



WORK HEALTH AND SAFETY POLICY

INTRODUCTION

Croquet SA is committed to ensuring, as far as is reasonably practicable, the health safety and welfare of the working environment for its staff, contractors, volunteers and visitors to its premises.

RELATED DOCUMENTS

The following documents are relevant to this policy:

- Definitions
- Weather Policy
- Smoke-free Policy
- Harassment-free Sport Policy

POLICY

Croquet SA supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without health risks.

Croquet SA is committed to a joint and united approach to consultation and resolution of work health and safety issues.

APPLICATION

This policy applies to the following whether they are in a paid, unpaid or voluntary capacity;

- an individual sitting on Board, Committees or Sub-committees, to the extent it is relevant to them;
- employees and volunteers;
- coaches and assistant coaches;
- referees, umpires and other officials; and
- other support personnel.

In this policy, 'workplace' includes working on-site or off-site, attending a work-related conference or function, and attending client, sponsor, or other work-related events, including social events.

PROCEDURES

Croquet SA is committed to maintaining work health and safety to improve workplace efficiency and



productivity. This will be accomplished through the ongoing development of management systems and procedures designed to, so far as is reasonably practicable:

- identify assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness;
- prevent the incidence of bullying and occupational violence, including online bullying and harassment;
- provide ways for workers to be informed about and involved in health and safety issues at work;
- provide information, instruction, training, and supervision needed to make sure that all workers are safe from injury and risks to their health and safety;
- conduct regular workplace inspections; and
- ensure this policy and all safe work procedures are kept up to date.

Workers must take reasonable care for their health and safety and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace. To do so, they shall:

- follow reasonable instructions given by Croquet SA to protect their health and safety;
- identify and report any workplace incidents or hazards to the Administrative Officer, President, or other Director of Croquet SA's Board;
- Not undertake work in an environment that they consider to be unsafe and should instead report this to the President;
- not wilfully interfere with or misuse items or facilities provided.

Visitors and contractors must not put themselves or any other person at the workplace at risk and must comply with this policy.

Employees and volunteers, coaches and assistant coaches, referees, umpires and other officials and members of croquet clubs affiliated to Croquet SA must abide by the Australian Croquet Association Member Protection Policy.

Breach of this Policy

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal or, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a contractor may result in cancellation by Croquet SA of the services provided by that contractor.