



Little Athletics ACT

WORK HEALTH & SAFETY POLICY

Everyone has a right to be safe at work.

Little Athletics ACT (LAACT) is committed to providing safe and healthy working environments for its employees and other workers, including volunteers. Everyone involved in LAACT contributes to the implementation and maintenance of healthy and safe environments.

This policy sets out the responsibilities of LAACT in complying with the model work health and safety laws, and describes the duties of employees, volunteers and other workers in helping to ensure a safe and healthy workplace.

This policy also contains guidelines to support and promote safe and healthy workplaces, robust work health and safety systems and a commitment to building a risk management culture across LAACT.

In circumstances where guidance about work health and safety issues has not been given in this policy, please seek advice from the LAACT Health & Safety Officer or the LAACT Office.

1. POLICY STATEMENT

In exercising its commitment to protecting the physical safety and mental health of its employees, volunteers, and other workers (herein referred to as 'workers'), LAACT will:

- prioritise and promote safety in the workplace in its strategic and operational planning, design and implementation activities;
- consult with workers so far as reasonably practicable, about work health and safety matters that affect them;
- provide information, training and instruction or supervision to all workers to ensure they can carry out their work safely;
- develop and implement work health and safety policies, guidelines, tools and resources;
- implement and proactively manage a LAACT Work Health and Safety Management System (WHSMS);
- strive to resolve issues about work health and safety arising out of work carried out at the workplace or the conduct of LAACT, expeditiously;
- provide a supportive environment for injured workers to return safely to work as quickly as possible; and
- advise WorkSafe ACT, as soon as practical, of any notifiable (serious) incidents occurring as a result of the work of LAACT.

1.1. Coverage

This policy applies to all persons who carry out work in any capacity for LAACT including:

- employees;
- volunteers;

- persons appointed or elected to the Board of Management, and/or LAACT or Centre committees and sub-committees;
- Association Officers;
- coaches;
- officials;
- athletes;
- support personnel such as Age Managers, Carnival Managers, and their assistants;
- contractors or subcontractors, or an employee of a contractor or subcontractor;
- trainees and work experience students; and
- visitors.

3.2. Scope

Work health and safety involves the assessment and mitigation of risks that may impact the health, safety or welfare of persons in the workplace. The workplace may include, but is not limited to:

- offices and other buildings;
- residences (when working from home);
- event sites;
- competition or training locations; and
- conference or meeting facilities.

2. GUIDELINES

The following guidelines set out the duties and obligations of various work health and safety roles in contributing to healthy and safe outcomes at LAACT workplaces and events.

2.1 Officers

An Officer is a person who makes, or participates in, making decisions that affect the whole, or a substantial part of the organisation.

Under work health and safety legislation, the LAACT Board of Management are considered 'officers' and as such, have a duty to exercise due diligence, be proactive, and ensure that LAACT complies with its obligations in accordance with these laws.

Officers must, as far as reasonably practicable, exercise due diligence by ensuring that they:

- acquire and maintain knowledge of work health and safety matters;
- gain an understanding of the operations of LAACT, including competitions and training, and the hazards and risks associated with those operations;
- ensure that LAACT has, and uses, appropriate resources and processes to eliminate or minimise risks to work health and safety in all workplaces;
- ensure that LAACT has appropriate processes in place for reporting incidents, hazards and risks, and responding in a timely way; and
- monitor work health and safety arrangements.

2.2 Workers

A Worker is someone who carries out work in any capacity for LAACT including employees, contractors, volunteers, officials, coaches, athletes and work experience students.

Workers have work health and safety obligations to themselves, and also to their workmates. They must:

- take reasonable care for their own health and safety while at work, and take care their actions, or lack of action, does not adversely affect the health and safety of others;

- comply with any reasonable instructions given for work health and safety including those documented in policies and guidelines;
- foster a healthy and safe working environment including during competitions and training activities;
- complete any training and education programs provided to increase their health and safety awareness;
- use any safety equipment and/or clothing provided in accordance with the instructions about its safe and correct use;
- report hazards and incidents that have caused, or may cause, injury or illness, using the prescribed reporting form;
- not wilfully or recklessly interfere with, or misuse, anything provided for work health and safety at the workplace;
- not wilfully place others at risk; and
- not wilfully injure themselves.

2.3 Other Persons

Other persons including visitors, attending or participating in events provided by LAACT or its affiliated Centres, must take reasonable care:

- for their own health and safety;
- to report any hazards or incidents that have been caused, or may cause, injury or illness, to the Centre or LAACT Office; and
- to ensure that their act/s, or lack of action, does not adversely affect the health and safety of other people.

This duty applies to all people in the workplace and competition environment, regardless of whether or not those persons are employed by LAACT or are volunteers or spectators.

3. RISK MANAGEMENT

A safe and healthy workplace does not happen by chance or guesswork – it takes risk management.

There are a number of steps to eliminating or minimising health and safety risks in the workplace. These involve:

- identifying hazards – find out what could cause harm;
- assessing the risks – 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;
- controlling risks – implement the most effective control measure that is reasonably practicable in the circumstances, and
- reviewing control measures – to ensure they are working as planned.

