

Policy 114



Workplace Health and Safety

Applies to:	Board, Staff, Club, Committee Member, Teachers, In-pool volunteers & Members.
Responsibility:	CEO
Status	Approved 8/2021 (Date for review 6/2023)

Policy statement

Rainbow Club Australia is committed to providing a safe and healthy work environment for all staff, volunteers, members and other stakeholders and works to minimise risk and promote best practices in accordance with legislation.

Rainbow Club has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of all staff, volunteers, members and other persons involved with the work carried out by Rainbow Club. Individual Clubs, staff, volunteers and members are bound by the rules and regulations of each pool we use.

These rules and regulations are set by each individual pool and are on display at the pool. It is the responsibility of all involved to familiarise themselves with these rules and ensure that they are obeyed in their entirety.

Definitions

‘Member’ is the Rainbow Club member.

‘Staff’ is any person in the employ of Rainbow Club who is paid for their role. This includes administrative staff and teachers.

‘Supervisor’ is any Rainbow Club personnel with a duty of care for another staff member or volunteer. This includes Lead teachers, Club Managers, Cluster Staff Members, the Aquatics or Membership Manager, or the General Manager.

‘Volunteer’ is any person engaged by Rainbow Club as a volunteer. This includes Club Committee members and in-pool volunteers.

Procedures

Responsibilities of the Board

The Board delegates to the General Manager the responsibility for promoting and maintaining Workplace Health and Safety (WHS).

Preventing workplace injuries

The primary objective for all staff and volunteers is to prevent incidents from occurring and to ensure that their workspace is a safe space.

Manual Handling

Where possible, Rainbow Club staff should use mechanical hoists and slings, pool wheelchairs and ramps for the safe entry and exit of members should they require assistance for entry and exit. All pool equipment should be used by qualified and trained pool staff. In the case where Rainbow Club operates, and there is no pool staff on duty, Rainbow Club staff should only operate such equipment if they have been trained to do so. Should staff not be trained, staff should seek the assistance of the member's parents or carer to assist with any entry and exit of the pool. Rainbow Club staff should assess the safety of themselves and the member before undergoing any lifting or manual handling of any member.

The 5 Manual Handling Principles to avoid injury that we recommend are as follows;

- Plan – plan your lift adequately.
- Position – centre the body & feet correctly.
- Pick – lift item using good posture.
- Proceed – move toward the desired location.
- Place – set object down safely.

Infectious Disease Control

Health and Hygiene

All staff must maintain good personal hygiene practices, including regular handwashing with soap and water or using alcohol-based hand sanitizers. All staff should cover their mouth and nose with a tissue or their elbow when coughing or sneezing. Used tissues should be disposed of properly. All staff should avoid close contact with individuals showing symptoms of infectious diseases and should not report to work if they are experiencing symptoms themselves. All staff should report to their supervisor immediately should they show any symptoms of infectious diseases.

Swim teachers are responsible for staying informed about best practices and guidelines related to infectious disease control.

Waste Management

Disposal of infectious waste

Swim Teachers must follow appropriate waste disposal procedures for any materials or equipment that may be contaminated with blood, saliva or other potentially infectious materials. Contaminated waste, such as used band-aids or gloves, must be placed in properly labelled biohazard bags or appropriate rubbish containers.

Personal Protective Equipment (PPE)

Swim teachers must use appropriate PPE when needed, such as disposable gloves, when handling potentially infectious waste. PPE can be found in the First Aid Kit at your pool and is the responsibility of the pool Management. PPE should be disposed of properly after use.

Blood or Bodily fluid pool contamination

If the case of pool contamination, the Lead teacher should be notified immediately and advise all teachers and members to exit the pool and follow pool staff instructions at all public pools. The Lead Teacher should fill in an incident report and notify their supervisor immediately if any later classes need to be cancelled. In the case of a private pool where Rainbow Club is the sole operator at the time, all staff and members should remove themselves from the pool immediately if contamination has occurred. The Lead teacher should fill in an incident report and notify their supervisor immediately if later classes need to be cancelled. The Supervisor will notify Pool Management of the contamination. Pool Management is responsible for the correct procedure of cleaning contaminated water and must inform a Rainbow Club representative when it is safe to re-enter the water.

