



# Canberra Bridge Club

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Drafted by	<b>Alison Russell-French</b>	Approved by CBC Committee on:	<b>20 Feb 2025</b>
Responsible person	<b>President</b>	Scheduled review date:	<b>Feb 2027</b>

## Work Health and Safety Policy

The Canberra Bridge Club (CBC) is an incorporated association which offers members a friendly, supportive environment in which to play bridge. It is the largest bridge club in the ACT and owns its own premises in Deakin. The club offers bridge sessions for all levels of expertise, including beginners, improvers, intermediate and those who compete at a national level.

The Canberra Bridge Club is committed to ensuring the health, safety, and welfare of the working environment for its staff, volunteers, Directors and visitors to the properties and facilities it works within.

### SCOPE

This Policy gives effect to the work health and safety legislative requirements that are set out in the *Work Health and Safety Act 2011* and associated *Work Health and Safety Regulation 2011*.

This policy applies to:

- (a) All CBC staff and Directors; and
- (b) volunteers, contractors, and visitors participating in CBC activities, to the extent it is relevant to them whilst undertaking activities on behalf of the CBC.

In this policy, 'workplace' includes working on site or off-site, attendance at work-related conferences or functions, and attendance at a client or other work-related events, including retreats and social events.

### POLICY

#### *Overview*

The CBC supports the rights of all persons covered by the policy to work in an environment that is safe and without risks to health.

The CBC is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

The CBC is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with

The CBC's Safety Representatives, of management systems and procedures designed to, so far as is reasonably practicable:

- identify, assess and control workplace hazards,
- reduce the incidence and cost of occupational injury and illness, and
- provide a rehabilitation system for those affected by occupational injury or illness.

### ***Bullying, Sexual harassment and violence at work***

The CBC is committed to reducing bullying, sexual harassment, and occupational violence in the workplace.

Bullying and sexual harassment is repeated, unreasonable, unwanted behaviours directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying can include:

- verbal abuse,
- excluding, ignoring, or isolating a person,
- psychological harassment,
- intimidation; assigning meaningless tasks unrelated to a person's job,
- giving a person impossible assignments and deadlines,
- unjustified criticism or complaints,
- deliberately withholding information vital for effective work performance, and
- constant taunting, teasing, or playing practical jokes on a person who is not a willing participant.

Bullying can be verbal, or in writing (including online).

Sexual harassment involves the making of unwanted sexual advances or obscene remarks.

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted, or threatened in the workplace.

### ***Breach of this Policy***

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees and Directors, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a contractor may result in cancellation by the CBC of the services provided by that contractor.

### ***Occupational Health and Safety Coordinator***

The Occupational Health and Safety Coordinator will be held accountable for coordinating the CBC's management of work health and safety. The Occupational Health and Safety Coordinator will not assume the responsibilities of supervisors and managers.

### ***Health and Safety Representatives***

The CBC will facilitate the nomination of a Health and Safety Representative to represent employees, contractors, volunteers, and visitors on health and safety matters.

***Health and Safety Committee***

The CBC will establish a Health and Safety Committee consisting of management, employee, and volunteer representatives. The Health and Safety Committee will be the principal forum in which management consults with employees, and volunteers, on broad health and safety and policy issues. This Committee will meet at least quarterly every year.

**RELATED DOCUMENTS**

- Working with Vulnerable People Policy
- Human Resources Procedure Manual
- Volunteer Management Policy

**AUTHORISATION**

**Mary Tough**

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**President**

Date of Approval by CBC Committee: **20 February 2025**

Name of Organisation: **Canberra Bridge Club**

# WORKPLACE OCCUPATIONAL HEALTH & SAFETY PROCEDURES

## RESPONSIBILITIES

### The CBC President and other executive officers will:

- be committed to the provision and maintenance of a healthy and safe workplace,
- consult and participate in the CBC's health and safety program
- use risk identification, assessment and control principles to achieve the CBC's health and safety objectives
- inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations and
- participate in the CBC's inductions and implement all safety procedures.

### The CBC President and other executive officers will:

- be committed to the provision and maintenance of a healthy and safe workplace; and
- ensure that all staff receive appropriate training in the policy and related procedures, and that they understand their obligations under the *Work Health and Safety Act 2011* and regulations.

### The Occupational Health and Safety Coordinator will:

- coordinate the identification, development, implementation and review of Work Health and Safety policies and procedures,
- assist supervisors/managers in the identification, assessment and selection of measures to control hazards and risks to health and safety,
- assist supervisors/managers in monitoring and evaluating hazards and risk control measures,
- assist supervisors/managers in the identification, development and provision of appropriate Work Health and Safety - related information, instruction and training,
- monitor and advise on legislative and technical changes relating to health and safety,
- monitor and provide regular reports to the Executive on Work Health and Safety performance, and
- support employees, volunteers, contractors, researchers and visitors and Health and Safety Representatives to follow policies and safe work procedures that have been developed,

### Supervisors/managers will:

- be committed to the provision and maintenance of a healthy and safe workplace,
- consult and participate in the health and safety program,

- use risk identification, assessment and control principles to achieve CBC health and safety objectives,
- inform and train all staff in relevant policies, procedures and health and safety obligations, and
- participate in the CBC's inductions and implement all safety procedures.

**Employees, Volunteers, and Contractors will:**

- participate in health and safety training, actions and activities and support the CBC in its efforts to achieve its health and safety objectives,
- follow reasonable health and safety instructions from managers or supervisors,
- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives,
- aim to work in a way that does not endanger the health or safety of themselves or others,
- properly use and maintain safety equipment,
- make sure visitors follow safety rules in the workplace, and
- participate in the CBC's induction programs and implement all detailed safety procedures.

**The role of the Health and Safety Representative is to:**

- represent employees, volunteers, contractors and researchers from their work/activity group in relation to health and safety matters,
- investigate health and safety related complaints prior to representations to management,
- make representations to management and report back to employees on any matter relating to health and safety,
- discuss with individuals, any proposals or matters which may affect their health and safety,
- assist management in the identification of hazards, the assessment of risks and implementation of risk control measures,
- assist in promoting adherence to health and safety policies and procedures,
- assist in the monitoring of risk controls and health and safety policies and procedures,
- consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of individuals,
- promote the importance of health and safety among all groups,
- monitor the CBC's health and safety performance,
- monitor the rehabilitation of injured individuals, and
- assist in the resolution of health and safety disputes.

The Representative will provide a written report on a quarterly basis, or more frequently if required to the President and the Committee.

## **Manual**

Detailed Work Health and Safety Procedures will be set out in the organisation's Work Health and Safety Manual.

## **Review of Policy and Procedure**

The President in consultation with the Health and Safety Representative will review these procedures annually.

The review will involve assessing the effectiveness of the procedures by (among other things):

- reviewing overall health and safety performance, and
- monitoring the effectiveness of policies and procedures.

## **Dissemination of Policy and Procedure**

The Workplace Occupational Health & Safety Policy and related procedures will be displayed in the workplace and all employees, volunteers, and contractors will be provided with a copy by their supervisor/manager. New employees, volunteers, and contractors will be provided with a copy of the documents as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

## **Related Legislation and Policy**

- *Work Health and Safety Act, 2011* and associated *Work Health and Safety Regulation, 2011*:  
<http://www.legislation.act.gov.au/a/2011-35/current/pdf/2011-35.pdf>
- *CBC Committee's Codes of Conduct*
- *Other relevant codes of conduct/practice*
- *ACT Government WHS Policy Statement*