

Jimboomba Tennis Club Incorporated

Jimboomba Park, South Street, Jimboomba. Qld.

Safety Management Responsibilities

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Jimboomba Tennis Club Inc.
P O Box 23, Jimboomba. Qld. 4270
Jimboomba Park, South Street, Jimboomba. Qld.

1.0 Purpose

To ensure that the responsibilities of committee members, volunteers and other persons involved with Jimboomba Tennis Club have been adequately defined in order to comply with Queensland Workplace Health and Safety requirements.

1.1 Scope

This safety plan outlines the overall responsibilities for committee members and other persons performing work at Jimboomba Tennis Club either on a voluntary or paid basis.

1.2 Legal Obligations

There are two major aspects of legal liability in the area of occupational health and safety, namely statutory requirements and common law.

In Australia occupational health and safety statutory requirements involve a core statute such as an occupational health and safety Act, which requires all people involved (including manufacturers, suppliers, contractors, employers and employees) to take responsibility for occupational safety and health in a broad respect and is supported by detailed regulations.

Common law on the other hand is based on the duty of care owed by one person to another in regard to damage to person or property.

1.3 Committee Members

The Club Presidents overall responsibility for health and safety management is to:

- Be responsible for compliance with Legislation and Standards.
- The provision of a safe and healthy working and sporting environment at Jimboomba Tennis Club.
- Ensure that health and safety is considered in the design, construction, installation and commissioning of new facilities.
- Ensure health and safety issues relating to the 'work environment' are communicated to all persons working (voluntarily or paid) as well as all those who may be impacted by the 'work environment'.

- Ensure that all persons working at Jimboomba Tennis Club are aware of:
 - Emergency procedures/process and assembly points;
 - First Aid facilities;
 - Location of nearest medical facilities;
 - Hazards associated with the facility (canteen, uneven surfaces etc);
 - Process for notifying Committee Members of any safety concern that they in relation to the facility.

1.4 Contracted Coaches

The Coaches overall responsibility for health and safety management is to:

- Be committed to the Company Health and Safety policies and procedures and to actively participate in all matters concerning the health and safety program.
- Be responsible for compliance with Laws and Standards.
- Implement employment and induction procedures for employees, contractors and visitors.
- Manage work practices and procedures in the work place.
- Implement policies, procedures and training.
- Rectify hazards within your control and inform the Club President of hazards for which the controls and measures are outside your authority.
- Ensure that accidents and incidents are reported and investigated thoroughly and where necessary result in the implementation of corrective action.
- Perform and make record of regular inspections of the facilities.
- Ensure as far as possible that any person requiring medical treatment as the result of a work place injury is treated by an appropriately qualified medical practitioner.

1.5 Club Volunteers

The volunteers overall responsibilities for health and safety management are to:

- Be committed to the Company Health and Safety policies and procedures and to actively participate in all matters concerning the health and safety program.
- Participate in the safety induction training of all new employees and contractors.
- Ensure adequate supervision within the specific guidelines of the company policies and procedures.

- Ensure that First Aid supplies are maintained.
- Ensure that all relevant personnel are supplied with and use the appropriate personal protective equipment.
- Participate in safety audits and inspections.
- Ensure all hazards, incidents and accidents are reported and investigated thoroughly and where necessary, result in the implementation of corrective action.
- Train employees and contractors in the company's work practices and procedures
- Supervise work practices and procedures.
- Ensure that operators are supplied with and make appropriate use of personal protective equipment and that safe work practices are adopted.
- Ensure a good level of housekeeping is maintained.
- Ensure as far as possible that any person requiring medical treatment as the result as the result of a workplace injury, is treated by the company consultant doctor.
- Assist in the rehabilitation process.

1.6 Club Members

Club Members overall responsibilities for health and safety management are to:

- Be committed to the Company Health and Safety policies and procedures and to actively participate in all matters concerning the health and safety program.
- Actively participate in health and safety training.
- Take steps within your control to maintain your own safety and health and that of your fellow employees, contractors and visitors.
- Follow all safe work procedures.
- Ensure that personal protective equipment is used appropriately and maintained in safe and good condition.
- Report all hazards, incidents and accidents to your Supervisor/Manager.
- Participate in and support health and safety improvements in the workplace.
- Make appropriate use of personal protective equipment.

1.7 Service Contractors

Service Contractors overall responsibilities for health and safety management are to:

- Notify the Responsible person when attending the Tennis Centre to perform work.
- Take all steps within their control to maintain their own health and safety and the health and safety of their fellow workers.
- Report hazards, incidents and accidents.
- Follow all safe work procedures.
- Make appropriate use of personal protective equipment.
- Carry worker's compensation and public liability insurance.
- Ensure their tools and equipment is in good and safe working order.

2.0 Training and Information

The Jimboomba Tennis Club will provide details of Emergency evacuation routes and assembly points, public amenities and First Aid Treatment areas to all personnel (Employee, Contractor, Visitor or Volunteer) entering the Jimboomba Tennis Centre.