



# Port Stephens Netball Association

## Guide to a safe workplace

Everyone has the right to be safe whilst participating in community sport. This includes volunteer workers and our members who contribute in many ways to our Netball Association.

This policy provides information, responsibility, and actions to comply with WHS Act and the NSW WHS Codes of Conduct and Regulations.

The aim of this policy is to:

- Provide information and advice that will help us comply with WHS laws and incorporate safety management into our operations
- Explain who has responsibility for health and safety under WHS laws (and who does not).
- Include factsheets to help our Association and Member Clubs understand and action their WHS duties.

Information provided in this policy should be used in conjunction with NSW government approved WHS Codes of Practice.

This document is not intended to replace any existing WHS laws, and you should also refer to Safe Work Australia's website at [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) for further information.

### Key Terms

Key Term	Meaning
Person conducting a business or undertaking (PCBU)	A person conducting a business or undertaking (PCBU) is the main duty holder under state or territory WHS laws. They are usually the employer and may be a partnership, company, unincorporated body or association, a sole trader, a government department, or statutory authority. A volunteer organisation is a PCBU if it employs one or more paid workers, in addition to its volunteer base.
Reasonable care	This term describes the standard of care that workers, including volunteers must meet. It means doing what a reasonable person would do in the circumstance having regard to things like: <ul style="list-style-type: none"><li>&gt; the person's knowledge</li><li>&gt; the person's role</li><li>&gt; the person's skills and the resources available to them</li><li>&gt; the person's qualifications</li></ul>

	<ul style="list-style-type: none"> <li>&gt; the information the person has</li> <li>&gt; the consequences to health and safety of a failure for them to act in the circumstances.</li> </ul>
Reasonably practicable	<p>This term is used to qualify or limit some work health and safety duties. If something is reasonably practicable it means it is, or was at a particular time, reasonably able to be done, considering:</p> <ul style="list-style-type: none"> <li>&gt; the likelihood of the hazard or the risk concerned occurring</li> <li>&gt; the degree of harm that might result from the hazard</li> <li>&gt; what the person concerned knows, or ought reasonably to know about the hazard or risk, and ways of eliminating or minimising the risk</li> <li>&gt; the availability and suitability of ways to eliminate or minimise the risk</li> <li>&gt; the cost of eliminating or minimising the risk.</li> </ul>
Volunteer	A person working without payment or reward for a PCBU.
Volunteer association	A group of people working together for one or more community purposes that do not employ any paid workers. Volunteer associations are not covered by the WHS Act.
Worker	A worker is any person who performs work for a PCBU in any capacity, including as a volunteer.

## **Our Association and the law**

WHS is everyone's responsibility.

As our Association does not employ any paid workers (only volunteers), this means we are classified as a volunteer association, and we do not have any responsibilities of a PCBU under WHS laws.

Volunteers who undertake work for volunteer associations that have an affiliation to state and national organisations (who are PCBUs) are covered under the act through affiliation to these organisations.

This means that PCBUs must ensure the health and safety, so far as reasonably practicable, of those volunteers when they are carrying out volunteer work or the volunteers have duties as workers in relation to the work, they are carrying out for Netball NSW and / or Netball Australia through our affiliation.

However, general, and common law duties of organisations who engage volunteers are well established and we know that Australian courts have long recognised that volunteers are owed a general 'duty of care' by the people and the organisations they support. Even as an entirely volunteer-operated association that does not fall under WHS laws, it is a good practice for our Association to provide reasonable care with general WHS duties.

Anyone who can affect health and safety in the workplace has a 'duty of care'. This includes controllers of our facilities (Port Stephens Council and their workers) and our volunteers.

## **Our Steps to Safety**

Port Stephens Netball Association will:

- **Commit to workplace health and safety** by ensuring our volunteer workers:
  - Have a clear understanding of their responsibilities and understand their WHS duties
  - Lead by example
  - Are aware of this document 'the policy'
  - Build a proactive culture of safety

Refer to Factsheet 1 for more information.

- **Plan to work safely** by:
  - Identifying the hazards, assessing the risk and identifying tasks/procedures that control the risks

Refer to Factsheet 2 for more information.

- **Consultation with our volunteers** through:
  - WHS is a standing agenda item at both Council Meetings and Executive Meetings of the Association
  - Sharing of health and safety information through our communications with our volunteers

Refer to Factsheet 3 for more information.

- Development of **health and safety practices** that assist us in identifying hazards and assessing and controlling any risks to health and safety.
  - Develop and implement procedures for reporting safety issues and incidents
  - Review safe work procedures after an incident
  - Involve volunteers in the development

Refer to Factsheet 4 for more information.

- A **notifiable incident** is a serious incident that relates to the work the organisation carries out and involves:
  - The death of a person
  - The serious injury or illness of a person
  - A dangerous incident

Refer to Factsheet 5 for more information.

