



New South Wales Ice Skating Association Inc

NSWISA Work, Health and Safety Policy

Date Approved:	19/03/2024	Effective Start Date:	15/03/2022
Policy Number:	NSWISA0016	Version Number:	1.0
Review Date:	March 2025		
Related Policies/Procedures/Forms:	Work Health & Safety Act 2011 Work Health & Safety Regulations 2011		

1. Introduction

Effective management of Work Health & Safety risks depend on the commitment and cooperation of all people involved in the sport of Figure Skating in NSW. NSWISA is committed to providing a safe environment for its staff, volunteers and participants within its allocated place of business and at all NSWISA events.

NSWISA is also committed to effective and meaningful communication and consultation with its Member Clubs to ensure the Work Health & Safety Act 2011 is complied with at all NSWISA sanctioned Club events.

This policy has been developed with reference to the Work Health & Safety Act 2011 (WHS Act) and the Work Health & Safety Regulations 2011 (WHS Regulations). The WHS Act sets out the legal obligations that must be complied with to provide for the health and safety of workers. The WHS Regulations expand on the requirements of the WHS Act by providing further details on how the Act is to be complied with.

2. Scope and Purpose

Work Health and Safety is of fundamental importance to NSWISA. Maintaining a safe work and event environment requires the cooperation of all people who participate, in any capacity, in figure skating within NSW.

Under the WHS Act, NSWISA is a "person conducting a business or undertaking" (PCBU) and as a result is committed to providing a safe and healthy working environment for all staff & volunteers.

The WHS Act imposes a duty on the Board of NSWISA to ensure that risks to health and safety are eliminated so far as is reasonably practicable. If it is not reasonably practicable to eliminate the risk, NSWISA have a duty to minimise the risk so far as is reasonably practicable.

All NSWISA employees, volunteers and participants are required to conduct themselves in a safe manner, adhering to the NSWISA Work, Health and Safety Operational Policy and to report without fear of repercussion any risks or hazards to health and safety they encounter.



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NSWISA has a primary duty of care to those under their direction by ensuring:

- Safe systems of work
- Safe working environment
- Safe use of plant, equipment, structures and substances
- Adequate facilities to ensure the welfare of workers
- Notification and recording of WHS incidents
- Adequate information, training, instruction and supervision is provided

3. Application

This application of this Policy applies to NSWISA events & NSWISA sanctioned events. Event Convenors and/or other persons as nominated by Clubs or NSWISA shall be familiar with this Policy and complete and sign the Acknowledgement at the conclusion of this Policy annually.

4. Key Definitions

The following definitions are from the Legislation referred to above:

Officer - An officer is a person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.

Persons Conducting a Business or Undertaking (PCBU) - A person conducts a business or undertaking:

- a) Whether the person conducts the business or undertaking alone or with others; and
- b) Whether or not the business or undertaking is conducted for profit or gain

Reasonably Practicable - Means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:

- a) the likelihood of the hazard or the risk concerned occurring, and
- b) the degree of harm that might result from the hazard or the risk, and
- c) what the person concerned knows, or ought reasonably to know, about:
 - I. the hazard or the risk, and
 - II. ways of eliminating or minimising the risk, and
- d) the availability and suitability of ways to eliminate or minimise the risk, and
- e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk

Worker - A person who carries out work in any capacity for a person conducting a business or undertaking. This includes employees, contractors or subcontractors, volunteers, trainees, and others.

Workplace - A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.



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5. Responsibilities

5.1 The Board of NSWISA

The Board is responsible for the overall implementation of this Policy. The responsibility includes ensuring staff & volunteers are able to meet their obligations through the provision of adequate budgets, the allocation of resources, and the availability of specific guidelines for achieving NSWISA Health and Safety Standards.

The Board will ensure they are exercising due diligence, as required by the WHS Act. Oversight of WHS matters rests with the Board. The role of the officers is to ensure that the resources and the systems of NSWISA are adequate to comply with all its WHS obligations.

