



# New South Wales Ice Skating Association Inc

## NSWISA Work, Health and Safety Operational Policy

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### 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 members within its allocated place of business and at all NSWISA hosted events throughout the Figure Skating Season.

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 Club and Interclub hosted events and competitions.

This policy has been developed with reference to the Work Health & Safety Act 2011, the Work Health & Safety regulations 2011 and WorkCover NSW Work Health and Safety Fact Sheets 1 - 8.

**1.1. Work Health & Safety Legislation** New Work Health and Safety (WHS) laws commenced in NSW on 1 January 2012. The WHS laws replaced the Occupational Health and Safety (OHS) laws in NSW.

From 1 January 2012, WorkCover NSW will administer and provide advice on the:

- Work Health and Safety Act 2011 (WHS Act)
- Work Health and Safety Regulation 2011 (WHS Regulation).

The WHS Act sets out the legal obligations that must be complied with to provide for the health and safety of workers.

The WHS Regulation expands on the requirements of the WHS Act by providing further details on how the Act is to be complied with.

Compliance and enforcement of WHS legislation in NSW is the role of WorkCover NSW and the Department of Trade and Investment for mining workplaces.



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The work health and safety legislation is supported by the WorkCover compliance policy and prosecution guidelines that supplement the National compliance and enforcement policy.

### **1.2. 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 peoples who work, in any capacity, for the benefit of Figure Skating within NSW.

Under the Work Health and Safety Act 2011, 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 its employee(s), Executive, Council Members, Technical Personnel, Judges and volunteers.

The WHS Act 2011 imposes a duty on the Executive and Council 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 those risks so far as is “reasonably practicable”.

The Executive and Council of NSWISA are those elected at the Annual General Meeting each year and include but is not limited to:

- President
- Vice President x 2 positions
- Secretary
- Treasurer
- Council Members

The purpose of this standard Operating Policy is to communicate the Health and Safety responsibilities of NSWISA to employees of NSWISA, Figure Skating Clubs under the guidance of NSWISA, Technical and Judging personnel and other volunteers.

All NSWISA employee(s) and volunteers are required to conduct themselves in a safe manner, adhering to the NSWISA WHS Policy and to report without fear of repercussion any risks or hazards to Health and Safety they encounter.

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

- Safe systems of work



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

## 2. Key Definitions

The following definitions are from the Legislation referred to above:

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“

Under this definition NSWISA are deemed to be a PCBU (WorkCover Authority of NSW Fact Sheet, 2011)

### **Worker**

‘a person who carries out work in any capacity for a person conducting a business or undertaking’ (WHS Act 2012, s1.3.2.7) includes: employees, contractors or subcontractors, volunteers, trainees, and others

### **Workplace**

‘a place where work is carried out for a business or undertaking and includes anyplace where a worker goes, or is likely to be, while at work’ (WHS Act 2012, s1.3.2.8)

### **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’. This includes Executive members & Council members. (WorkCover Authority of NSW Fact Sheet, 2011)

### **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



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- 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' (WHS Act 2012, s2.1.2.18)

### **3. Responsibilities**

#### 3.1. The Executive of NSWISA

The Council of NSWISA is responsible to WorkCover NSW for the overall implementation of this WHS 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.

#### 3.2. The Council of NSWISA (Executive included)

The officers (Executive and Council) of NSWISA will ensure they are exercising due diligence, as required by the WHS Act 2012. Oversight of WHS matters rests with the Executive and Council. 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 way 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

#### 3.3. Workers

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

- take reasonable care for their health and safety
- take reasonable care for the health and safety of others



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- 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)

### 3.4. Volunteers

Volunteers of NSWISA have the same responsibilities as a paid worker/employee under the Work Health and Safety Act 2011 (WHS Act).

Volunteers must exercise due diligence to ensure the PCBU fulfils its health and safety obligations under the Work Health and Safety Act 2011 including its primary duty of care to all workers.

### 3.5. Clubs Hosting NSW ISA Events

A Club that is hosting an event for NSWISA must:

- take reasonable care for the health and safety of any Officers, Officials or volunteers attending the event
- take reasonable care for the health and safety of others as defined in this document
- comply with the WHS legislation and any reasonable instruction by NSWISA
- conduct a risk assessment of the venue prior to the event taking place

### 3.6. 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.



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### 3.7. Health and Safety Representative

NSWISA will appoint a Health and Safety Representative (HSR). The HSR's role is independent to any other role on the council and is appointed every 12 months.

The duties of the Health and Safety Representative (HSR) as outlined in the WHS Act 2011, are:

- to facilitate cooperation between NSWISA and its employee(s), members, affiliated Clubs & volunteers in instigating, developing and carrying out measures designed to ensure health and safety for all at work
- to assist in developing standards, rules and procedures relative to health and safety
- to undertake other functions prescribed by the WHS Regulations or agreed between NSW ISA
- may monitor measures taken by NSWISA to comply with the WHS Act 2012
- may investigate complaints from staff and volunteers relating to work health and safety
- may inquire into anything that appears to be a risk to work health and safety to their workgroup colleagues
- may undertake other functions as outlined in the WHS Act 2012

### 4. 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 the 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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Likelihood ↑	Very likely	Medium 2	High 3	Extreme 5
	Likely	Low 1	Medium 2	High 3
	Unlikely	Low 1	Low 1	Medium 2
	What is the chance it will happen?	Minor	Moderate	Major
		← Impact →		

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 eg., substitute inadequate electrical accessories with others that are more suitable
- Isolate the hazard by using barriers or distance eg bollard around slippery or cracked surfaces.
- Use engineering controls, such as local exhaust ventilation to remove dust/fumes, or automate the process.
- Minimise the size or volume of the hazard and the duration of exposure to the hazard. Eg; maximum time to be spent on Judging panels before breaks
- Rearrange the work area and work flow
- Establish safe work practices, such as restricting access to the area, keeping the area free of clutter, being prepared for emergencies e.g., spills, and prepare and use safe work method statements
- 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.

## 5. Consultation

NSWISA recognises the importance of consulting with employee(s), members, volunteers and contractors in relation to health and safety issues. A safe work environment is more easily



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achieved when everyone involved communicates to identify hazards and risks, and works together to find solutions.

## 5.1. What does consultation mean?

Employee(s), members and volunteers are encouraged to express their views and raise health and safety issues by contacting the HSR or a NSWISA representative. NSWISA is dedicated to providing a two-way consultation process which includes

- The sharing of relevant WHS information
- Employee(s) and volunteers 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 are advised of outcomes in a timely manner.

## 6. Reporting Safety Concerns and Incidents

All accidents, injuries and potential safety hazards must be reported as soon as possible to the HSR. 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 Record of Injuries is kept by the NSWISA Administration and Support Officer. 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.

## 7. Communicating the Policy

This Policy will be available on the NSWISA website. Regular updates will be distributed to members in NSW ISA Communications via email.

### **7.1. Training and Development**

All staff 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.

## 8. Acknowledgement of Understanding

### **Work Health and Safety Policy**





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This page is to be completed, removed from the Policy document and returned to NSWISA Administration and Support Officer. If you have any concerns or questions regarding the policy please seek advice from the HSR.

Name: .....

Area of Responsibility: .....

I acknowledge that I have read this policy with the processes involved with WHS and my role in any procedures. 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: .....