



MAFFRA GOLF CLUB OCCUPATIONAL HEALTH AND SAFETY POLICY

PURPOSE

To provide a safe and healthy sporting club environment for players, spectators, volunteers, coaches and officials. This policy encourages everyone to take a role in accident / incident prevention.

POLICY

Maffra Golf Club is committed to keeping all people associated with the Club, safe and to managing any accidents and /or incidents in a manner which minimizes harm to individuals and the organisation.

POLICY STATEMENTS

- The Club will adhere to all safety related directives from its parent body and the Committee e.g. heat policies, head injury policies
- Everyone involved with the Club is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting
- The Club will only use accredited coaches and Working With Children Checks are compulsory for all volunteers who are likely to have unsupervised contact with minors
- The Club aims to have first aid equipment and adequately trained volunteers available for competition and training
- In the case of an accident occurring where there are no trained personnel present, club representatives will act on the side of caution and will seek medical assistance, or ambulance support
- Club coaches will ensure that players utilise personal safety equipment and that general playing equipment is well maintained
- Club officials will inspect playing surfaces to determine safety prior to play including the removal of any temporary hazards
- Accidents, incidents and near misses occurring will be documented on an accident register including the actions undertaken by Club personnel. This register will be kept by

the Secretary and will be regularly viewed by the Committee to inform risk management strategies required

- Maffra Golf Club promotes fair play in accordance with the rules of the sport and adheres to the state government's Victorian Code of Conduct for Community Sport 2010
- Maffra Golf Club is a smoke-free organisation and does not permit smoking in or around the clubhouse facilities, courts or fields, in eye-shot of junior players, or in vehicles used to transport players
- Maffra Golf Club will regulate and promote responsible consumption of alcohol at the Club by ensuring that only Responsible Serving of Alcohol (RSA) trained people operate the bar
- Maffra Golf Club encourages all coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, SunSmart, and injury management practices.

PROCEDURES TO SUPPORT MEMBER SAFETY

- The Committee reviews policy statements prior to the commencement of the season and amends / develops where necessary
- The Committee communicates policy contents to members through newsletter, email or Registration Forms encouraging everyone to take a role in accident prevention
- Collection of emergency contact details from members occurs at Registration. Team data bases to be provided to a chosen official for each team e.g. Coach, Team Manager
- Development of a record of first aid representatives willing to support the Club and the team with which they are associated
- Check maintenance dates on fire extinguishers and inform relevant authority if required
- Offer Responsible Serving of Alcohol Training to people intending to operate the bar prior to the commencement of the season
- Replenish first aid kits prior to season commencement and replace any items out of date
- Replenish sunscreen supplies and check use by dates
- Determine who accidents and incidents should be reported to for the season, communicate the procedures and provide reporting forms to team officials
- Safety briefing to be conducted at the commencement of the season for all Committee members, coaches, first aid representatives, team managers etc. Include information on how to report accidents / incidents
- Emergency procedure checklist to be posted around clubhouse
- Check Coaching Accreditation and Working with Children Check status of all coaches prior to the season commencement
- Maintain the accident register