



1920-2020 · CENTENARY

EAST CAMBERWELL TENNIS CLUB

**Occupational Health Safety & Environment
Management System Manual
May 2023**

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Authorisation

This manual has been authorised for use by:

Approved by	Date
Committee	3 May 2023

Manual Revision Status

Description of Amendment	Revision Date
Draft Manual issued to the Club for Review.	3 Feb 2023
Final Manual issued to the Club for Implementation.	28 Feb 2023

1 Scope

This Occupational Health Safety & Environment (OHSE) Management System (MS) Manual is issued under the authority of the Committee of East Camberwell Tennis Club (the Club).

The manual contains information including an OHSE Policy and procedures for the management of OHSE risks arising from activities under the control of the Club.

The scope of this manual includes applicable statutory provisions and is aligned to international standards ISO 45001 and ISO14001.

The current version of the OHSE MS Manual must be approved by the Committee. The approved version of the OHSE MS Manual may be made available for issue to third parties. All copies must be controlled and returned to the Club.

Figure 1 below illustrates that the OHSE MS Manual supports the goals of the OHSE Policy and refers to sub-ordinate procedures, plans and policies, where required.

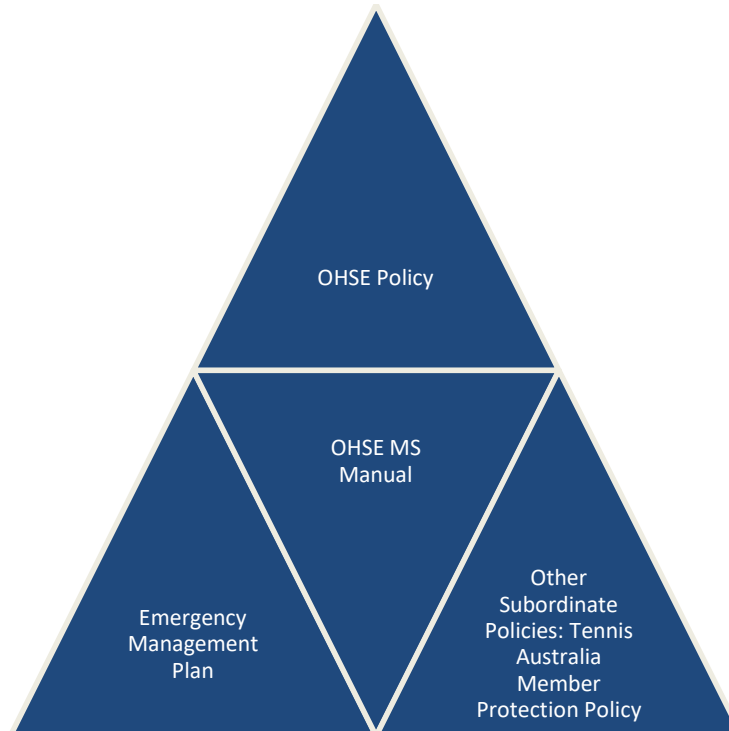


Figure 1: OHSE MS Document Hierarchy

2 Purpose

The purpose of the OHSE MS Manual is to clearly define the applicable legislation as well as procedures, roles and responsibilities for the management of OHSE risks for all activities under the management of the Club.

The aim of the OHSE MS is to eliminate or reduce the OHSE risks associated with operations under the management of the Club to as low as reasonably practicable (ALARP).



3 OHSE Policy

The Club is committed to ensuring as far as reasonably practicable (AFARP), the health, safety and welfare of members, contractors, non-members and visitors whilst they're present at the club, in compliance with all relevant procedures, Tennis Australia policies, and legislative requirements.

Members, contractors, non-members and visitors also have a duty to take reasonable care of their own safety and that of other persons who may be affected by their actions or omissions whilst they're at the Club or at one of its events.

This Policy sets out the Clubs commitments for managing potential OHSE risks and applies to all Club members, contractors, non-members and visitors.

The Club will:

- Provide information and instruction as necessary to all members, non-members, contractors and visitors, to enable the safe performance of activities;
- Comply with all relevant OHSE legislation and regulations;
- Implement Tennis Australia policies and code of conduct;
- Prevent harm to health, safety and environment; and
- Maintain adequate facilities and arrangements to enable employees, members and guests to raise issues relating to health, safety and environment.

