



## **CROQUET SA RISK MANAGEMENT POLICY**

**Objective:** People will work and play in a safe place with safe systems, safe equipment and substances free from unacceptable risk to their health, safety and well-being. Hazards will be identified, assessed for risks and appropriate control mechanisms implemented and recorded.

**Responsibility:** It is the responsibility of Croquet SA to ensure that appropriate hazard identification, risk management, risk assessment and implementation of control mechanisms are undertaken in the Croquet SA grounds and clubhouse premises (hereafter referred to as the premises).

### **Definitions:**

**Duty of Care** required. Everything "reasonably practicable" to be done to protect the health and safety of others on the premises. This applies to volunteers, employers, employees and others who have influence in the activities of Croquet SA, including contractors, suppliers, building owners, etc.

**Reasonable practicable:** Take reasonable precautions to identify and control reasonably foreseeable hazards that present a risk to people, plant, equipment and the environment.

**Hazard** is anything that has the potential to cause injury, illness or loss to employees, contractors, visitors or the neighbouring public, or damage to plant, equipment and the environment. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements. Hazards can be grouped into the following categories.

**Hazard identification** is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant and property. To identify hazards to health, safety and /or welfare of people, the following are relevant:

- Review of the incident/accident report register;
- Review of regulations, approved codes of practice and guidelines;
- Conduct walk through/site inspections, job safety analysis, plant safety inspections;
- Consult with the people working in the job

### **Reporting Procedure:**

Incidents and accidents are reported and investigated to understand how a loss has occurred and identify means of controlling exposure to prevent a recurrence. This procedure describes the reporting and recording requirements of Croquet SA and the procedure for hazard/incident/injury investigation. The procedure specifies who does the reporting, recording and investigating of incidents, and what forms must be completed.

**Responsibility.** The person identifying a hazard or being involved in an incident or being injured shall complete the Hazard/Incident/Injury Report and ensure it is sent to the



Executive Director within 24 hours of the identification, incident/injury. The Executive Director shall ensure that any such report is referred to the President and the Croquet SA Insurance Officer.

It is the responsibility of the Executive Director to ensure Hazard/Incident/Injury Reporting is undertaken, that these reports are maintained in a register at Croquet SA headquarters. This is a legislative requirement.

It is the responsibility of the Executive Director to table any Hazard/Incident/Injury Reports at the monthly Board meetings.

It is the responsibility of the Croquet SA Insurance Officer and the Croquet SA Insurer to initiate further investigations where legally required and or the potential for major loss is identified.

#### Hazard/Incident/Injury:

- A potential hazard is identified;
- A near miss situation occurs where a person could have been injured or equipment damaged;
- An occurrence which results in injury and damage to equipment or property;

#### Notification of a hazard/incident/injury is received by the CROQUET SA Executive Director.

The Hazard/Incident/Injury Report Form shall be completed as soon as possible after the incident has been controlled.

The person involved or the Croquet SA Day Manager should commence the Report Form at the time of the occurrence.

Information may be gathered by site inspection, interview of witnesses and supervisors, documented evidence, photographs and diagrams.

The who, when, where, what and why approach should be used in seeking information for the report.

If the person injured is not the reporting person, a copy of the report shall be offered to him/her.

Croquet SA shall ensure that all players are aware of the location of the Hazard/Incident/Injury Reports Forms.

#### Investigation of Hazard/Incident/Injury.

All injuries and incident investigations are to be completed by the Executive Director in conjunction with:

- The person reporting/suffering;
- The Croquet SA Insurance Officer;
- The police and/or insurer representative;

Where required, a formal accident investigation may be conducted by Croquet SA or by an independent investigator appointed by Croquet SA.

All Work Cover claims must have a completed investigation report attached to the file.