Areas accessed by stairs are reviewed to ensure safe passage and the provision of adequate guard rails and non-slip materials.

Balcony space is regulated according to local building laws and the Club ensures that the number of persons utilising the area is within the approved limits for all purposes.

- **Air Temperature and Quality**

Adequate precautions are required to ensure staff are protected from extremes of air temperature, humidity, air flow, and air contaminants.

Within air conditioned spaces, the Code of Practice: Prevention and control of legionnaires' disease is used for guidance on the general principles of design, installation, operation and maintenance of cooling towers and air-handling systems.

Within non air conditioned workspaces regular checks are undertaken to ensure natural ventilation is in place and that there are no obstructions to the flow of air.

No person at the workplace or in attendance for an event is to be exposed to an oxygen deficient atmosphere or a toxic atmosphere.

- **Drinking Water**

Drinking water is provided at all workplaces and is easily accessible.

No drinking is permitted from toilet areas or other areas where there is any possibility of contamination.

Water access points are regularly checked to ensure the quality of water is suitable and that there are possible contaminants within the vicinity.

Due to the need for drinking water to also be available to patrons, the quality of water is assessed against the National Health and Medical Research Council Australian Drinking Water Guidelines [EH19, 2004]

- **Seating**

Ergonomic assessments are undertaken to ensure that seating arrangements for work stations are appropriate and do not force a person to work at unsuitable heights for the work required.

- **Workplace and Venue Facilities**

Facilities including toilets, washing areas and Rest Areas are to be kept clean and sanitised to avoid any contaminants causing harm to a staff member or visitor/patron.

- **Facilities for Eating**

All staff have access to areas for eating which are hygienic, regularly cleaned and free from hazardous substances and work equipment that could cause a risk.

- **Change Rooms**

Suitable provision is in place for staff needing to change clothes before or after work.

- **Personal Belongings**

Where necessary secure storage facilities should be provided for personal belongings.

- Shelter
Staff have access to shelter should weather conditions make work conditions unsafe.
- Communication Procedures and systems
Staff employed in remote locations, or in situations where they are working alone, have access to emergency communication systems should they become ill or injured while at work.

The Club ensures that regular contact is made with those working remotely to check on their health and safety.

- Accommodation
Where accommodation is provided for staff working remotely, the Club takes appropriate action to ensure that the accommodation and any equipment supplied is maintained in good order.

Any accommodation provided should be separated from any hazards at the workplace likely to adversely affect safety or health of a worker using the accommodation.

Plant and Equipment

Where any plant or equipment in use requires guarding, steps are taken to ensure that this is in accordance with manufacturers and installers specifications.

Regular checks are made to review any equipment to ensure that sufficient guarding is in place to prevent any hazards likely to cause injury. Such hazards include pulleys or fly wheels, conveyor belts, rotating shafts, bolts or other protrusions, rotating blades, hot parts of any machine, machinery being accidentally started during maintenance.

All plant or equipment is to have a lockout system that allows for the complete isolation of the plant from the electrical system. An appropriate tagging system is in place to ensure plant and equipment cannot be accessed by unauthorised persons.

Where mobile plant is used, such as forklifts, safe movement routes must be established to allow for safe reversing, loading, unloading and pedestrian movement.

Use of forklifts is restricted to persons holding the necessary licences and Certificates of Competency issued by WorkSafe.

Electrical installations

Electricity can result in burns, shocks and electrocutions. Avoidance and reduction of these risks requires proper maintenance of equipment and training in the proper use of electrical tools and equipment, including portable or semi-portable electrical equipment.

Electrical equipment is properly insulated in accordance with *AS/NZS 3100 Approval and test specification – General requirements for electrical equipment*.

PPE includes appropriate headgear for protection from overhead wires; Eye protectors for protection from sparks or glare; Safety gloves, Protective footwear and Protective clothing for protection of hands, feet and the whole body from burns and electric shock.

Falls from height

Steps are in place to address any risks or hazards arising from falls from height. These steps include identifying situations that may cause injury or harm such as:

- Surfaces: identifying whether a surface is stable, fragile, brittle, slippery or where safety is compromised because of the slope of the surface or its limited strength in supporting a load;

- Levels: checking whether there are different levels such that a person could be injured if he or she fell from one level to another;
- Structures: whether the structure is temporary or permanent and how stable it is;
- Ground: how even or stable the ground is for the safe of scaffolding or working platforms;
- Raised work areas: whether they are crowded or cluttered;
- Edges: whether there is edge protection for open edges of floors, working platforms, walkways, walls or roofs;
- Hand grip: identifying areas where hand grip may be lost;
- Openings or holes: identifying areas requiring repair or guarding;
- Proximity of employees to unsafe areas: identifying where loads are placed on elevated work areas or where work is carried out above employees;
- Movement of plant or equipment: ensuring there are safe movement routes;
- Access to, or egress from, and movement around the working area: checking for obstructions;
- Weather conditions: reviewing suitability of the work for prevailing conditions, including lighting;
- Footwear and clothing: ensuring suitability;
- Ladders or elevated work platforms: checking when and how they are being used and by whom;
- Training: whether staff have been trained adequately for the tasks required.