All members and contractors have a role to play in achieving these objective and to improve the management of OHSE at the Club.

Authorisation

This policy has been authorised for use by:

Approved by	Date
Committee	3 May 2023

4 Definitions

Definitions are included in **Appendix A**.

5 Organisation and Responsibility

5.1 Description of Organisation

The Club is located in parklands and comprises a clubhouse with a covered outdoor deck, eight (8) floodlit courts: six (6) en-tout-cas courts and two (2) mod-grass courts. The Club offers social and competitive tennis for the surrounding Boroondara community. Kitchen facilities and a BBQ are available to members.

The Club is run by a Committee formed by members. Refer to **Table 1** below for the Club Committee Org Chart.

Table 1: Committee Org Chart	
Position	Name
Club President	Arbel Givargis
Vice President	Mete Atakuman
Member Protection Information Officer / Treasurer	Drossos Harmantas
Maintenance Leader	Roger Gill
Membership Officer	Helen Bell
Secretary	Andrew Bell
Senior Night Team Convenor	Geoff Edwards
General Members	Brian Harris Ia Zozrashvilli Patrick Deery

5.2 Leadership and Participation

The Club Committee is ultimately responsible for all matters including those regarding health and safety and for the development, implementation and continual improvement of this OHSE MS Manual. Refer to **Table 2** for an overview of roles and responsibilities.

5.3 Overview of Roles and Responsibilities

Table 2: Overview of Roles and Responsibilities	
Role	Responsibilities
Committee	<ul style="list-style-type: none"> Exercising leadership and commitment to ensure the Club complies with duties and obligations specified within applicable legislation. Implementing Tennis Australia policies and codes of conduct. Providing information, instruction and/or training on OHSE responsibilities to members, non-members, visitors and contractors. Reviewing, identifying and allocating adequate resources for the development, maintenance and implementation of the OHSE MS Manual. Reviewing and signing OHSE policy. Reviewing the OHSE MS Manual and OHSE Risk Register on an annual basis, and updating as required.
Member Protection Information Officer	<ul style="list-style-type: none"> Providing and maintaining first aid equipment. Providing information, instruction and/or training on OHSE responsibilities to members, non-members, visitors and contractors. Including OHSE matters and hazards and incidents reported as an agenda item for Committee meetings. Recording incidents and hazards on the Incident Register and notifying the council of incidents and near misses. Notifying WorkSafe and the Council of notifiable incidents. Escalating OHSE issues to the Committee, and Council where required. Maintaining Tennis Australia policies and codes of conduct on the Club Website. Maintaining the Emergency Management Plan on the Club Website. Issuing Tennis Australia Policies and the Emergency Management Plan to members.
Maintenance Leader	<ul style="list-style-type: none"> Selecting and engaging competent contractors to maintain the facilities, equipment and essential safety measures. Contractor pre-qualification such as requesting evidence of contractor insurances prior to commencement of work.
Membership Officer	<ul style="list-style-type: none"> Implementing Step 1 and 2 of the Membership Induction process, including issuing the Welcome Letter.
Members	<ul style="list-style-type: none"> Participating in information, instruction and/or training. Providing feedback on OHSE needs to the Member Protection Information Officer. Notifying and reporting all incidents and hazards to the Member Protection Information Officer. Understanding and complying with all OHSE and Tennis Australia policies, procedures and codes of conduct.
Non-Members / Visitors	<ul style="list-style-type: none"> Notifying and reporting all incidents and hazards to the Member Protection Information Officer. Identifying hazards and implementing risk controls for their activities.



Table 2: Overview of Roles and Responsibilities

Role	Responsibilities
Contractors	<ul style="list-style-type: none">• Notifying and reporting all incidents and hazards to the Member Protection Information Officer.• Identifying hazards and implementing risk controls for their activities.• Provide evidence of required insurances prior to commencement of work.

6 Communication and Consultation

The Club is committed to establishing and implementing processes and procedures that facilitate effective consultation and communication with members, contractors, non-members and visitors.

