



Work Health Safety Policy

Version	Prepared by	Revision Date	Approved by committee	Reason
1.0	S Cooper	March 20	May 20	Initial WHS policy
1.1	A Schulz	Sep 21	Oct 21	Review

- Observe all established policies and procedures
- Report any safety concerns
- Hold a current working with children clearance (in accordance with the clubs member protection policy requirements)

There are a number of important points relating to safety within our club which you should be familiar with, these are:

Safe Work

- You are only asked to do work which you can perform safely. If you feel that you cannot do a job safely or have any safety issues, please discuss with a Henley Sailing Club (H.S.C), committee member immediately.

Emergency Procedures

- Make yourself familiar with the emergency evacuation plan.
- In an emergency proceed via the safest route to the nearest emergency exit to the assembly area. The designated emergency exit is the main entrance main doors. The secondary emergency exits are the eastern or

western stairs.

- In the case of a fire call MFS on 000, and then report to a Henley Sailing Club committee member. Do not re-enter the building/site until instructed to do so by the person in charge (emergency services personnel.)
- If you are in control of an activity, you must organize the evacuation of people you are responsible for, and check that all persons are accounted for. This information must be communicated to the emergency services personnel.

Reporting

- Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please:
- Fix it if you are able to do so without causing further risk to yourself or others - E.g. a slipping hazard Or
- Report the matter immediately to an H.S.C committee member Or
- If it does not present immediate danger but should be recorded complete a hazard report form. These are located behind the bar, and should be provided to the Rear Commodore (henleysc@optusnet.com.au)

First Aid

- First aid kits are located in the kitchen and office under the bridge

Equipment

- H.S.C provides equipment for your use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary the equipment must be in safe working order.

Smoking

- Smoking is not permitted within the club.

Chemicals

- You must only use chemicals supplied by this organization. The chemicals used by H.S.C have been assessed for risk prior to use. Make yourself aware of the location of safety data sheets prior to use. If you have any concerns or require personal protective equipment to use any of these products, please discuss with a committee member.

Working Alone

- For safety reasons volunteers are discouraged from working alone.

Drugs and Alcohol

- Whilst on duty volunteers should not be consuming drugs or alcohol or in such a state to endanger themselves or effect the safety of others. Please remember the committee member in charge is legally bound to ask you to cease volunteering if you are obviously affected by drugs or alcohol.

Hazardous Manual Tasks

- Volunteers are discouraged from any activity requiring the use of force exerted, to lift, push, pull carry and otherwise move, hold or restrain any person, animal or thing. Items that can be awkward and heavy, please ask for assistance. The club has hand trolleys (sack trucks) available for use when moving heavier items
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Working at Heights

- If you don't have to work at heights, don't. Working from the ground is always the safest option. Ladders should not be used as first resort, use the elevated work platform.
- Choose the right ladder for the job. Check the ladder is in good condition and fit for purpose.
- A-frame ladders should only be used when locked in the fully open position.
- If you are using an extension ladder, secure it at the top, bottom or both. If this isn't possible then have some hold the ladder in place while in use.
- Only use a ladder if you are physically capable of doing so.
- Always set up the ladder on a flat, stable surface. If this isn't possible then use a ladder that includes ladder safety devices like leg levelers, anti-slip gutter guards and stabilizers.
- Always maintain three points of contact when climbing or descending the ladder.
- Only take small items up and down a ladder – never large or heavy items

such as building materials (only carry items that allow you to maintain three points of contact).

Cooking

- If you are involved in food preparation, please read Appendix 1 for food safety information.
- This is a high-risk area and it is a requirement that the public cannot access equipment.
- Children under the age of 12 are not permitted in any areas where cooking/heating/preparation of food or drink occurs i.e. Kitchen and Bar facilities
- Ask yourself the questions (with a small child or intoxicated person in mind)
 - Is it possible to put a hand on the BBQ?
 - Grab the handle of a deep fryer?
 - Trip or pull a power cord attached to a heat source or heavy item?If the answer is yes, you must do something about it. If you are unsure ask a committee member.