Hazardous substances

Hazardous substances (chemicals) include cleaning products, unleaded fuel, degreasers, paints, acids, solvers.

A hazard register is in place setting out Material Data Safety Sheet information.

Where chemicals are used that are not classified as hazardous, a similar register is in place setting out information on proper usage and storage requirements.

Particular emphasis is placed on isolating hazardous substances within storage areas.

All substances used are labelled and their use is restricted to staff trained specifically in the application of the substance.

Asbestos Waste

No staff member is involved in the removal or treatment of asbestos waste.

Where asbestos is identified on a worksite, the appropriate government authorities are contacted and treatment or removal undertaken in accordance with approved requirements by trained personnel.

Construction work

No construction work is undertaken other than by licensed tradespeople operating in accordance with approved plans and standards.

Where construction work is being undertaken, all signage, access and facilities shall be in accordance with this Plan or by agreement with the external contractor.

Contractor management

No contractor is engaged unless that contractor accepts the terms of engagement provided by the Club in accordance with Club policy on Contractor Management.

These terms shall include:

- Adherence to H & S laws, standards, regulations and codes;

- Appropriate insurance are in place;
- Adequate licenses are in place;
- Appropriate training has been undertaken.

Licensed premises

The Club operates premises under a Club licence approved by the Director of Liquor Licensing. Continued approval for this licence requires that the premises conform to the required standards, including:

- Provision of adequate social areas and facilities;
- Any food preparation and bar servery areas to conform to Food Safety Standards and be kept clean and free of contaminants;
- Numbers of patrons to be in accordance with licensing limits;
- Social distancing and similar restrictions be adhered to;
- Provision for patrons to register attendance be adhered to.

Food preparation/handling

The Club ensures that all utensils, equipment and food contact surfaces are kept in a clean and sanitary condition.

Cleanliness includes the removal of garbage and food waste, recycled matter, dirt and grease.

Providing a sanitary area requires that surfaces and utensils do not contain microorganisms at a level that would permit the transmission of infectious disease or that would compromise food safety.

Food handling requires a high level of personal cleanliness and the wearing of gloves.

Hand cleansing must also be provided.

Where appropriate suitable face masks should be worn.

Severe weather

Floods and cyclones can be associated with health risks that include injuries and infections. Key issues include:

- Contaminated floodwater:

Contaminated floodwater and mud can carry an increased risk of wound infections, as well as diarrhoea, conjunctivitis, ear, nose and throat infections and other infections such as leptospirosis.

Food, liquids or medicines that have come into contact with contaminated floodwater can also cause illness.

To minimise any injury or ill health, the following elements are to be adhered to:

- Avoid walking or wading through floodwater and mud if you can because it may be contaminated by sewage and debris.
- Avoid contact with any floodwater if you have broken skin or any wounds.
- Any cuts, abrasions or other wounds should be immediately treated with clean water and covered with a dressing. Medical attention should be obtained if the cut or wound becomes dirty, red or sore or is deep.
- Hands should be washed with soap and water or a hand sanitiser after having contact with damaged material, floodwater or mud, before preparing or eating food, and when going to the toilet.
- Any medicines that may have had contact with floodwater must be disposed of.
- Dispose of any food that has come into contact with floodwater, and any food that has perished.
- Tinned food can be kept for use as long as the tin is not opened, bulging or damaged. Wash the tin, sanitise it in a bleach solution and use as quickly as possible.
- Contact your local council to check whether the local water supply is contaminated. If in doubt, boil all drinking water before use.

