

## WHS001 Work Health and Safety Policy

**Legal Application:** As per s.27 (5) (b) the 'officer' must gain an understanding of the business operations and develop processes to minimise the associated hazards and risks.

Work Health and Safety (WHS) Act 2011 s.19 contains the primary duty of a 'person conducting a business or undertaking' (PCBU) to ensure so far as is reasonably practicable the health and safety of workers and others in the workplace. A statement of Policy or 'intent' fulfils this requirement.

### Reference Documents:

- Best practice and Risk management principles. SafeWork NSW WHS toolkits – Managing Risk

### Goulburn Club Organisational Structure

The Goulburn Club is a small registered club administered by a Board, comprising a President, Vice President, Treasurer, Secretary and up to 5 additional Board Members. All Board members are volunteers, and administer the Club in a part time capacity. The Board is elected on an annual basis at the Annual General Meeting. The Goulburn Club Board is responsible for both strategic and operational management of the club. Therefore the Goulburn Club Board covers all roles covered by the following terms: a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, Managers.

### Obligations

In accordance with the Work Health and Safety Legislation 2011 we recognise our moral and legal obligations to ensure so far as is reasonably practicable, the health and safety of workers (employees, apprentices, work experience students, contractors, volunteers, and labour hire employees). We are committed to ensuring so far as is reasonably practicable, the health and safety of others, being our patrons, guests and visitors. We are committed to implementing and maintaining a Work Health and Safety Management System in consultation with workers.

### Objectives

So far as is reasonably practical we will:

- provide a safe and healthy workplace for all workers
- provide safe plant and systems of work
- provide written procedures and instructions that ensure safe systems of work
- ensure compliance with WHS legislation and current industry standards
- provide relevant training, information, instruction, and supervision to workers and others to ensure their health and safety
- provide assistance and ongoing support to employees regarding WHS issues.

### Responsibilities

All workers are responsible and will be held accountable for implementing those aspects of the Policy for which they are responsible. Performance will be measured regularly in accordance with venue policy.

### Designated 'Officers' and Management will:

- provide a venue in a safe condition
- drive the development, promotion and implementation of health and safety policies and procedures
- ensure the development, promotion and implementation of workplace hazard/risk identification and management processes
- ensure training is provided to workers in the safest method to perform their work tasks
- provide and ensure usage of, adequate resources and information to meet our venue's commitment to Work Health and Safety.

### Workers will:

- take reasonable care for their own health and safety, as well as the health and safety of others
- follow all procedures detailed within our venue WHS Policy and Procedures

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- report any injury, illness, hazard or unsafe work practice to Management as they occur.

### Consultation

As per the relevant WHS legislation, we are committed to consultation with all workers regarding work health and safety.

Policy Authorised by: Elly Spark \_\_\_\_\_ (Director)

Date: 12/03/23    Next Date of Review: \_\_12/03/2024\_\_\_\_\_ (12 months)

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