This procedure outlines the processes established for the consultation and communication of OHSE matters and information.

6.1 Consultation Arrangements

The Club will establish consultation arrangements with members, contractors, non-members and visitors, where applicable.

Consultation arrangements for the Club consist of Committee meetings; and will be communicated to personnel during the Membership Induction process and contractor pre-qualification.

6.2 Communication of OHSE Information

This section details how OHSE information is communicated with members, contractors, non-members and visitors. Communication methods utilised will be dependent on the target audience and the nature of communication.

6.2.1 Internal Communication

Information relating to OHSE will be circulated to members, contractors, non-members and visitors.

Internal communication will occur via:

- Committee meetings;
- Written communication e.g. emails, memos, safety alerts;
- Contractor pre-qualification process;
- Membership Induction process;
- Club Website; and
- Signage.

6.2.2 External Communication

External communication with contractors, relevant stakeholders and regulators will occur via:

- Meetings;
- Written communications e.g. emails and reports;
- Club Website; and
- Signage.

6.2.3 Issue Resolution

All OHSE issues are to be reported to the Member Protection Information Officer who will record the issue in the Hazard and Incident Register and raise it at the next Committee meeting for resolution. Corrective actions implemented to close out of the issue, where required, will be monitored to ensure they're meaningful and effective.

Unresolved high risk or long term issues may be escalated to the Council by the Member Protection Information Officer.

In accordance with relevant regulations, when responding to OHSE issues, the hierarchy of control will be considered when determining control measures to be implemented to manage the OHSE issues. Refer to **Figure 3** in **Section 7.3** for the hierarchy of control.

7 Risk Management

This procedure details the process of identifying reasonable foreseeable OHSE hazards, assessing risks presented by those hazards and selecting practicable risk controls for the management of these hazards.

Risk management is a proactive process that drives continual improvement and is summarised in **Figure 2**.



Figure 2: Risk Management Process.

7.1 Identify OHSE Hazards

OHSE hazards will be identified via the following processes:

- OHSE Risk Register;
- Contractor Safe Work Method Statements (SWMS) or Job Safety Analysis (JSA);
- Club inspections;
- Hazard and incident reporting; and
- Consultation arrangements.

7.2 Assess Risks

The risk rating for the identified hazard will be determined by the likelihood and consequence ratings described in the tables below.

Measures of Likelihood

Likelihood refers to the probability and frequency of the hazardous event occurring. The likelihood of the hazardous event occurring is detailed in **Table 3** on the following page.

Table 3: Risk Likelihood Rating

Rating	Likelihood	Description	Expected to Occur
1	Rare	Event may occur only in exceptional circumstances	Once every 30 years
2	Unlikely	Event could occur at some time	Once every 10 years
3	Possible	Event should occur at some time	Once a year
4	Likely	Not unusual, likely to occur regularly	Once a month
5	Almost Certain	Likely to occur in most circumstances	Once a week

Measures of Consequences

Consequence refers to the severity of an outcome of an event or situation. It is measured in terms of risks to health and safety, and/or the environment, as well as potential financial loss as detailed in **Table 4** below.

Table 4: Risk Consequence Rating

Rating	Consequence	Description	
		Health and Safety	Environment
1	Insignificant	No injuries, low financial loss	Minor effects on biology of physical environment
2	Minor	First aid treatment	Moderate, short term effects but not affecting ecosystem functions
3	Moderate	Likely to result in time off work	Serious medium term environmental effects
4	Major	Serious injury	Very serious, long-term environmental impairment of ecosystem function
5	Catastrophic	Fatality	

When allocating a consequence score to the risk issue, the descriptor that defines the most serious consequence will be used.

Risk Evaluation

The risk matrix used to determine the level of risk (low, medium or high) is provided on the following page, based on the severity and likelihood of the hazardous event.

Consequence	Likelihood				
	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
5 Catastrophic	Medium	Medium	High	High	High
4 Major	Low	Medium	Medium	High	High
3 Moderate	Low	Low	Medium	Medium	High
2 Minor	Low	Low	Low	Medium	Medium
1 Insignificant	Low	Low	Low	Low	Medium

7.3 Control Risks

The hierarchy of control method as illustrated in **Figure 3** will be adopted by the Club for the management of OHSE risks. Risk controls will be documented in the OHSE Risk Register.