3.1 Strategies

LAACT has adopted a risk management approach to identifying and managing health and safety risks, with the aim of providing healthy and safe environments and workplaces.

The risk management strategies used by LAACT includes:

- conducting work health and safety risk assessments annually at the commencement of the season at both Centre and association levels, to ensure that hazards and risks have appropriate control measures in place;
- conducting site inspections prior to the commencement of competitions and events to identify and eliminate hazards;
- documented work health and safety policies, guides, tools and resources to manage and mitigate identified risks;

- as required, conducting risk assessments of proposed, or newly purchased, equipment, and any changes to processes, including the development of standard operating procedures and Safe Work Method Statements (SWMS) prior to the use of the equipment; and
- established hazard, injury and incident reporting procedures including incident investigation, as required.

4. INCIDENT REPORTING

All workers must report incidents, hazards and near misses using the LAACT injury reporting form as soon as practicable after identification. Supervisors can lodge an incident report on behalf of the worker if the worker is unable to do so.

An incident register will be maintained by the LAACT Health and Safety Officer and available only to the Health and Safety Officer, the Administration Director, the LAACT Executive Officer and the Administration Assistant.

The incident register will record the incident details including any follow up actions. Information gathered from incident reports will be used to assist injured or ill worker/s or others, and to rectify any unsafe workplace situations or conditions.

De-identified incident data will be provided to the LAACT Board of Management to assist in meeting due diligence requirements. Where sufficient data is received, analysis of incident trends shall also be provided.

Any notifiable (serious) incidents will be reported by LAACT as soon as it is reasonably able, to WorkSafe ACT.

5. WORK HEALTH & SAFETY MANAGEMENT SYSTEM

LAACT, in conjunction with the Health and Safety Officer, will implement and proactively manage, the Work Health and Safety Management System (WHSMS).

This system includes:

- Governance documentation (policies and guidelines); and
- Instructional and educational information (tools and resources).

The Work Health and Safety Management System will be reviewed every two years to ensure compliance with relevant legislation and best practice principles. It shall be published on the LAACT website for public information.

Consultation on the system will occur at Annual General Meetings/Conferences, with the final documentation to be provided to the LAACT Board of Management for endorsement.

6. RESPONSIBILITIES

The *Work Health and Safety Act (2011)* imposes duties and responsibilities on LAACT, as well as individuals including officers, workers and other persons, that cannot be outsourced, transferred or delegated to another duty holder.

LAACT shall ensure, so far as is reasonably practicable, the health and safety of workers, and that the health and safety of other persons, is not put at risk, from its work and activities.

In consultation with workers, LAACT will:

- provide and maintain a work environment without risks to health and safety;
- assess risks and implement appropriate measures for controlling them;
- provide and maintain safe machinery, equipment and structures, and safe systems of work;

- ensure the safe use, handling and storage of machinery, equipment, structures and substances;
- provide adequate facilities for the welfare of workers, including volunteers, for example toilets and first aid facilities; and
- provide information, training and instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from their work.

Individuals, including officers, workers and other persons will:

- take reasonable care for their own health and safety;
- take reasonable care to ensure they don't affect the health and safety of other people, for example, other employees, volunteers, or members of the public;
- comply, so far as they are reasonably able, with any reasonable instruction that is given to them by LAACT; and
- co-operate with any reasonable policy or procedure that LAACT has provided to them.

7. DEFINITIONS

Board of Management means the committee of the ACT Little Athletics Association having the management of the Association.

contractor means a person or business that provides goods or services for another person or business under an express or implied agreement.

duty holder means any person who owes a work health and safety duty under the *Work Health and Safety Act 2011*, including a person/s conducting a business or undertaking, an officer or a worker.

employee means an individual employed, or usually employed, on a full time, part time or casual basis, by Little Athletics ACT.

notifiable incident means a serious incident that relates to the business or activities being undertaken, including the death or serious injury or illness of a person, or a dangerous incident.

officer means a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of LAACT's activities.

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.

subcontractor means a person or business who is awarded part of an existing contract by a contractor, to perform work.

substance means any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour.

volunteer means a person who performs all duties on a voluntary basis, of their own free will, and does not receive payment for work, and is not entitled to a salary or any other entitlements associated with employment.

worker means a person carrying out work in any capacity for LAACT, including an employee, a contractor or subcontractor, an employee of a contractor or subcontractor, a trainee, a work experience student, or a volunteer.

workplace means 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.

