



## **CROQUET SA**

### **WORK HEALTH AND SAFETY POLICY**

#### **PURPOSE**

This policy shows the commitment of the management and workers in this workplace to health and safety.

Croquet SA is committed to ensuring as far as is reasonably practicable, the health safety and welfare of the working environment for its staff, contractors, volunteers and visitors to its premises.

#### **SCOPE**

This policy applies to the following whether they are in a paid, unpaid or voluntary capacity;

An individual sitting on board, committees or sub-committees, to the extent it is relevant to them,

Employees and volunteers,

Coaches and assistant coaches,

Referees, umpires and other officials,

Other support personnel.

In this policy 'workplace' includes working on-site or off-site, attendance at work-related conference or function, and attendance at a client, sponsor, or other work-related event including social events.

#### **POLICY**

Croquet SA supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.

Croquet SA is committed to a joint and united approach to consultation and resolution of work health and safety issues.

Croquet SA is committed to maintaining work health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development 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
- Prevent incidence of bullying and occupational violence including online bullying and harassment (appendix 1)
- Provide ways for workers to be informed about and involved in health and safety issues at work

- Provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- Conduct regular workplace inspections
- Ensure this policy and all safe work procedures are kept up-to-date

Workers must take reasonable care for their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace.

Follow reasonable instructions given by Croquet SA to protect their health and safety.

Identify and report any workplace incidents or hazards to the Executive Director or the Board of Croquet SA.

Not wilfully interfere with or misuse items or facilities provided.

Visitors and contractors must not put themselves or any other person at the workplace at risk and comply with our safety policy.

Employees and volunteers, coaches and assistant coaches, referees, umpires and other officials and members of croquet clubs affiliated to Croquet SA are required to abide by the Australian Croquet Association Member Protection Policy in particular Clause 4: Code of Conduct.

Other Policies of Croquet SA relevant to this Policy are:

Croquet SA Weather Policy 2014

Smoke Free Policy 2012

Harassment Free Sport Policy 2012

Croquet SA Assistant Dog Guidelines

### **Breach of this Policy**

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, 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 Croquet SA of the services provided by that contractor.

## Appendix 1

### **Bullying and violence at work**

Bullying is repeated, unreasonable behaviour 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).

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