Vehicles

- If you use your car as part of your volunteer duties, please ensure that your car is roadworthy and covered by a minimum third party property damage insurance policy.
- Current drivers license is required and seat belts must be worn.
- When operating tractors ensure; you have been briefed by the Vice Commodore on their operation, have a current drivers license and can operate a manual vehicle.

Mobile Plant

- Only competent operators to use plant
- Use a spotter when reversing trailers and maneuvering in tight locations
- Be aware of the pedestrians and public vehicles when maneuvering mobile plant.
- Power boat operators are to hold a current license

Housekeeping

- Please leave the work areas clean and tidy. This site is used by a variety of people and may include children, elderly and disabled people. Please

be aware you may need to make special allowances for these people e.g. not leaving obstacles in walkways.

- Please clean up spills as soon as they occur.
- No bikes, scooters, roller blades etc. are to be used on club property.
- No water pistols or water balloons are to be used.
- No dogs except assistance dogs are allowed on site

Amenities

- Drinking water is located next to bar facilities
- Suitable bathroom facilities for Volunteer use are located both downstairs and upstairs

The Henley Sailing Club places great value on the work done by volunteers.

We aim to ensure that volunteers work in a safe environment and in a safe manner.

Please help us to do so by reporting any hazards or safety issues to:

Flag Officers: Commodore, Vice Commodore & Rear Commodore

Or

Discover Sailing Centre Principal

If you are volunteering in any capacity at the Henley Sailing Club, please complete the volunteer induction form.

Note you also must be familiar with our risk management statement, member protection policy and standard operating procedures.

If you are working with food, please read the attached food handling information.

Appendix 1

FOOD SAFETY INFORMATION

All reasonable precautions must be taken to ensure the food you are handling & preparing is safe and suitable to be consumed.

The following points are to be followed during food preparation and handling.

Health

- If a food handler has a contagious disease or is suffering gastric symptoms such as diarrhea or vomiting, they must not volunteer.

Hygiene

- Wash and dry your hands properly
- Hands should be washed and dried thoroughly before handling food and after handling raw foods, as well as at any other time when there might be a risk of spreading germs (for example: after going to the toilet, sneezing, coughing, eating, drinking and touching the hair, scalp or body).
- Cover any sores, scratches etc. with a waterproof bandage or dressing.
- Cover coughs and sneezes with a tissue or your arm. Dispose of tissues immediately in a rubbish bin. Always wash and dry hands thoroughly before handling food.

Hand washing

- Wet hands with running water. Hand washing stations are provided in the kitchen for food handlers.
- Add soap and rub over all areas of the hands, including fingers, thumbs and backs of hands.
- Wash for at least 10 seconds.
- Dry thoroughly using a single-use paper towel.
- Dispose of paper towel in the rubbish bin. This helps to keep the site tidy and prevents contamination from used towels.

Please note hand sanitizer is not a substitute for proper hand washing.

Food preparation

- Food preparation & serving area must be kept clean.
- Avoid cross contamination by:

- Thoroughly washing and drying hands and any utensils used after handling raw foods.
- Clothing (including aprons) should be clean.
- Don't handle food unnecessarily.

Gloves

- If you use food handling gloves, they must be exchanged for a new pair and disposed of at any time when you would normally wash your hands; for example, after:
 - Handling raw food
 - Using the toilet
 - Coughing, sneezing, using a tissue or handkerchief
 - Touching hair

Ensure you are not handling money when wearing food-handling gloves.

Signage and labeling

- If preparing foods that contain:
 - Gluten
 - Milk
 - Eggs
 - Nuts
 - Sesame seeds
 - Sulphites
- This information must be available if requested. We aim to maintain an allergy aware club at all times. Please provide signage or labelling as required.

Keeping food hot

- If you are keeping food hot on barbeques or in bain-marie units, the equipment needs to be set high enough to ensure that the food remains hot (60°C or hotter).
- A digital thermometer is kept in the kitchen. Please use it to ensure that food is kept at safe temperatures.

Two-hour/four-hour rule

- Use the two-hour/four-hour guide below to work out how long potentially hazardous food (cooked meats, dairy products, prepared fruit & vegetables, cooked rice & pasta or processed foods containing eggs) can be held to remain safe to eat