- Injuries from falls
Injuries from falls can occur when cleaning up after the flood or cyclone. Staff should use some aid, such as a walking pole, to assist in moving around. Surfaces can be extremely slippery and particular care needs to be taken.
- Snake and spider bites
Snakes and spider bites are potentially life-threatening. If you are bitten by a snake or spider follow these steps:
 - Call triple zero (000) and ask for an ambulance. If calling triple zero (000) does not work on your mobile phone, try 112.
 - Keep still.
 - Do NOT wash, clean, suck or cut the bitten area.
 - Apply a firm bandage (if you have one) along the full length of the affected arm or leg and immobilise the limb with a splint.
 - If you do not have a bandage, apply direct pressure over the bitten area and immobilise with a splint.
 - If you are bitten on the abdomen or torso, apply direct pressure over the bitten area and keep still.
 - Do NOT remove the bandage or splint once it has been applied.
 - Mark on the bandage where the bite occurred.
- Mosquito-borne infections
Receding floodwaters and pooling water from heavy rainfall provide perfect conditions for mosquito breeding, potentially leading to mosquito-borne infections.

Actions to be taken to stay safe include:

- Use personal insect repellent. Repellents containing DEET or picaridin are more effective than other repellents.
 - Use mosquito nets at night if possible.
 - Indoors, use flying insect spray, mosquito coils or plug-in insecticide devices.
 - Wear long, loose light-coloured clothing.
 - Repair or fit insect screens if required.
 - Remove debris and vegetation from storm drains and ditches to help prevent mosquitos from breeding.
 - Drain areas in and around yards and workplaces where water has accumulated.
 - Empty all containers weekly, including buckets, tyres, birdbaths and palm fronds, to reduce the number of places where mosquitoes can breed.
 - Check the integrity of water tank screens and replace them if required because mosquitoes can breed in domestic water tanks.
- Cleaning up
The following safety elements are important in cleaning up following a severe weather incident:
 - Clean up should not be rushed: time should be taken to ensure the clean up is effective and that there is no risk to a staff member's health.
 - Staff are to take frequent breaks and drink plenty of fluids.
 - Where necessary advice must be obtained if there is a danger, or potential danger from asbestos or other hazards.
 - Particular care is to be taken in using electrical equipment and in working near fallen wires.
 - Swimming pools should not be used until the water has been tested and the pool properly cleaned.
 - Protective clothing must be worn.

Fatigue management

Fatigue management is important to ensure staff are not at risk of causing harm to themselves or to others as a result of not being able to give their full attention to the tasks being performed at any given time. SDFC has a responsibility for ensuring staff are not placed in a position where they are required to undertake work in such conditions as are likely to give rise to fatigue. Hours of work, travel requirements, rest breaks and shift rosters are important elements in ensuring safe working conditions.

Similarly, staff have a duty to take reasonable care for their own safety and health and make sure their acts or omissions don't adversely affect the health or safety of others.

To reduce the risk of being involved in a work incident caused by fatigue, staff should:

- Comply with policies and procedures relating to fatigue.
- Understand their own sleep, rest and recovery needs and get adequate rest and sleep away from work.
- Seek medical advice and help if they have or are concerned about a health condition that affects their sleep and/or causes fatigue.
- Assess their own fitness for work before starting.
- Monitor their level of alertness and concentration while at work.
- Look out for signs of fatigue in the people they work with.
- In consultation with their supervisor take steps to manage fatigue, for example take a break or shift naps (night shift), drink water, do some stretching or physical exercise, adjust the work environment (for example lighting and/or temperature), avoid night driving.
- Talk to their supervisor if they think they are at risk of fatigue.
- Assess their fatigue levels after work and make sensible commuting and accommodation decisions (for example avoid driving if they are feeling fatigued).

Crowd control

Managing the entry and exit of patrons to game day and other events requires planning and engagement of trained staff to safely control the flow of people as well as ensuring there are no obstructions likely to cause injury or harm. Trained personnel are on hand to assess and identify potential issues that may give rise to aggressive or violent behaviour. Such behaviour may result in the need for emergency treatment to be applied. In some circumstances the behaviour of persons may result in the need for evacuation of all persons.

Communication systems have been established to provide for ready access to information that influences how any aggressive or violent behaviour should be treated. This includes having access to Police and emergency services. Staff involved in dealing with any unwarranted behaviour are provided with counselling support and the opportunity for de-briefing.

Security

The health and safety of staff working after hours or alone requires the implementation of security measures including car park lighting, sensor alarms, emergency duress alarms.

In addition, other staff should be informed so that telephone contact can be made to check in that staff are safe. Where local issues give rise to further concerns, emergency service personnel should be requested to check in with any staff member remaining at the workplace.

Where serious concerns regarding staff safety arise, the Club will instruct staff to not be in attendance at the venue.

Noise

Staff using equipment in and around the venue are required to wear suitable ear protection.