Employment Letter Offer	<p>Every Employment Offer Letter contains a statement concerning the individual's Work, Health and Safety responsibility.</p> <p>Every Volunteer Offer Letter contains a statement concerning the volunteer's Work, Health and Safety responsibility.</p>
Teacher Induction	<p>Our Teacher Induction includes reference to each individual's responsibilities for Work Health and Safety.</p>
Safety Week	<p>Twice Annually in T2 and T4 Rainbow Club renews its emphasis on safety in its clubs, including the need for the safety of all participants of the Club, drawing attention to the rules of the pools and how to manage emergencies should an incident arise. The promotion takes place via email messages, social media posts and messages on our various portals.</p>
CPR Training	<p>Twice Annually (Jan and Sept) Rainbow Club provides free CPR update training for its teacher workforce. It constantly monitors that all CPR qualifications are up to date.</p>

Equipment	Provide each Teacher and In-pool Volunteer with a bright-coloured rashie to identify them and their status. All pools are to have appropriate health or safety equipment, including personal protective equipment, hand sanitiser and aqua belts as needed.
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Incident and Hazard Register

Rainbow Club will keep a register of accidents, incidents and injuries. The Incident Register will be maintained by the General Manager (or a person delegated by the General Manager) and will be used to record:

- All accidents and incidents that occur to members or teachers
- All critical incidents, irrespective of any actual injury occurring.

Rainbow Club recognises its obligation to ensure that all accidents and incidents are reported, recorded and investigated appropriately. Rainbow Club will ensure that the privacy and confidentiality of personal and health information pertaining to an injured worker or person is maintained and managed in accordance with the requirements of NSW privacy legislation.

Responsibilities of staff, volunteers and members in the event of a workplace injury

Should an accident or incident occur, take such steps as are necessary to:

- Assist an injured person
- Ensure the site is safe or minimise the risk of a further incident
- Notify relevant authorities

All accidents and incidents must be reported to the immediate supervisor and pool operator by the staff member or volunteer as soon as reasonably practicable after the incident occurs and an Incident & Hazard Report Form should be completed, even if no injury is apparent.

Incident and Hazard Report Form

The Incident & Hazard Report Form is available online at Teacher Central. The completed form is directed to the General Manager for review.

Responsibilities of General Manager

Upon advice of an incident the General Manager or person delegated by the General Manager shall:

- Contact the necessary parties to establish if counselling or any further treatment of any victims, witnesses or others involved is needed.
- Arrange counselling as required.
- Liaise with counsellors and those being counselled as appropriate.
- Report to WorkCover and the insurer (where injury has occurred) should the incident be considered serious and notifiable.
- Conduct an investigation and update the Incident Register.

- Manage the process of identifying preventative and corrective actions and monitor the implementation and effectiveness of those actions.
- Report all serious and notifiable incidents to the Board of Rainbow Club.
- Carry out an audit of safety management system to ensure it remains effective and up to date in managing health and safety risks in the workplace.
- Report to NDIS if it is a reportable incident.

Australia Workers Compensation

Rainbow Club complies with all statutory requirements in relation to the provision of insurance against work related injury. A Workers Compensation insurance policy is kept current for the roles performed. If a staff member or volunteer requires time off as a result of their injury, a medical certificate must be obtained from their doctor, so that a Workers Compensation claim may be lodged. The medical certificate must be forwarded to the General Manager so that the appropriate paperwork may be completed for the insurer. The Workers Compensation claim must be lodged within seven (7) days of the injury occurring.

The decision about whether the claim is accepted or not rests wholly with the insurance provider.

Statement included in all offer letters, induction etc.

Rainbow Club is committed to providing and maintaining a safe and healthy workplace for all teachers, volunteers, members and their families.

Please ensure that you have read our Work Health and Safety Policy (No 114) and that you take reasonable care for your own health and safety and the safety of others in your club.

<Insert Company Name> is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the *Work Health and Safety Act 2011*, the Work Health and Safety Regulation 2011, codes of practice and other safety guidance material.

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide suitable injury management and return to work program
- <insert additional duties>.

Workers will:

- Take reasonable care of their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed
- <insert additional duties>.

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, cooperation and commitment of everyone in the workplace.