



WA FOOTBALL COMMISSION

WHS Act and Volunteers – what you need to know (Part Three)

Managing health and safety risks

The process of eliminating or minimising health and safety risks is called risk management and involves four steps:

1. **Identify hazards** – find out what could cause harm.
2. **Assess the risks** – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.
3. **Control the risks** – implement the most effective control measure that is reasonably practicable in the circumstances.
4. **Review control measures** – to ensure they are working as planned.

What are some the risks to volunteers engaging in work?

Injuries may be physical or psychological.

- **Psychological injuries and illness** – caused by challenging behaviour that the volunteer is confronted with or poor management of organisational change.
- **Physical injury or illness** – caused by work equipment, exposure to hazardous chemicals or contact with moving machinery parts. It can also be caused by working in unsafe or unhealthy work environments caused by unsafe or unstable structures or extreme temperatures (particularly outdoors).



- **Corrective Action**: an action taken to control the risk and reduce the likelihood and/or severity of injury or illness following an incident occurring or a hazard present.
- **Hazard**: an object or situation that has the potential to harm a person, the environment or cause damage to property.
- **Incident**: any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.
- **Injury**: any physical or mental damage to the body caused by exposure to a hazard.
- **Near-miss**: an incident that could have resulted in an injury or illness to people, danger to health and/or damage to property or the environment.
- **Notifiable Incident**: an accident for which you are legally required to notify Worksafe – e.g. the death of a person; a serious injury or illness; or a dangerous incident.
- **Stakeholder**: any person, staff member or otherwise (e.g. contractor, volunteer, partner) who may be impacted by the near-miss, hazard or incident or response to/management of, the incident.

1. Identification of hazards

A hazard is defined as any item or circumstance which has the potential to cause harm or injury to people at the workplace. Hazards may be:

- **Physical** – e.g. electricity, temperature, sharp objects, spills on the floor, working from ladders
- **Chemical** – e.g. cleaning chemicals, fumes, dusts, paints, fuel
- **Biological** – e.g. viruses, blood and bodily fluids, insect stings, mould
- **Ergonomic** – e.g. repetitive movements, manual handling, workplace design
- **Psychosocial** – e.g. stress, bullying, aggression, shift work

All workers, including volunteers, must attend a Safety Induction and understand how to fill out the Incident Report Form as part of their induction program.

2. Reporting of Hazards

Workers, including volunteers, are required to report hazards and incidents to their club as soon as possible and document them using the Hazard and Incident Report Form.

Workers and volunteers are to report:

- Hazards that cannot be immediately controlled
- Injuries
- Equipment damage
- Incidents where a person could have been injured or equipment damaged

Incident & Hazard Reporting Process

Report hazard and/or incident to Club.

Complete Hazard and Incident Report Form.

Notify club once form has been completed.

Club will undertake an investigation if threat is recurring or deemed moderate and above as per Risk Matrix.

Club committee to determine whether the reported incident should be discussed and what measures should be put in place to mitigate risk.

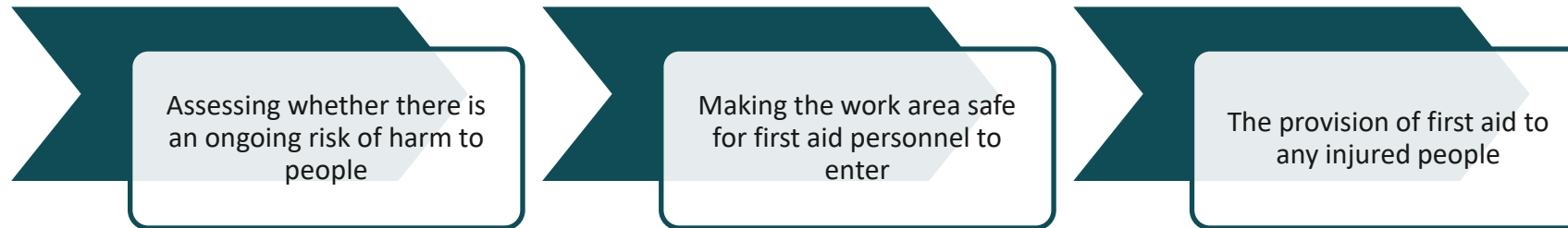
If an investigation is not required, ensure hazard and incident report form is appropriately filed for future reference.

Clubs to ensure that preventative measures are put in place to mitigate the incident from occurring again.

Incident & Hazard Reporting Process Contd.

3. Reporting of Incidents

If an incident has occurred which has caused injury to a person at the workplace, the first priorities must be:



Once the above steps have been taken, the incident must be reported to the Club as soon as practicable.

4. Initiation of Investigation

Once a hazard has been identified the club will undertake an investigation to determine the seriousness and likely risks associated with that hazard.

