

Rockbank Football Sporting Club Inc
OHS Risk management

OH&S act in Victoria the OH&S Act 1996 was updated in 2004 & 2011. One of the many policies and standards considered by the Government of Victoria in its OH&S Act was risk of injury and diseases and moreover in the master OH&S and environmental guide page 6 it argues that most organisations like Rockbank Football Sporting Club Inc. which is a non for profit community service organisation looks at HSE self -assessment frameworks. This guide breaks the assessment into * Category * Question * Information Source. In the category section it asks questions like * what are the actual injury/incident experiences, does the organisation have risks that could cause death or permanent disabling injuries or serious environmental damage / contamination? Does the organisations competitors have the same issues as Rockbank Football Sporting Club Inc. Work Safe Victoria and AFL argues that for the purpose of this assignment that hazard identification, risk assessment and risk control in the workplace that there are guides to employers in relation to hazard. Moreover it makes a question “*What is hazard identification, risk assessment and risk control*” for this purpose hazard identification is the process used to identify all the possible situations in the workplace where people may be exposed to injury, illness or disease. It is there for recommended that **Risk Assessments** are conducted in a way of “*Find it, Assess it, Fix it*”, to effectively manage your business or organisation (including health and safety in your workplace) and discharge of the moral and legal obligations, it is imperative for:

- *any potentially hazardous situations (which may cause injury , illness or disease) in your workplace to be identified on an ongoing basis before they occur;*
- *the likelihood of each of the hazardous situations occurring to be assessed ;*
- *if there is any likelihood of occurrence ,appropriate measures to prevent their occurrence to be identified and effectively implemented ; and*
- *the measures to be continually reviewed to ensure their effectiveness.*

The terms indicated “hazard identification”, “risk assessment”, and “risk control” are commonly used to summarise the systematic approach for undertaking the above activities for managing workplace health and safety. (<http://www.worksafe.vic.gov.au> , 2004 -2011 page 2)

Gold Club AFL is empowering football & Netball clubs to succeed 2017 implies that using risk forms and risk guide templates are a way for clubs and community service organisations to identify potential risks the outlined document is one such document.

Document Control

- Document information

	information
Document Id	
Document Owner	Simon Vannuccini
Issue Date	Jan 2017
Last Saved Date	29/1/2017

File Name

OHS Rockbank SOP

- Document History

Version	Issue Date	Changes
1.0	29/1/17	

- Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager			
Procurement Manager			
Communications Manager			
Project Office Manager			

Risk Form

PROJECT DETAILS

Project Name
Project Manager

Risk Details

Risk ID:
Raised By:
Date Raised:

Risk Description

Risk Likelihood

Risk Impact

RISK MITIGATION

Recommended Preventative Actions

Recommended Contingent Actions

APPROVAL DETAIL

Supporting Documentation

Signature:

Date

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Please forward this form to RDFL

RISK REGISTER

Project Name:

Project Manager:

Summary			Description			Preventative Actions				Contingency Actions			
Id	Date Raised	Raised By	Received By	Description									

- A hazard that has a Risk Score of less than “10” does not imply no action is required, but that it is of lesser importance to those of higher score. All hazards require some level of control and action

Following the hazard assessment, appropriate control measures should be identified to reduce the likelihood and/or impact of the risk to as low as is practicable, while considering

- State of knowledge about the risk and ways to eliminate or reduce the risk
- Availability and effectiveness of ways to eliminate or reduce the risk;
- Cost of implementing measures to eliminate or reduce the risk
- Where there is a regulation or code of practice for a specific hazard , the provisions of that regulation or code of practice must be followed
- The risk control hierarchy is as follows;

- 1; Eliminate: The elimination of the hazard or the associated risk;
- 2; Substitute: Redesign workplace; use a less hazardous substitute
- 3; Isolate: Provide a barrier (guard) around the hazard to reduce the associated risk;
- 4; Engineering control; All efforts are to be taken to reduce any noise after a nominated time frame

5; Administrative Control; Provide instructions to control the use or exposure to the hazard and thus reduce the risk; provide training to user to control risks associated with the hazards

References

Occupational Health and Safety Act 2004/2011
Occupational Health and Safety Regulations 2007

Revision and Approval history

Date	Rev No	Author and approval
	0	

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Occupational Health and Safety Policy of Rock Bank Football Netball Club; In all policies known by R Clubs

Hazard Reporting and Controls Procedure

a) Severity/ Impact –Severity Level or potential impact of that incident as risk is dealing with the potential for damage personally or environmentally. The assessment should take account of the potential, not actual outcome of risk.

b) Likelihood –Risk is also associated with the likelihood that damage/ injury can occur. The assessment should take account of the exposure and probability of an incident occurring.

EXTREME	Extreme risk ; immediate action required
High	High risk ; senior management attention needed
Medium	Medium risk ; management responsibility must be specific
Moderate	Moderate risk ; branch management responsibility
Low	Low risk ; managed by routine risk assessments and procedures

Potential impact (Consequences)

Likelihood	Minor	Moderate	Significant	Major	Critical
<u>Almost Certain</u>	Medium-9	Medium-16	High-21	Extreme -23	Extreme-25
<u>Likely</u>	Low-6	Medium-13	High-18	High-22	Extreme-24
<u>Possible</u>	Low-4	Medium-11	Medium-15	High-19	High-20
Unlikely	Low-2	Low-7	Medium-12	Medium-14	Medium-17
Very Rare	Low-1	Low-3	Low-5	Low-8	Medium-10
Total					

Qualitative Risk Analysis Matrix –Level of Risk

Associated Policy
Occupational Health and Safety Policy
Manual Handling and Office Safety Policy

Purpose and Scope

To outline the R club Vic Inc. Policy in relation to Committee of Management, Employees , Contractors (Visitors) and Members .