- **Inform and train** your volunteer workers ensuring that:
  - Committee members are inducted
  - Volunteers are trained in safe work practices
  - Volunteers understand and can demonstrate that they can perform tasks safely

Refer to Factsheet 6 for more information.

- **Monitor and review** ensuring that:
  - Health and safety measures are working as planned and adjust to address what happens in practice, or because of workplace or legislative changes.

Refer to Factsheet 7 for more information.



## FACTSHEET 1 – IDENTIFYING HEALTH AND SAFETY RESPONSIBILITY

This guide helps our Association Committee members to identify who has health and safety responsibilities.

Our Executive Members are responsible for:

- Ensuring compliance with WHS duties
- Taking reasonably practicable steps to provide a safe netball facility and safe ways of working
- Provide our volunteers with information to be informed about and involved in health and safety at our courts.

Our Member Club Committees are responsible for:

- Day to day management of the health and safety of their teams
- Ensuring new volunteers receive information, training, and supervision (where required) to perform their club role



## FACTSHEET 2 – PLANNING FOR SAFETY CHECKLIST

<b>Activity</b>	<b>Who is responsible</b>	<b>Are safety issues addressed? Yes/No</b>	<b>How?</b>	<b>What needs to be done?</b>
Game Day check list	Executive Committee			
Organising tasks / managing environment	Executive Committee			
Managing Risks	Executive Committee			
WHS incidents including reporting	Executive Committee			
Managing Contractors	Executive Committee			
Providing training, information	Executive Committee and / or Member Club Committee			
Pre-training check list	Member Club and / or Association			



## FACTSHEET 3 – CONSULTATION WITH VOLUNTEERS

Under WHS laws Associations are required to talk to our volunteers about any matters that affect health and safety. This might be through having a direct conversation, or through the Associations Council and/or Executive Meetings.

We might do this by:

- Gathering volunteers during a game day to provide information on health and safety
- Inviting volunteers and members to raise any WHS issues they may have
- A standard agenda item at Council and Executive Meetings including reporting any actions taken since the last meeting
- Discussing any planned changes with volunteers which may affect health and safety at our playing facility
- Discussing with volunteers any new hazards identified and possible control measures
- Conducting annual safety inspection in conjunction with game day checks
- Seeking feedback from our volunteers and members

### **Induction – Checklist for new and existing volunteers**

New volunteers should be introduced to our WHS practices through an induction. New and existing volunteers should participate in annual induction to occur shortly after the annual general meeting held each year in March.

### **Introduction**

Explain to your volunteers:

- Nature and structure of our Association
- WHS roles of key people in our Association

### **Job Introduction**

- Demonstrate where appropriate how to do the job safely
- Provide required information to perform role (including supervision if required)
- Introduce the volunteers to other volunteers
- Introduce the first aid offices and show locations of first aid supplies
- Explain and demonstrate emergency procedures
- Show locations of exits
- Show the work area, toilets, drinking water and other facilities

### **Volunteer conditions**

- Advise of required times of duty
- Notification of absences

### **Other Requirements**

- Game day check list
- Canteen procedures and facilities (as appropriate)

### **Health and Safety**

Explain to the volunteer:

- Health and safety policy and safe work procedures
- Roles and responsibilities of people in the Association as outlined in Constitution and Policy Documents
- How to report hazards at the netball facility and how they are controlled
- How to report health and safety issues
- How they will be kept informed about health and safety
- Injury Insurance forms

Name: \_\_\_\_\_ Inducted by: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_





## FACTSHEET 4 – WHS ACTION AREAS

### First Aid

The Association will provide:

- First aid equipment – a well-stocked and accessible first aid kit
- A location to administer first aid
- Trained first aiders
- Signage indicating where first aid is located including defibrillators

### Emergency plan

The Association will have a written critical incident plan that covers:

- Procedures outlining response to various emergencies (medical and other critical incidents)
- Location of emergency evacuation points

### Safe facilities

The Association will provide:

- A safe work environment and facilities including:
  - Safe entry and exit points
  - Clean and tidy work environment
  - Adequate space
  - Maintained floors and surfaces
  - Adequate lighting
  - Adequate ventilation
  - Protection from extreme temperatures / access to shelters
  - Toilets
  - Drinking water
  - Hand washing facilities



## FACTSHEET 5 – INCIDENT NOTIFICATION

The *Work Health and Safety Act 2012 (WHS Act)* requires the regulator to be notified of certain notifiable incidents. This fact sheet will help you decide if the regulator needs to be notified of a work-related, injury, illness or dangerous incident under the Act.

### Information that will be requested

A clear description of the incident with as much detail as possible will help regulators assess whether the incident is notifiable and the need for follow up investigation by the regulator.

