

NEDLANDS BRIDGE CLUB HEALTH AND SAFETY POLICY AND PROCEDURES

1. POLICY

Nedlands Bridge Club is committed to providing a healthy, safe and incident free facility for all its employees, contractors, volunteers and visitors by complying with relevant Health and Safety legislation.

We will:

- deal with health and safety matters in consultation with stake holders;
- identify hazards, assess risks and implement appropriate controls;
- provide employees, contractors, volunteers and visitors with information, supervision, training and personal protective equipment appropriate to the hazards of their work;
- provide and maintain safe plant and equipment and use safe methods for the handling and use of substances;
- integrate our commitment to health and safety into all our activities.

Upon entering our premises, every individual is accountable for their own health and safety.

We will develop, implement and review our objectives, targets, plans and procedures to continually improve workplace health and safety.

To achieve a high standard of health and safety performance involves shared responsibilities and teamwork. Consequently, we are committed to a consultative approach in which all facility users are responsible for their own and other people's health and safety whilst attending Nedlands Bridge Club.

2. PROCEDURES

A. Housekeeping

Players, directors and volunteers are responsible for keeping their immediate area clean and tidy as this will assist in everyone's enjoyment of our club. Tidying up and removing scrap, waste, rubbish and other unnecessary material should be carried out regularly. A cleaning service is employed for more thorough cleaning of the premises several times a week.

In particular everyone should:

- keep all access ways, aisles, passages and stairs free of material;
- wind up power leads and cables when not in use;
- keep their personal items together and hang them up or store them if they represent a danger to yourself or others;
- use waste bins and empty them regularly - don't wait until they are full;
- be careful with the storage of chemicals and flammable materials and take the correct precautions. Report any leaks or spills;
- stack and store material safely in secure cupboards or the utility room.

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When using cleaning products, paints or other chemical-based products, read and adhere to the manufacturer's directions for use and storage.

All electrical appliances are inspected and tagged regularly. Do not use if the tags are out of date or if there is evidence of damage to the unit.

B. Abusive or Inappropriate Behaviour

Nedlands Bridge Club has a separate policy for dispute resolution but this section is applicable where the incident is of an immediately threatening nature.

In the event of dangerously aggressive behaviour, any director, player or volunteer can request that person to leave the premises. Should that not prove effective, the police should be summoned and participants take steps to ensure their own safety.

C. In the Event of an Emergency

The following actions should be taken in the event of an emergency:

- raise the alarm and alert others in the building;
- ensure Fire Service/Ambulance/Police are notified;
- attend to human life in immediate danger;
- attempt to extinguish the fire if safe to do so;
- if in doubt, evacuate the building, closing doors behind you;
- go to your assembly area and await further instructions. Assembly areas are noted on the evacuation plan posted on the wall;
- remain calm and alert.

EMERGENCY PHONE NUMBER:

Fire, Ambulance and Police: 000

D. First Aid

There may not be a trained first aider at all sessions held at the bridge club.

First aid materials are located in the Club Office, in the bottom drawer of the filing cabinet.

If a defibrillator is needed, one is located on the west wall of the Nedlands Croquet Club building immediately north of our facility. Instructions are posted on the unit.

All injuries and sicknesses must be reported to a director or committee member and treated promptly.

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E. Incident Reporting

All injuries that happen at the club, no matter how small, must be reported to a committee member at the earliest opportunity. You must also report any incidents involving equipment, materials, outside contractors, members of the public and their property.

The Club Secretary will note and file all incident reports for a minimum period of 2 years. The report will include a description of the incident, name of the person involved and witnesses and a description of the steps undertaken to ensure the health and safety of the individuals involved.

Signed:


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Alan Harrop, NBC President

Date: 24 Oct 2022