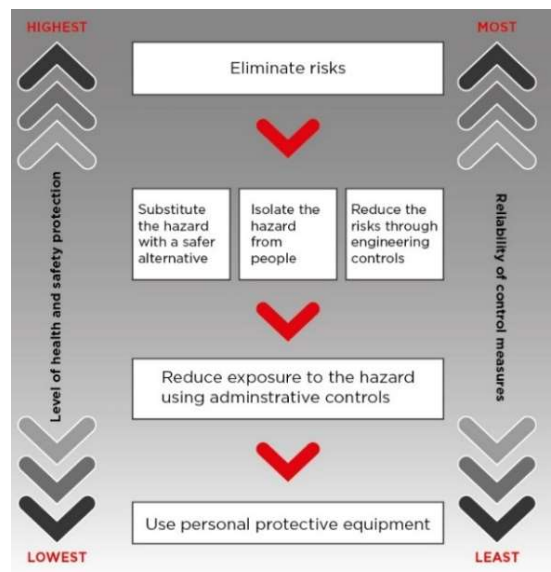


Figure 3: Hierarchy of Control.

7.4 Review and Maintain Control Measures

The OHSE Risk Register will be reviewed as required and at least annually during the Committee meetings.

A review of OHSE risks will also be undertaken:

- Following a serious incident;
- When the control measure is not effective in controlling the risk;
- Before a change at the Club that is likely to give rise to a new or different OHSE risk that the control measure may not effectively control;
- If a new OHSE hazard or risk is identified; and

- If the results of consultation indicate that a review is necessary.

7.5 Legal and Other Requirements

The following State legislation and other requirements have been identified to apply to the Club.

Table 6: Applicable Legislation & Requirements			
Hazard / Risk	Requirement	Act / Regulation / Other Requirement	Regulatory Authority
Building	State Legislation	Building Act 1993	Victorian Building Authority
Occupational Health and Safety	State Legislation	Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017	WorkSafe Victoria
Dangerous Goods and Hazardous Substances	State Legislation	Dangerous Goods Act 1985 Dangerous Goods (Storage and Handling) regulations 2012	WorkSafe Victoria
Environment	State Legislation	Victorian Environment Protection Act 2017 Environment Protection Regulations 2022	EPA Victoria
Child/Member Safety	Other	Member Protection Policy 2021 Safeguarding Children Code of Conduct 2021	Tennis Australia

8 Training and Induction

This procedure outlines the training and induction process for Club members and contractors.

8.1 Members

The Membership Induction process involves the following steps:

1. Prospective member fills out a Membership Form from the Clubhouse or Website and submits to the Membership Officer;
2. Membership Officer sends out the a Welcome Letter, which contains the following key information:
 - Clubhouse access arrangements;
 - Competition details, including key contacts; and
 - Booking information.
3. Member Protection Officer sends out the following key resources for review:
 - Tennis Australia policies, procedures and code of conducts;
 - Emergency Management Plan; and
 - Occupational Health Safety & Environment – Management System Manual.

The above resources provide members information and instruction relating to OHSE responsibilities.

8.2 Contractors

Contractors are required to undergo the pre-qualification process with the Maintenance Leader, upon engagement and prior to undertaking works.

The pre-qualification process includes confirmation of the following:

- Current insurances;
- Current licenses, where required (e.g. Electrical license); and
- Job specific SWMS or JSA prepared by the contractor for the works being undertaken – if required.

Following the pre-qualification process, maintaining current versions of the documents listed above is the responsibility of the contractor.

9 Management of Operational Hazards

Operational hazards associated with the Clubs activities are managed via the OHSE Risk Register.

Maintenance activities are contracted to external providers and not completed by members.

9.1 Maintenance Activities

The Committee is responsible for organizing minor maintenance activities at the Club including waste disposal, gardening, maintenance of firefighting equipment and minor building repairs.

Structural upgrades and the completion of the Annual Essential Safety Measures Report, is the responsibility of the Council.

A Hazardous Materials Assessment was undertaken at the Club and confirmed asbestos, lead and ozone depleting substances were not present.