Question	Description
What happened? An overview	<ul style="list-style-type: none"> <li>• Provide an overview of what happened</li> <li>• Nominate the type of notifiable incident. Was it a death, serious injury or illness, or a dangerous incident?</li> </ul>
When did it happen?	Date and time.
Where did it happen?	Incident address. Details that describe the specific location of the notifiable incident for example court number or other location canteen – upstairs office.
What happened? A detailed description	Provide a detailed description of the notifiable event.
Who did it happen to?	<ul style="list-style-type: none"> <li>• Injured/ill persons name, date of birth and contact number</li> <li>• Injured/ill persons role (player, coach, spectator)</li> </ul>

How and where are they being treated (if applicable)	<ul style="list-style-type: none"><li>• Description of serious injury or illness</li><li>• Initial treatment of serious injury or illness</li><li>• Where the patient has been taken for treatment</li></ul>
What has /is being done?	Action taken or intended to be taken to prevent recurrence (if any).
Who is notifying?	Executive members name, contact number and position on Executive.



## FACTSHEET 6 – INFORMING AND TRAINING VOLUNTEERS

- Have your new or existing volunteers been inducted on appointment and /or annually?
- Are your volunteers aware of their role description?
- Are your volunteers aware of their WHS responsibilities?
- Have your volunteers been trained where appropriate to perform tasks required?
- Have work safe procedures been developed for identified tasks (not all tasks will require procedures) which may pose a risk to the health and safety of users?
- Do volunteers have access to, been informed of relevant safety information?
- When you introduce new equipment have you trained your volunteers on how to use the equipment safely?



## FACTSHEET 7 – REVIEWING YOUR SAFETY SYSTEM

Once you have worked your way through this guide, it is time to review steps **you** have taken to improve the way Port Stephens Netball Associations manages WHS. This will help you identify areas you may still need to address, It does not ensure you have done all you need to do to comply with your WHS duties.

### Review Checklist:

- I completed this guide to safe workplace on \_\_\_/\_\_\_/\_\_\_
- The Association Executive Committee understands its WHS responsibilities
- The Association Executive Committee know where to go to get free information and advice about WHS
- All volunteers in the Association are aware of our WHS
- Our volunteers understand their WHS duties at our netball facility
- Our Executive Committee regularly talks with volunteers about WHS matters
- Volunteers are involved in decisions that may affect their health and safety
- Our Association has access to relevant WHS laws and Codes of practice to help address specific hazards
- The Association Executive Committee and volunteers have identified hazards in the netball facility environment
- In the event someone is injured or made ill at the netball facility, it is recorded
- The Association have first facilities, resources, and procedures for our netball facility
- The Association Executive Committee will review the health and safety procedures annually by November for implementation in the forth coming year or immediately as appropriate.

## **Work health and safety essentials**

### **Consultation**

The WHS Act requires our Association to consult with workers, including volunteers, so far as is reasonably practicable, about WHS matters that affect them. Talking to your volunteers and other workers is a good way to ensure they contribute to the identification of hazards and the assessment and control of any risks they face when they carry out their work.

Information sharing about WHS can be carried out in various ways – there is no one right way to talk about WHS. Ways we might communicate with our volunteers and members on WHS may include:

- Regular digital information which features WHS information for example our member club COVID Safe Chat for Member Clubs Presidents
- Updating notice boards with information
- Creating a safe space where volunteers can provide suggestions
- During our Council and Executive Member meetings
- Holding short / specific health and safety catch ups relevant to netball as required

### **Consultation with other duty holders**

Often more than one PCBU operates at a workplace and people share responsibility for WHS. This is common for sporting clubs who lease facilities or share with other sporting groups.

In these instances, you must consult, cooperate, and coordinate with all other PCBUs who have a WHS duty (for example Port Stephens Council, Netball NSW).

### **Risk assessment**

A safe and healthy workplace does not happen by chance. You must think about what could go wrong and what are the consequences of this. Then you must do whatever you can, that is reasonably practicable to eliminate or minimise the health and safety risk arising.

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

1. Identify the hazards – find out what could cause harm
2. Assess the risk – to 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 risks – implement the most effective control measures that is reasonably practicable in the circumstances.
4. Review control measures – to ensure they are working as planned.

### **Association actions to take:**

- Develop and implement procedures
- Train and inform volunteers
- Monitor and review
- Notify of incidents

### **More Information**

For further information on safe work practices for sporting organisations refer to Safe Work Australia at [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

### **Notifying of reportable incidents**

NSW work health and safety authority

WorkCover NSW

Website: [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

Phone: 13 10 50

Person conducting a business or undertaking (PCBU)

Netball NSW

Website: [www.netballnsw.com](http://www.netballnsw.com)

Email: [netball@netballnsw.com](mailto:netball@netballnsw.com)

Phone: 02 9951 5000

Port Stephens Council

Website: [www.portstephens.nsw.gov.au](http://www.portstephens.nsw.gov.au)

Email: [council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au)

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