8. RELATED LEGISLATION AND DOCUMENTS

[Work Health and Safety Act 2011 \(Cth/ACT\)](#)

[Fair Work Act 2009 \(Cth\)](#)

[LAACT Injury Reporting Form](#)

[LAACT Working with Vulnerable People Policy](#)

[Little Athletics Insurance Program](#)

9. ATTACHMENTS

Little Athletics ACT Injury Reporting Form

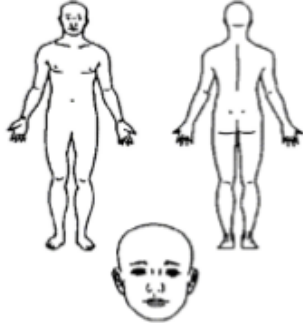
10. APPROVAL AND REVIEW

Approval and Review	Details
Approval Authority	Little Athletics ACT Board of Management
Advisory Committee to Approval Authority	Little Athletics ACT Health & Safety Officer
Administrator	Administration Director, Little Athletics ACT
Next Review Date	August 2021

Approval and Amendment History	Details
Original Approval Authority and Date	Little Athletics ACT Board of Management – 14 August 2019
Amendment Authority and Date	
Notes	

LITTLE ATHLETICS ACT INJURY REPORTING FORM

Name of injured person: _____ D.O.B: ____/____/____ Gender: M ☐ F ☐ Centre where injury occurred: _____
 Circle appropriate: Athlete/Official/Coach/Volunteer/Spectator

<p>Date of injury: ____/____/____ Time of injury: _____am/pm</p> <p>Type of activity at time of injury: <input type="checkbox"/> training/practice <input type="checkbox"/> competition <input type="checkbox"/> other _____</p> <p>Body region injured: Tick or circle in colour body part/s injured</p> <div style="text-align: center;">  </div> <p>List body part/s injured: _____ _____ _____ _____</p>	<p>Nature of injury/illness: <input type="checkbox"/> sprain e.g. ligament tear <input type="checkbox"/> strain e.g. muscle tear <input type="checkbox"/> abrasion/graze <input type="checkbox"/> bruise/contusion <input type="checkbox"/> inflammation/swelling <input type="checkbox"/> fracture (including suspected) <input type="checkbox"/> dislocation/subluxation <input type="checkbox"/> open wound/laceration/cut <input type="checkbox"/> overuse injury to muscle or tendon <input type="checkbox"/> blisters <input type="checkbox"/> concussion <input type="checkbox"/> cardiac problem <input type="checkbox"/> respiratory problem <input type="checkbox"/> loss of consciousness <input type="checkbox"/> unspecified medical condition <input type="checkbox"/> other: _____</p> <p>Provisional diagnosis(es): _____</p> <p style="text-align: center;">CAUSE OF INJURY</p> <p>Mechanism of injury: <input type="checkbox"/> overexertion (e.g. muscle tear) <input type="checkbox"/> overuse <input type="checkbox"/> fall/stumble on same level <input type="checkbox"/> jumping (e.g. long, high, hurdles) <input type="checkbox"/> fall from height, awkward landing <input type="checkbox"/> slip/trip <input type="checkbox"/> collision with another athlete <input type="checkbox"/> collision with fixed object <input type="checkbox"/> struck by another athlete <input type="checkbox"/> struck by ball or object <input type="checkbox"/> throwing (javelin, shot, hammer) <input type="checkbox"/> temperature related (e.g. heat stress) <input type="checkbox"/> other: _____</p>	<p>Explain exactly how the incident occurred: _____ _____ _____ _____ _____ _____ _____</p> <p>Were there any contributing factors to the incident (e.g. unsuitable footwear, competition surface, equipment)? _____ _____ _____</p> <p>Protective Equipment: Was any protective equipment worn on the injured body part? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what type e.g. ankle brace, taping _____</p> <p>Initial treatment: <input type="checkbox"/> none given (not required) <input type="checkbox"/> none given – referred elsewhere <input type="checkbox"/> RICER <input type="checkbox"/> sling, splint <input type="checkbox"/> dressing <input type="checkbox"/> strapping/taping only <input type="checkbox"/> crutches <input type="checkbox"/> CPR <input type="checkbox"/> massage <input type="checkbox"/> manual therapy <input type="checkbox"/> stretch/exercises <input type="checkbox"/> other: _____</p>	<p>Action: <input type="checkbox"/> immediate return to activity <input type="checkbox"/> unable to return today to activity <input type="checkbox"/> able to return but chose not to <input type="checkbox"/> referred for further assessment before return to activity</p> <p>Referral: <input type="checkbox"/> no referral <input type="checkbox"/> medical practitioner <input type="checkbox"/> physiotherapist <input type="checkbox"/> chiropractor <input type="checkbox"/> other health professional: _____ <input type="checkbox"/> ambulance transport <input type="checkbox"/> hospital <input type="checkbox"/> other: _____</p> <p>Provisional severity assessment: <input type="checkbox"/> mild (1-7 days modified activity) <input type="checkbox"/> moderate (8-21 days modified activity) <input type="checkbox"/> severe (>21 days modified activity)</p> <p>Treating person: <input type="checkbox"/> medical practitioner <input type="checkbox"/> physiotherapist <input type="checkbox"/> nurse <input type="checkbox"/> sports trainer <input type="checkbox"/> first aid officer <input type="checkbox"/> other: _____</p> <p>Signature of treating person: _____</p> <p>Name of treating person: _____</p> <p>Signature injured or parent/guardian if under 18: _____</p> <p>Name: _____</p>
--	--	--	--

Specific recommendations and follow- up (please use the back of this form if extra information is required):

Report completed by: _____ Position held at Centre: _____ Date report forwarded to LAAC office: ____/____/____