Most maintenance activities are undertaken by contractors. They are expected to identify and control hazards and risk associated with activities planned and implement required risk controls for management of OHSE Risks. Responsibility for completing permits for high risk works lies with the contractors.

9.2 Public Events

In the event of the Club being hired for a public event, the following will be implemented by the Member Protection Information Officer to manage OHSE risks:

- Completion of the Clubhouse Hiring Agreement Form;
- Obtain evidence of Public Liability insurance of \$20 million from hirer; and
- Confirm appropriate permits have been obtained.

9.3 Emergency Management

A separate Emergency Management Plan has been prepared for the Club and is located on our Website. Information relating to emergency procedures will be displayed in the clubhouse for members.

Non-members are expected to call emergency services in case of an emergency.

10 Hazard and Incident Management

This procedure details the process of reporting and managing hazards and incidents, including near misses and reportable incidents.

10.1 Hazard and Incident Reporting

The Club provides a first aid kit and AED within the Clubhouse for incidents and minor injuries, with their locations marked. All incidents and hazards (including near misses, property damage, injuries, and waste related issues) will be recorded on the Hazard and Incident Report Form (see **Appendix B – Hazard and Incident Report Form**) and submitted to the Member Protection Information Officer for review. The Member Protection Information Officer will transfer the information in the Form(s) to the Hazard and Incident Register for tracking and close out of corrective actions, where required.

A blank copy of the Hazard and Incident Report Form will be made available on the Club Website for personnel to access at any time.

The information to be provided in the Hazard and Incident Register must include:

- Details of the person(s) involved in the incident or reporting the hazard;
- Details of the incident, including the nature of the hazard and/or damage that occurred;
- Description of the actions undertaken, if any; and
- Details of the investigation and corrective action, where applicable.

Details of any hazards and incidents will be raised during the Committee meetings.

The Club will also notify the Council of any OHS incidents and near misses, including if exit/egress pathways are unsafe as per our lease agreement.



10.1.1 Notification to WorkSafe

The Club is obligated to notify WorkSafe immediately of any notifiable incidents, regardless of whether the person(s) involved are a visitor, member or non-member.

The area where the incident occurred must not be disturbed until the authority is given by a WorkSafe Inspector subsequent to arriving at the Club.

10.2 Incident Investigation

Every OHSE incident or near miss must be investigated to identify controls to prevent recurrence. The investigation will be undertaken by the Member Protection Information Officer and will include the individual(s) involved in the incident as a minimum.

Key components of the incident investigation include:

- Informal interview with the person(s) involved and witnesses to identify the cause of the incident;
- Visual inspection of the area (where practical); and
- Review of similar incident reports, if any.

The results of the investigation will be documented in the Hazard and Incident Register.

10.3 Identification and Implementation of Corrective Actions

Where exact causes of the incident cannot be identified, contributing factors should be noted on the Hazard and Incident Register and used to form the basis of corrective actions.

When identifying the appropriate corrective action to address the cause(s) of the incident, the hierarchy of control in **Figure 3** (section 7.3) will be considered.

A specified time-frame for the implementation of the corrective actions will be assigned in the Hazard and Incident Register and marked 'Closed' when complete.

10.4 Review of Effectiveness of Corrective Actions

Corrective actions will be reviewed following implementation, to determine suitability and effectiveness. The review will be dated on the Incident Register to confirm the following:

- Has the OHSE incident recurred?
- Have any corrective actions implemented created new hazards?

Where corrective actions have been found ineffective, alternative corrective actions / risk controls will be discussed during Committee meetings, documented on the Hazard and Incident Register and OHSE Risk Register and subsequently implemented.

11 Monitor and Review

This Manual will be reviewed by the committee each year during a committee meeting. Any updates required will be completed by the Member Protection Information Officer.

