



Melbourne East Netball Association

Registration No: A0011747L

ABN 54 210 268 575

Health & Safety Policy

Correspondence to: PO Box 613, Heathmont 3135

Email: menanetball@gmail.com

MENA Mobile: 0402 777 875

Policy Date: **13 July 2015**
Policy Name: **Health & Safety Policy**
Committee Responsible: **Executive Committee**

Policy Statement:

The purpose of the Health and Safety Policy is to ensure the health, safety and well being of employees, volunteers and the community.

The purpose is to be achieved, by compliance with the Victorian Occupational Health and Safety Act 2004 and 2007 Regulations, through;

1. Consultation with employees, Identifying and addressing the health and safety issues which affect employees/players/umpires and volunteers, including, although not limited to coaches, team managers, spectators and committee members.
2. Identifying the resource implications of recommended Health and Safety procedures and recommending priorities.
3. Developing practices, procedures that enhance the health and safety and comfort of the association's environment for employees/players/umpires/spectators and volunteers.
4. Providing facilities to ensure the health, safety and comfort of employees/ players/ umpires/ spectators and volunteers.
5. Ensuring that the site of the association is equipped and operated in a manner that prevents and/or reduces risk of accident and injury, ill health, discomfort and fire or other damage.
6. Developing appropriate emergency and safety procedures and the education of employees/volunteers in the event of the following situations:
 - a) Fire or emergency.
 - b) Major accident involving danger to people or destruction of buildings.
 - c) Employees' security.
 - d) Infection control.
 - e) Hazard identification.
7. A Health and Safety sub-committee that will meet bi-annually to monitor the implementation of this policy and reports to the Executive Committee.
8. A culture of Continuous improvement that improves MENA's OH&S practices and procedures to enhance the health and safety.
9. Risks being effectively managed and controlled in a systematic way which reflects a hierarchy of preferred risk management procedures as follows:
 - elimination
 - substitution
 - engineering controls
 - implementation of administrative controls
 - providing protection such as clothing and equipment or a combination of the above.



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Health and Safety Responsibilities

1. Executive Committee

- 1.1 Review the associations overall Health and Safety Performance
- 1.2 Ensure the Associations compliance to Occupational Health and Safety Legislation
- 1.3 Participation on the Health and Safety Committee
- 1.4 Notification and review of serious incidents within the association.
- 1.5 Represent to employees any Health and Safety matters as required
- 1.6 Participate in agreed Issue Resolution Procedures as required.

2. General Committee as well as Executive Committee

- 2.1 Ensure all employees/players/umpires/spectators and volunteers comply with the association's policies and procedures.
- 2.2 Represent any Health and Safety issues within the Executive Committee
- 2.3 Raise and address any health and safety concerns as soon as they become apparent.

Non-Compliance Strategy

The following five step non-compliance strategy will be followed if anyone breaches MENA's Health and Safety policy.

1. Assume the person is unaware of the Health and Safety policy.
2. A MENA representative will approach the person breaching the policy and politely explain the relevant part of the policy and ask them to adhere to it.
3. If the behaviour continues, then the most senior MENA representative will verbally warn them again and hand over a formally written letter. The letter will outline MENA's policy on Health and Safety and state that if the person continues to breach the policy then he/she will be asked to leave. The club's management committee will sign off on the letter. This letter will be pre-written and kept in the office so that copies are readily available.
4. If the offence does continue, then the patron will be escorted out of the facility by a MENA representative.

Related policies:

No Smoking Policy

Policy Review Date:

July 2019 Committee Meeting



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Implementation Plan

A Health and Safety Committee will be appointed to implement the Health and Safety policy. The committee shall consist of 1 x Executive, 3 x Committee, 1 x Employee

	<i>Goals</i>	<i>Objectives</i>	<i>Activities</i>
1.	Education of employees in work practices that are healthy and safe.	<p>To develop association procedures which minimise risk and enhance health.</p> <p>Provide induction as part of employees orientation.</p> <p>Provide employees and the Executive Committee with education and information regarding safe and healthy work practices.</p>	<p>Ensure a smoke free workplace.</p> <p>Ensure that all employees have a H&S induction at commencement of employment and regular updates.</p> <p>Provide employees training and information on safe manual handling procedures, infection control practices, occupational aggression and other health and safety matters as appropriate.</p>
2.	Enhancement of employees workstation environments.	To provide all employees with safe and healthy work stations.	Each employees member is to have their workstation checked for correct seating, lighting, work area and safe movement.
3.	Establishment of appropriate Infection Control Policy and Procedures.	<p>To provide access to appropriate Infection Control within the association.</p> <p>To provide appropriate First Aid facilities and trained First Aiders.</p>	Infection control procedures implemented – regular audit conducted where appropriate.
4.	Establishment of procedures to prevent and manage emergency and to ensure fire safety.	<p>To develop site procedures for Fire Safety.</p> <p>To provide Fire Safety education for employees, volunteers and service users.</p> <p>To develop site procedures in the event of emergencies.</p> <p>To provide a safe internal environment for employees, volunteers and service users.</p>	<p>Emergency and Fire Safety procedures to be developed monitored and regularly reviewed.</p> <p>Critical incident policy and procedures to be developed including guidelines for demobilisation, defusing and debriefing.</p>



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	<i>Goals</i>	<i>Objectives</i>	<i>Activities</i>
5.	Establishment of a hazard free environment.	To provide a hazard free environment for employees/players/umpires/spectators and volunteers	<p>Prompt attention to notified hazards within the association's environs.</p> <p>Regular maintenance of the association's environment.</p> <p>Conduct regular Health and Safety Hazard checks.</p>
6.	To manage identified risks in a systematic way.	<p>To ensure that risks are managed according to a preferred hierarchy of safety enhancing procedures.</p> <p>To ensure that appropriate issue resolution procedures are implemented.</p>	<p>Eliminate where practical through changes to the work process; if not possible.</p> <p>Substitute with a safer item or process; if not possible.</p> <p>Provide appropriate engineering controls.</p> <p>Administrative controls should be applied such as job rotation or specific training; if not possible.</p> <p>Personal protective clothing and equipment should be supplied.</p> <p>Prompt attention to the issue resolution procedure.</p>