This Manual Handling Policy applies to all areas of R Club Vic Inc, where manual handling of inanimate objects occurs.

Definitions

Hazardous Manual Handling	(a) manual handling having any of the following characteristics (1) repetitive or sustained application of force (2) repetitive or sustained awkward posture (3) repetitive or sustained movement (5) application of high force (6) exposure to sustained vibration (7) exposure to high frequency waves (Electronic) (b) manual handling of live persons or animals (C) manual handling of unstable or unbalanced loads which are difficult to grasp or hold .
Manual Handling	Any activity requiring the use of force exerted by a person to lift , push , pull , carry or otherwise move , hold or restrain any object .
Object	for the purposes of this procedure includes any inanimate object , plant and any substance or material contained by an object

Musculoskeletal , Injury or Disorder	an injury , illness or disease that can arise in whole or in part from manual handling in all areas of R Club Vic Inc , whether occurring suddenly or over a prolonged period of time , but does not include an injury , illness or disease which is caused by crushing , entrapment or cutting resulting primarily from the mechanical operation of equipment or plant .

Responsibility

Committee of Management of R Club

Procedure

All References can be made using the Safe Working Procedures Manual Handling forms

R Club aims to minimise the risk of Musculoskeletal injury or disorders associated with tasks involving manual handling, and to comply with the Occupational Health and Safety Regulations (2007/ 2016 Manual Handling).

Manual handling risk will be managed pro-actively using the systematic process of identification, assessment and control, so as to eliminate or reduce as far as is practicable the risk of Musculoskeletal injury or disorder.

Pre—Procurement Procedures

(a) Prior to the purchase of any equipment which will require manual handling by any PWP member a risk assessment shall be performed (or the purchaser as his/ her representative in this matter) should determine that the supplier is aware of and has complied with their responsibility under the Occupational Health & Safety Regulations (2007 Manual Handling Regulations) .

Further Information

Committee of Management of: R Club
OH&S Adviser

Date	Rev No	Author and Approved
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Occupational Health and Safety Policy
Hazard identification and the Health and Safety of all R Club Members

Purpose and Scope

This Hazard Reporting and Controls Procedure documents the process for the identification, reporting, assessment and control of all potential health and safety hazards at R Club Vic inc .

The procedure applies to the OHS Policy of: R Club and the OHS act of 2004 & 2011

The procedure applies to all R Club members Vic Inc, including labour hire and function hire persons and independent contractors and their members and employees who carry out work under the control of R Club Vic Inc,

Definitions

A Hazard	Is any condition or substance that has the potential to impact on the safety and health of members, visitors or the environment. Hazards can be categorised as Physical, Biological, Chemical and process.
Occupational Health and Safety (OH&S) Risk	Is a measure of the potential for a hazard to impact on the safety and health of all members and visitors' contractors or the environment? The Risk Score is a combination of Severity (or the potential level of damage) and Likelihood (the probability of the incident occurring and the exposure).

Responsibility
Committees of Management

Procedure

Committees of Management are committed to ensuring the health and safety of all members. R Club Vic Inc is committed to ensuring that all potential health and safety hazards are identified and appropriately assessed and controlled.

All Committees and members are responsible for identifying and reporting potential health and safety hazards to their branch and to the state committee of management.

Appendix (1) Guidelines for Health and Safety Issue Resolution

- Member , Committee or Volunteer identifies a health or safety issue
- Member advises the most senior person of the appropriate committee, that person will do a risk assessment and take the necessary actions to resolve the issue.
 - (a) Remove the risk
 - (b) Remove the Members from the Risk

- The Committee a risk assessment of all functions conducted on behalf of: R Club and fill out the appropriate Risk assessment forms and send to Committee of Management.

Procedure

- All Health and Safety issues must be resolved with appropriate consultation between members , Committee of management , Volunteers
- If the Health and Safety issue is not resolved by immediate action then it will be referred to the Committee of management. If required the OHS Adviser can be requested to give assistance and advice on the outstanding issue.
- If the issue is no resolved then work safe will be notified and requested to give advice and ruling on issue.

Occupational Health and Safety (Issue Resolution) Date :

Further Information

OH&S Web site

Committee of Management

R Club Web site

OH&S Policies

OHS Adviser

Date	Rev No	Author and Approval
	0	

References

Occupational Health and Safety Act 2004

Occupational Health and Safety Act 2007

Australian Standards AS 4360 – Risk management 2004

Occupational Health and Safety Act (Hazardous Substances) regulations 2007

Dangerous goods (Storage and Handling) Regulations 2007

Occupational Health and Safety (Noise) Regulations 2007

Occupational Health and Safety (Manual Handling) 2007

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Procedure

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Committee of Management R Club
OH&S Adviser

Date	Rev No	Author and Approved
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