Appendix A - Definitions

Table 7: Definitions

Term	Description
Automated External Defibrillator (AED)	Automated medical device programmed to analyse heart rhythm and provides voice instructions for the operator including, if indicated, to push the button to deliver an electric shock.
Contractor	A person or persons contracted to provide materials and/or labour relating to building and ground works.
Corrective Action	Action taken to address the root cause of an OHSE incident or nonconformity in order to prevent it from future occurrence
Hazard	Hazard means a situation or thing that has the potential to harm people, property or the environment.
Incident	An event that occurs at the Club that results in either personal injury and/or damage to environment or property.
Job Safety Analysis (JSA)	A job safety analysis is a documented procedure which outlines how work is to be carried out and the control measures that will be applied to the work activities.
Member Protection Information Officer	First point of contact at a club for any OHSE queries, concerns or complaints for harassment, abuse and other inappropriate behaviour.
Near Miss	An incident that does not result in injury, illness, or damage but has the potential to do so.
Notifiable Incident	An incident that results in: <ul style="list-style-type: none"> • Death of a person; • Medical treatment within 48 hours of being exposed to a substance; • A person needing immediate treatment as an in-patient in a hospital; • A person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or eye injury, removal of skin, electric shot, spinal injury, loss of bodily function, serious lacerations.
Permit to Work	A work permit authorises persons to undertake specific work in a designated area. The permits are designed to define the risk controls to be implemented depending on the nature of the work being performed and the hazards involved. A contractor is required to prepare a permit to work to undertake hazardous work on site.
Reasonably Practicable	Action that takes into account: <ul style="list-style-type: none"> • Likelihood of hazard or risk eventuating • Degree of harm if hazard or risk eventuated • What the person knows or ought to know about the hazard or risk and ways of eliminating or minimising hazard or risk • Availability and suitability of ways to eliminate or reduce hazard or risk • Cost of eliminating or reducing the hazard or risk



Table 7: Definitions

Term	Description
Risk	Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury, property damage, environmental harm or ill health that can be caused by the event or exposure.
Risk Assessment	The overall process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether these are acceptable.
Risk Register	A register of the hazards and associated OHSE risks identified at the workplace, along with current risk controls.
Safe Work Method Statement (SWMS)	A SWMS is a document that sets out the high risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.
Work at height	<p>Work at height is defined as any work that possesses likelihood of a potential fall of a person or object that is reasonably likely to cause injury to the worker or other workers in the direct vicinity of work. Includes circumstances in which the worker or other person is:</p> <ul style="list-style-type: none"> • Working near unprotected edges, holes, shafts, pits • Working at an elevated level • Using plant or equipment to access elevated levels



Appendix B – Hazard and Incident Report Form



Incident Details			
Incident Type:	<input type="checkbox"/> Near Miss <input type="checkbox"/> Injury/Illness <input type="checkbox"/> Equipment/Property Damage <input type="checkbox"/> Environmental <input type="checkbox"/> Hazard		
Site:			
Location:			
Date of Incident/Hazard:		Time of Incident/Hazard:	
Person(s) Involved:	Name	Contact No.	
Brief Description:			
External Notifications:	<input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Ambulance <input type="checkbox"/> EPA <input type="checkbox"/> WorkSafe <input type="checkbox"/> Other <input type="checkbox"/> N/A		
Were there any witnesses?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, specify who:	

Hazard/Injury Details	
Type of Injury/Hazard:	
Body Part Injured:	
Treatment Details:	<input type="checkbox"/> No Treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Medical Treatment <input type="checkbox"/> Hospitalisation (in-patient)
Outline action undertaken to manage injury:	

Incident/Hazard Timeline			
Date	Time	Event of Significance	Source



Incident Classification	Incident Description
High	Incident involving significant near miss, fatality or Lost Time Injury (LTI), significant equipment/property damage, environmental breach or spill resulting in widespread contamination.
Medium	Incident involving a near miss, Medical Treatment Injury (MTI), major equipment/property damage or spill resulting in significant contamination.
Low	Incident involving a First Aid Injury (FAI), negligible equipment/property damage or minor spill resulting in no contamination.

Incident Classification	
Classification:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low (Note: Investigation required for medium and high incidents)
Is an incident investigation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Corrective & Preventative Actions			
Action No.	Actions Required	By Who?	By When?

Sign Off			
Incident/Hazard Report completed by:			
Name	Position	Signature	Date
Member Protection Information Officer to sign once report is completed			
Name	Position	Signature	Date