- The details of the hazard will be recorded on the Safety Action Register Sheet.
- The club will commence an investigation to determine whether corrective action is required.

When an incident has occurred, the Club will investigate the situation to determine the cause, corrective measures required, and any preventative action to be taken to prevent a similar incident occurring again.

Notify WAFC of Hazard and/ or Incident



CHECKLIST:

- ✓ Attach a copy of the relevant hazard and incident forms
- ✓ Attach a copy of the Safety Action Register outlining the number of incidents
- ✓ A summary of the actions put in place by the club to mitigate risks
- ✓ Email documents to your District Officer

PLEASE NOTE:

- When assessing the risk, anything assessed as moderate or above should be reported to the WAFC.
- In addition, any low risks that are consistently occurring over a 3-month period must also be reported to the WAFC.

The following slides are example templates of the Hazard and Incident form and Safety Action Register.

Safety Action Register

Identified hazard	*Risk rating	What control measures are to be established and implemented?	Person responsible to action	Date to be actioned by	Completion date and signed	Incident Report Form - link

Note: * Risk Rating can be interpreted using a Risk Assessment Matrix.

Risk assessment matrix

Risk assessment matrix

**Use the risk rating table to assess the level of risk for each job step.

		Likelihood				
		1	2	3	4	5
Consequence		Rare The event may occur in exceptional circumstances	Unlikely The event could occur sometimes	Moderate The event should occur sometimes	Likely The event will probably occur in most circumstances	Almost Certain The event is expected to occur most circumstances
1	Insignificant No injuries or health issues	LOW	LOW	LOW	LOW	MODERATE
2	Minor First aid treatment	LOW	LOW	MODERATE	MODERATE	HIGH
3	Moderate Medical treatment, potential LTI	LOW	MODERATE	HIGH	HIGH	CRITICAL
4	Major Permanent disability or disease	LOW	MODERATE	HIGH	CRITICAL	CATASTROPHIC
5	Extreme Death	MODERATE	HIGH	CRITICAL	CATASTROPHIC	CATASTROPHIC

Risk rating:

Low risk: Acceptable risk and no further action required as long as the risk has been minimised as far as possible. Risk needs to be reviewed periodically.

Moderate risk: Tolerable with further action required to minimise risk. Risk needs to be reviewed periodically.

High risk: Tolerable with further action required to minimise risk. Risk needs to be reviewed continuously.

Critical risk: Unacceptable risk and further action required immediately to minimise risk.

Catastrophic: Unacceptable risk and urgent action required to minimise risk.

A member of the Club will also determine the cause, and any preventative action to be taken to prevent a similar incident occurring again. This will be recorded on the Safety Action Register Sheet.

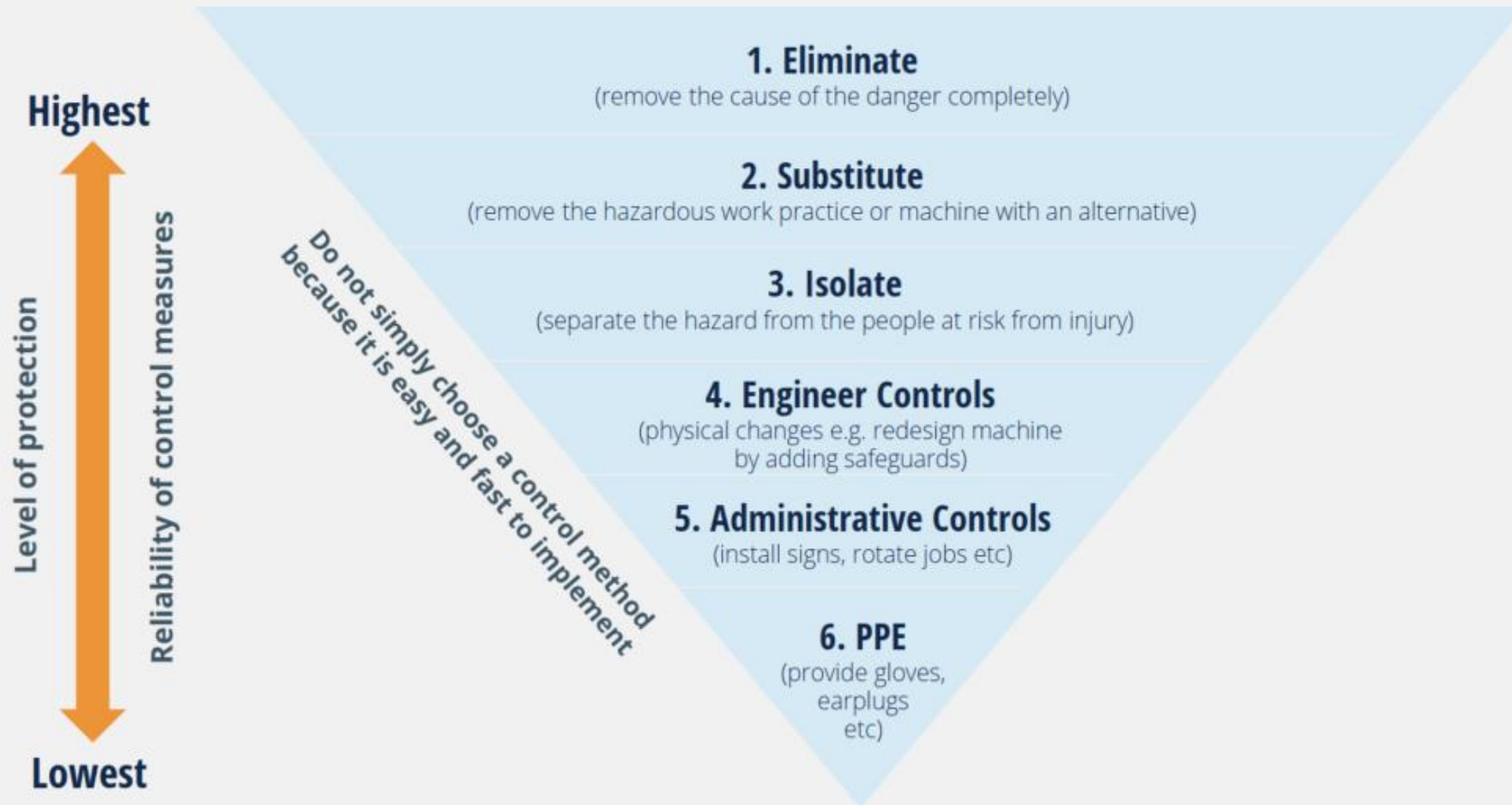
A register of the corrective actions will be maintained by the Club to ensure action items are completed in a timely manner.

