



Murrumbeena Tennis Club

Occupational Health and Safety Policy

This is an Occupational Health and Safety (OHS) Policy workplace template for use at Murrumbeena Tennis Club.

Training should be conducted on this policy for all Committee and members when it is introduced, and new committee members should receive training on this policy as part of their induction. It is advisable that all committee and members receive regular refresher training on this policy (recommended annually). It is also important that the Club ensures that contractors or volunteers who work at the Club are made aware of this policy.

The Club should ensure that a copy of this policy is provided to all new committee members during their induction and that copies are readily available to all committee, members and contractors, such as via the Club's website and displayed on the OHS Noticeboard in the clubrooms.

There is a legal requirement to consult with Health and Safety Representatives and members on health and safety matters that will or are likely to directly affect their health, safety or welfare. Consultation does not have to mean agreement, however, there must be an opportunity for sharing of information, giving others a reasonable opportunity to express their views and take into account those views.

You can consult with the committee and members in a number of ways including; at team meetings, health and safety committee meetings or one-on-one discussions. It is important to record notes associated with these meetings, who was present (we recommend signed attendance sheets), when they were held, what the topic for discussion was etc.



OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY

Aim of this OHS Policy

To inform committee, members, visitors, contractors and volunteers that OHS is an integral part of all operations at Murrumbeena Tennis Club.

Who has ultimate authority and responsibility for OHS in this Club?

The Committee at our club. The daily administration of OHS matters has been delegated to the OHS Officer.

Commitment to OHS

Murrumbeena Tennis Club and its management is committed to:

- Providing a safe and healthy workplace to committee, members, visitors, contractors and other parties.
- Ensuring that our club can meet its OHS obligations.
- Providing OHS information, training and supervision to all persons and other relevant parties.
- Consulting with committee and members and other stakeholders on OHS issues.
- Resolving any OHS issues by following the Club's OHS Issue Resolution procedure.

Responsibilities

Murrumbeena Tennis Club and its committee is responsible for:

- Providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties.
- Maintaining, so far as is reasonably practicable, a tennis club that it is safe and without risks to physical and mental health.
- Providing and maintaining safe plant and systems of work.
- Providing adequate facilities for the welfare of all members and visitors.
- Providing information, training and supervision for members and visitors and contractors enabling them to work in a safe and healthy manner.

Employees, contractors and sub-contractors will be responsible for:

- Fulfilling their duties under OHS legislation and acting in a safe manner.



- Taking reasonable care of their own health and safety and that of others affected by their actions.
- Complying with the safety procedures and directions provided by this club. Acting in accordance with agreed procedures for accident and incident reporting and reporting potential hazards to the Committee or his/her representative.

Review

Murrumbeena Tennis Club is committed to continual improvement of its OHS performance.

Authorised by:
President

Signature:

Date:

Policy ratified by Club Committee: Murrumbeena Tennis Club
Person responsible: Ronald Schweitzer
Next review date: January 2024

Relevant Legislation

Victoria
Occupational Health and Safety Act 2004