

HR2.2 - OCCUPATIONAL HEALTH & SAFETY

1. Aim

- 1.1 To provide a safe and healthy workplace and training environment for all Surf Life Saving NSW (SLSNSW) personnel, course participants and visitors.

2. Policy

- 2.1 All personnel are expected to perform their work tasks in a safe manner and to observe the rules, procedures and established work practices made known to them. This includes rules and procedures of our clients and suppliers when working at their premises or in areas defined as being under their jurisdiction.
- 2.2 SLSNSW shall ensure compliance with the Surf Life Saving Australia (SLSA)'s Occupational Health and Safety and Sun Safety Policies and all State and Federal Occupational Health and Safety legislation.

3. Procedure

3.1 General Obligations

3.1.1 In NSW, all personnel and visitors at a worksite have an obligation to:

- Comply with the instructions given by their employer for health and safety at the workplace
- Use formal protective equipment if the equipment is provided by the employer and the employee is properly instructed in its use
- Not wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace
- Not wilfully place at risk the workplace health and safety of any person at the workplace
- Not wilfully injure themselves

3.1.2 Health and safety at the workplace is everybody's responsibility.

3.1.3 Any activity which places undue risk to the health and safety of any person at the workplace must be terminated immediately and appropriate corrective action taken.

3.1.4 Trainers, Assessors and Facilitators must ensure they organise the training and assessment environment to ensure Occupational Health and Safety (OH&S) legislative requirements are fulfilled, including:

- implementing and monitoring OH&S policies and procedures in the classroom / workshops/ on the beach
- identifying hazards and assessing the OH&S risks in the classroom/workshops/on the beach
- eliminating hazards and controlling OH&S risks in the classroom / workshops
- ensuring they possess the skills and knowledge sufficient to train/assess the OH&S component of the training package concerned

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- ensuring all students are instructed and assessed in accordance with the OH&S requirements of the relevant training package and OH&S legislation
- It is the responsibility of the Trainer, Assessor and Facilitator, to ensure the members/participants learn and work in environments that fulfil OH&S legislation

3.2 Sun Protection

- 3.2.2 SLSNSW personnel shall perform their duties in accordance with SLSA's Sun Safety Policy.
- 3.2.3 SLSNSW shall ensure that all personnel and course participants whose workplace or learning environment is outdoors are informed of the risks and provided with appropriate protective measures to prevent damage from the sun's ultraviolet radiation (UVR).
- 3.2.4 SLSNSW shall promote the use of protective clothing (such as long sleeved shirts, broad brimmed hats and UV resistant sunglasses), use of shaded areas and regularly applying sunscreen.

3.3 OH&S Training

- 3.3.1 Training underpins the ability of an organisation to meet its OH&S requirements as it is essentially the most efficient and effective way of creating and maintaining a healthy and safe work environment.
- 3.3.2 All SLSNSW personnel should receive general OH&S awareness training. This training is intended to be a general, broad-based training aimed at increasing awareness of OH&S issues and the importance of being alert to risks. OH&S awareness should be included in all induction programs.

3.4 OH&S Risk Management

- 3.4.1 All personnel are required to continuously inspect their workplace to identify any hazard.
- 3.4.2 When a hazard is identified the person identifying the hazard must immediately assess the risk.
- 3.4.3 If possible, eliminate the risk. If this is not possible, then identify the nature of the risks associated with the hazard, the severity of the risk, the duration and frequency of exposure to the risk and the probability of an incident occurring.
- 3.4.4 If the risk cannot be eliminated control measures must be put in place.
- 3.4.5 The risk must be recorded on a Hazard Record Form (HR201) and reported to the immediate supervising body as soon as possible.
- 3.4.6 Steps must be taken to ensure no person can be injured, by identifying the hazard and preventing, or stopping anyone from being able to injure themselves before the hazard has been rectified. This involves placing a barrier, or interrupting the transmission path between the person and the hazard. If the hazard is linked to a piece of equipment you can tag and remove the equipment to ensure no one uses the equipment and then report to the appropriate supervisor.
- 3.4.7 Consult the Risk Management policy (QM3.2) for further details on preventing and controlling risks.

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4. Reference

Hazard Record (HR201)
Risk Management (QM3.2)
SLSA Occupational Health and Safety Policy
SLSA Sun Safety Policy

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