Hierarchy of Controls

- The hierarchy of control measures will be followed to develop preventative actions to eliminate or reduce the likelihood of a risk causing harm to people.
- Control measures are listed in descending order of preference on the hierarchy of controls chart.
- The control measure which will eliminate a risk altogether, should be considered the preferred control measure.
- This needs to be balanced against the practicability of implementing such a control measure, bearing in mind the operational requirements, costs, reasonableness and feasibility of this control measure.

It may be the case that a combination of control measures best addresses the management of the identified risk.

Hierarchy of Controls



Workers' compensation and insurance



Organisations should have appropriate insurance that adequately covers its workers *including volunteers* and the activities they carry out when volunteering. Organisations will be liable to pay any compensation for;

- Personal injury
- Property damage or
- Financial loss caused by the volunteer

With some exceptions, volunteers are protected by law from incurring personal civil liability. The [Volunteering Australia](#) website provides information about the most common types of insurance that covers volunteers.

It is also important that the organisation has insurance, as volunteers are generally not covered by workers' compensation laws. Contact [WorkCoverWA](#) for more information.

Marsh Insurance - Community Football Insurance Provider

- [Australian Football National Risk Protection Program](#)
- [Insurance in Sports Medicare vs Risk Protection](#)
- [General Information Sheet - Personal Injury Insurance](#)
- [AFL National Club Risk Protection Program Insurance for your club](#)

For further information or to make a claim visit the [Marsh Sport website](#).

What is Public liability insurance?

Public Liability covers your legal liability to pay compensation for injury or damage to property caused to a third party in connection to your business. For example, if a customer slips and trips while on your business premises. It helps protect you and your business when you're liable for negligence.

For example, if your business causes:

- injury or death,
- trip hazard causing physical injury
- negligent advice (for some occupations), such as saying a generator can power a business in a blackout and it doesn't, causing a loss
- nervous shock, such as emotional distress or a recognised psychiatric illness
- property damage, such as causing a fire
- consequential loss, which occurs in very rare cases where negligence causes another business to lose expected revenue

Refer to the below website for more information or resources on public liability insurance.

<https://business.gov.au/risk-management/insurance/business-insurance>

Reporting

For additional resources and templates on Hazard and Incident Reporting, please [CLICK HERE](#) or if you would like further information on risk management, [CLICK HERE](#).

Enhanced Primary Care Plan (EPC)

If you need to seek medical treatment for a physical or psychological injury and are unable to afford treatment, speak to your GP regarding an Enhanced Primary Care Plan.

Medicare provides 5 sessions per calendar year for allied health services. Please note eligibility criteria apply.

- <https://www.servicesaustralia.gov.au/chronic-disease-individual-allied-health-services-medicare-items>

Mental Health Providers

- [Black Dog Institute](#) - Head Gear *App* which is free of charge.
- [Converge International](#) – Although converge is a paid service, the Mental Fitness brochure has some free information on measuring and improving wellbeing.
 - [Mental Fitness brochure](#)