Where any public event or activity is likely to create a concern of unnecessary or excessive noise, steps are taken to firstly check current local government requirements and secondly to take steps to monitor the noise level and take preventive action where possible. Particular attention is paid to any time limits that might be imposed to ensure the welfare of those in proximity to the venue.

INDUCTION, TRAINING AND SUPERVISION

All staff are provided with this manual upon commencement and the contents reinforced through regular staff meetings.

Accountability and responsibility for maintaining a safe and healthy work environment is reinforced through position descriptors, performance management and regular reporting against dashboard parameters including absences, incidents, near misses and improvements.

CHECKLIST AND REVIEW

The following items are to be reviewed and checked on a regular basis as a guide to overall compliance. Where any of these items register a 'NO' a more detailed examination of the practices adopted in support of each area should be undertaken:

• Safety policy promoted to staff	Y	N
• Consultation processes are in place	Y	N
• Hazards have been identified and recorded	Y	N
• Hazard and risk controls are in place	Y	N
• Staff have been trained on hazard and risk control	Y	N
• Manual task controls are in place	Y	N
• Reported manual task injuries and hazards have been reported and investigated	Y	N
• Access to and from the workplace is free from Obstruction	Y	N
• Slip resistant surfaces have been applied to all relevant risk areas	Y	N
• Warning signs are in place	Y	N
• Structural integrity of scaffolding, high structures and storage areas has been undertaken	Y	N
• Electrical installations are maintained, protected and tested regularly	Y	N
• RCD protection is in place	Y	N
• Plant is properly secured and guarded	Y	N
• SWMS are in place for all plant and equipment	Y	N
• Pre-start checklists for plant and equipment are applied	Y	N
• Staff operating mobile equipment are licensed	Y	N
• Register of hazardous substances is maintained	Y	N
• Labelling and storage of hazardous substances is in place	Y	N

- Violence and aggression risk assessment has been undertaken Y N
- Training and information is provided to staff, players, visitors on control of violence and aggression Y N
- Contractors are properly inducted on site WHS requirements Y N
- Contractors are compliant with all licence and competency requirements Y N
- Infectious disease management protocols are in place Y N
- Food preparation is in accordance with local government health standards Y N

POLICY REVISION

Version	Date Approval	Amendments
1	30 November 2021	Jeff Dennis

APPENDIX

Appendix 1 sets out the Risk analysis for each area covered in the Plan and rates the inherent and residual risk against the criteria set out in the SDFC Risk Management Policy and Guidelines.

HEALTH AND SAFETY RISK MANAGEMENT				
Workplace Behaviour	Personal Protective Equipment	Manual Handling	Slips Trips and Falls	Sun Safety
Eliminate inappropriate behaviour C4 to E1	Ensure PPE is fit for purpose B4 to D2	Training in proper procedures A4 to D1	Remove obstacles and hazards A4 to D2	Reinforce information and PPE C3 to E1
First Aid	Player Safety and Welfare	Infectious Diseases	Amenities	Plant and Equipment
Ensure training and up to date kit, access C3 to E1	Maximise health checks and training A5 to C2	Follow health guidelines C5 to C1	Review and maintain C4 to D2	Training and maintenance C4 to D2
Electrical Installations	Falls from Height	Hazardous Substances	Asbestos Waste	Construction Work
Licensed staff; tagging and review C5 to D1	Training, guards, PPE C5 to D2	Safety data, storage, disposal C4 to E2	Only licensed removal D4 to E1	Training, PPE, approved work C4 to D2
Contractor Management	Licensed Premises	Food Preparation and Handling	Severe Weather	Fatigue Management
Registered and compliant C3 to D1	Compliance with licensing certificate C4 to E1	Training, hygiene & health standards C4 to E1	Preparation, lock down, C4 to C1	Self mgt, policies, rest breaks C3 to D2
Crowd Control	Security	Noise	Critical Incident Management	Training
Security, emergency evac C4 to D2	Training, ease of movement C4 to D2	Local regulations, PPE D3 to D1	Emergency, evac, lock down C5 to C1	Induction, refresher B3 to D1

MATRIX

Likelihood		Consequence	Outcome
A	Almost Certain	5 Catastrophic	A5 – A3, B5 – B4, C5 – C4, D5 Extreme - Unacceptable Risk
B	Likely	4 Major	A2 – A1, B3- B2, C3, D4, E5 – E4 High - Immediate Action
C	Possible	3 Moderate	B1, C2, D3, E3 Medium - Planned Action
D	Unlikely	2 Minor	C1, D2 – D1, E2 – E1 Low - Acceptable with controls
E	Rare	1 Insignificant	