



Mordialloc Sailing Club

Occupational Health and Safety Policy

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Person(s) responsible for review:	Rear Commodore &/or DSC Principal

Introduction

The information contained in this OH&S Handbook sets out Mordialloc Sailing Club Inc. (MSC) policy and standards for Occupational Health & Safety. These standards apply to all employees (full-time, part-time, casual and including contractors) and volunteers. Whether your responsibilities are in the office, at MSC, or other locations, including working or volunteering from home, every employee and volunteer must be familiar with our standards for Health & Safety.

In this OH&S Handbook” any reference to:

- ‘working’, ‘at work’ and ‘work’ includes if volunteering,
- ‘work-mates’ includes other volunteers and
- ‘workplace’ includes the volunteering location.

These standards are required to ensure a safe working environment for our employees and volunteers, which is of paramount importance to MSC. They are also required by law in Australia and must be adhered to.

MSC expects all employees and volunteers to read and understand the requirements of this OH&S Handbook & Policy so that we continually uphold and improve the health and safety of our work environment.

There are also some specific things that you must do:

- Look after your own health and safety at work.
- Use any safety equipment that you are given.
- Obey MSC safety rules and guidelines.
- Read and understand this OH&S Handbook & Policy so that you understand what is expected of you.

You must not

- Do anything that will harm yourself or your work-mates.
- Take drugs or drink alcohol at work.

This OH&S Handbook & Policy are not exhaustive – you may identify other hazards that are unique to your workplace; and you should apply the principles behind this OH&S Handbook & Policy to those situations.

Remember, you, and your workmates at MSC will also be better off when you follow the rules and work safely.

General Health and Safety Policy

MSC is committed to ensuring that all employees and volunteers, contractors and visitors are safe from injury and risks to health whilst at work.

MSC and all employees and volunteers must work together to achieve this objective.

Employer Responsibilities

MSC is responsible for planning, developing, and implementing our OH&S practices through the following:

- Provide relevant information, instruction, training and supervision to employees and volunteers, contractors, and visitors, as appropriate.
- Provide genuine opportunity for employee and volunteer involvement and consultation on matters affecting their health and safety, rehabilitation and compensation.
- Ensure procedures and processes are in place to minimise the impact of any work-related incidents.
- Take a pro-active approach to providing effective rehabilitation for employees and volunteers injured at work.
- Ensure legislative compliance.
- Identify workplace hazards; assess the risks, implement and review control measures to provide optimum safety.

Employee and Volunteer Responsibilities

All employees and volunteers are responsible for:

- Being aware of the MSC Risk Management and Safety Plans – especially those related to their area of work.
- Follow health and safety procedures and protect own health and safety at work
- Avoid adversely affecting the health or safety of any other person through any act or omission at work
- Obey any reasonable instruction that MSC may give in relation to health and safety at work
- Keep the workplace clean and tidy
- Identify any accident, unsafe situation or unsafe activity and report it promptly to your Manager, Supervisor or MSC Committee member
- Use all equipment including boats, petrol siphon, BBQ's, Stoves, sailing simulator and tools in a safe manner
- Work with other employees, volunteers, Managers and Supervisors to help them uphold their OH&S responsibilities
- Not attempting to perform a new job without training and being considered competent to perform the job safely.
- Not attempting to work under the influence of alcohol or drugs (excluding prescribed medicines)
- Ensuring you understand what is expected of you.

Failure to comply with your responsibilities and/or legal obligations could result in prosecution and a substantial fine.

MSC is committed to encouraging consultation and cooperation between employees and volunteers on health and safety issues. Employees and volunteers should report health and safety problems and make any complaints about health and safety to their Manager or Supervisor.

Every employee and volunteer will be given access to a copy of this policy as part of his or her induction. Other safety policies and procedures, safe operating procedures and safety rules will be documented. Management and Supervisors will be aware of these and should be able to help employees and volunteers resolve any health and safety issues.

Emergency & Evacuation Procedure

In case of emergency someone will be responsible for coordinating the evacuation. Your Manager or Supervisor will tell you who this is. In an emergency you must follow this person's instructions.

Be prepared. Find out:

- Where the emergency exits are.
- Where the fire alarms or extinguishers are.
- Where you, workmates and visitors should gather in an emergency. In an emergency requiring evacuation of the MSC clubrooms or grounds the meeting point is the beach in front of the club
- Where the emergency phone numbers are listed – if in doubt try 000.

First Aid

The MSC clubrooms (office, training room and kitchen), and boats all have some form of first aid facilities and equipment.