NSWISA will take reasonable steps to:

- Acquire and keep up to date with knowledge of WHS matters
- Gain an understanding of NSWISA business operations and the associated hazards and risks
- Ensure NSWISA has available for use, and uses, the appropriate resources and processes to eliminate or minimise risks to health and safety
- Ensure NSWISA has appropriate processes for receiving and considering information regarding incidents, hazards, risks and responding in a timely manner to that information
- Ensure NSWISA implements processes for complying with any duty or obligation under the WHS Act
- Verify the provision and use of resources and processes required for compliance

5.2 Workers

A worker (employee, contractor or subcontractor) must, while at work:

- Take reasonable care for their health and safety
- Take reasonable care for the health and safety of others
- Comply with the WHS legislation and any reasonable instruction by NSWISA
- Ensure that they know how to use equipment safely and that all equipment is used in the correct manner
- Use any personal protective equipment provided by NSWISA to protect safety and ensure that the equipment is used correctly
- Participate in WHS training where directed
- Participate in WHS consultation
- Report all incidents and accidents at the workplace in accordance with the appropriate policies. This includes both actual accidents and 'near misses' (that is, where an incident has occurred which had the potential to cause personal injury or damage to NSWISA property, even if no injury or damage occurred at the time)



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5.3 Volunteers

Volunteers of NSWISA have the same responsibilities as a paid worker/employee under the WHS Act. Volunteers must exercise due diligence to ensure the PCBU fulfils its health and safety obligations under the WHS Act including its primary duty of care to all workers.

5.4 Clubs

A Club that is hosting an event must:

- Take reasonable care for the health and safety of all staff, volunteers and participants attending the event
- Comply with the WHS legislation and any reasonable instruction by NSWISA
- Conduct a risk assessment of the venue prior to the event taking place

5.5 Others

Visitors, contractors, clients, customers, spectators, friends and family at a workplace have work health and safety (WHS) responsibilities and must:

- Comply with the legislation and any reasonable work health and safety instructions at the workplace
- Take reasonable care to not put themselves or others at risk

6. Hierarchy Of Risk

A key requirement of the work health and safety legislation is for NSWISA to systematically manage risks arising from hazards. There must also be effective consultation and communication with the key stakeholders involved about these risks and how they are to be managed.

NSWISA's risk management system has been developed to assist NSWISA to achieve compliance with the legislation. There are five steps in the system used to manage work health and safety risks:

1. **Identify** hazards and hazardous situations
2. **Assign** priority for each hazard
3. **Assess** the risk to find out exactly what makes it hazardous
4. **Control** the risk(s) or fix the problem(s)
5. **Evaluate** periodically to check that work health and safety risks are being effectively managed.

Risks and or hazards can be assessed using Figure 1.



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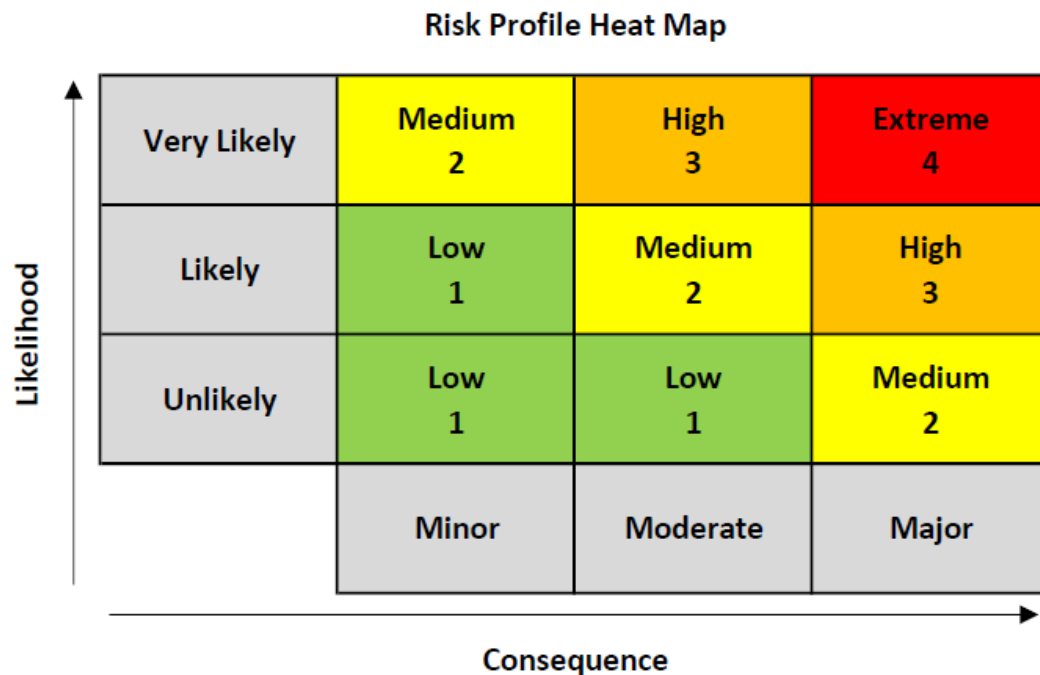