Make sure you know where and who to see to get first aid treatment. It is very important that if you are injured at work

- You tell your Manager or Supervisor immediately. It is also important to notify your Manager or Supervisor of any near misses.
- Do not try to conceal the injury and work on, as this may only make the injury worse. To receive proper treatment, ask for a First Aid Officer, either at the kitchen, the Office, any Sailing Instructor or the Tower. . MSC staff are all encouraged to obtain a First Aid Level 2 Certificate.

It is important to let your Manager know if you are required to take any medication that may cause drowsiness or other unsafe situations.

Visitor Safety within MSC Club Premises

Each employee and volunteer has a duty of care to help protect visitors from the potential hazards at MSC - children can be particularly vulnerable.

Pay particular attention to the location and actions of any visitor on site that may not know or understand the safety rules.

Off Site Work

Working on another location, it is important to understand the basic safety issues of that site. Ask to be inducted into that sites OH&S system.

Ensure, as a minimum, to familiarise yourself with:

- Emergency evacuation procedures
- First aid facilities
- All safety hazards (eg. construction/maintenance work, slippery walkways, etc)

Office Safety

Furniture and Fittings

Organise offices, kitchen, training rooms and storage spaces so that you can move about easily without bumping into sharp corners and so on.

- Place filing cabinets and desks with drawers so that you have plenty of room when a drawer is fully open.
- Arrange furniture so that the length of cords and cables are kept to a minimum. Cords and cables must not lie across walkways.
- Keep walkways clear of obstructions.
- Return the Sailing Simulator to its storage room when not in use.
- Report any worn electrical wires immediately.
- Do not use double adaptors.
- Always unplug electrical items before cleaning them.

Ergonomics in the Office

Poor posture and sitting all day can cause stress to your back. To relieve muscle tension:

- Get up and move around from time to time to loosen muscles.
- Let your arms hang by your sides and relax neck and shoulder muscles.
- Avoid slumping over your desk or your work.
- Adjust the height of your chair to ensure your feet are flat on the floor, your thighs are parallel to the floor, and your work is at waist height.

Manual Handling

When you move loads and boats by hand:

- Make sure the way is clear.
- Size up the load (Is it too big? Too heavy? An awkward shape?)
- If the load is too big, heavy or awkward, get help, or use a mechanical aid, eg. trolley jack, forklift etc.

- Check for anything that could damage your hands, eg. splinters, nails, jagged edges.
- Place your feet solidly – one foot a little in front of the other and far enough apart for good balance.
- Stand close to the load, and use the palms of the hands to grip the load firmly, and keep that grip in place while you are carrying the load.
- Keep your back straight; use your leg muscles to lift the load
- Always be sure you can see where you are going. Don't carry a load you can't see over
- When setting the load down, use the same movements in reverse, and keep fingers away from pinch points.

Food Preparation Hygiene

Where you are required to prepare / serve food it is important you maintain excellent hygiene standards.

Minimum requirements are as follows:

- Wash hands using detergent; wear disposable latex gloves when handling food
- Ensure the workbench and utensils are hygienically cleaned
- If wearing band-aids, ensure that it complies with hygiene standards, eg. coloured so it is easily visible.

Slewing Hoist Crane

The crane may only be operated by members authorised by the Sailing Committee. A crane operator must have completed the hoist competency course prior to operating the crane

Boats

MSC Boats must only be operated by employees and volunteers who hold

- the Yachting Australia National Power Boat Handling Certificate, and
- a Victorian Recreational Power Boat Licence.

When using boats it is the employees and volunteers responsibility to comply with all Marine Regulations with regard to both

- Safety equipment
- Safe operation

Accident\Injury Reports

All accidents must be reported to your Manager or Supervisor. Any injury, no matter how slight it may seem to be, must be properly treated.

MSC keeps records of all work accidents, the investigations to find the causes and the steps taken to prevent them happening again.

Injured Employee or Volunteer

It is the responsibility of the injured employee or volunteer to:

- Report the injury immediately to MSC.
- Seek immediate treatment (if required) from the nearest health clinic or your family general practitioner.
- As soon as practicable (within 24 hours), lodge an approved WorkCover medical certificate and claim forms.
- Actively participate in an approved rehabilitation program.
- Injured workers should ensure that they know their rights & responsibilities, and that they present a prescribed medical certificate (PMC) to MSC for all periods of absence from work.

Workers Compensation & Rehabilitation

MSC is committed to meeting its legal and moral obligations to provide compensation for employees and volunteers who incur a work-related injury or illness, and is dedicated to help assist employees and volunteers returning to work.

Hazard or Near Miss Action

A hazard is any work practice or situation that has the potential to cause injury or illness. If you consider an area is a health or safety risk, you must first report it to your Manager or Supervisor. Your Manager or Supervisor should take necessary action to improve the work conditions.