Figure 1

NSWISA will follow the following hierarchy of hazard control:

- Eliminate the hazard or task if the risks outweigh the potential benefits
- Substitute the hazard with something less hazardous
- Isolate the hazard by using barriers or distance
- Use engineering controls, such as local exhaust ventilation to remove dust/fumes, or automate processes
- Minimise the size or volume of the hazard and the duration of exposure to the hazard
- Rearrange the work area or work flow
- Establish safe work practices, such as restricting access to an area, keeping an area free of clutter, and being prepared for emergencies
- Provide training and supervision appropriate to the level of expertise of the personnel involved; As a minimum, this would include familiarisation with local hazards and their control, safe work methods and emergency procedures
- Wear personal protective equipment such as robust footwear, gloves, jackets etc., as a secondary measure to supplement the other agreed risk controls



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7. Consultation

NSWISA recognises the importance of consulting with employees, Members, Clubs, volunteers and contractors in relation to health and safety issues. A safe work environment is more easily achieved when everyone involved communicates to identify hazards and risks, and works together to find solutions.

Employees, Members, Clubs and volunteers are encouraged to express their views and raise health and safety issues by contacting NSWISA Administration. NSWISA is dedicated to providing a two-way consultation process which includes:

- The sharing of relevant WHS information
- All stakeholders are given opportunities to express their views and to raise health and safety issues
- Employees and volunteers are given opportunities to contribute to the decision-making process relating to health and safety matters
- The views of employees and volunteers are considered and stakeholders are advised of outcomes in a timely manner

8. Reporting Safety Concerns and Incidents

All accidents, injuries and potential safety hazards must be reported as soon as possible to NSWISA Administration. NSWISA will keep a record of all work-related illnesses and/or injuries, no matter how slight, to comply with WHS legislation. NSWISA aims to ensure that any existing safety hazards are corrected. A log is kept by NSWISA Administration. It is unlawful to discriminate against or victimise any worker because the worker raises an issue or concern about a workplace matter that he or she considers is not safe or is a risk to health.

9. Training and Development

All workers are required to ensure they have read and understood this Policy. Ongoing updates will occur at regular intervals. All workers are encouraged to review and supply feedback regarding this Policy and its changes so that amendments can be implemented as necessary. Employees are encouraged to attend training courses and in-service opportunities that enhance their contributions to WHS issues.

10. Acknowledgement of Understanding

The Acknowledgement page is to be completed, removed from the Policy document and returned to NSWISA Administration by the Event Convener and/or other person as deemed by the Club or NSWISA.

If you have any concerns or questions regarding the Policy please seek advice from NSWISA Administration.



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Version History:

Version	Approval Date	Change
1.0	15/03/2022	Policy Introduction
1.0	21/03/2023	Policy Renewal
1.0	19/03/2024	Policy Renewal



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NSWISA Work, Health and Safety Policy Acknowledgement of Understanding

Name:

Role:

I acknowledge that I have read this Policy and understand it and the processes involved with regard to WHS and my role in NSWISA activities. I agree to abide by this Policy at all times when undertaking activities covered by this Policy.

I acknowledge that I have a duty of care to all people present at such times, and will follow all directions to help ensure the welfare of all.

Signed:

Date: