

WORK HEALTH AND SAFETY POLICY

Policy number	WHS1	Version	004 June 2021
Drafted by	NSW GBOTA	Approved by board on	August 2021
Responsible person	General Manager	Scheduled review date	July 2022

INTRODUCTION

The NSW Greyhound Breeders, Owners and Trainers Association (NSW GBOTA) considers the Work Health and Safety (WHS) of all persons employed, contractors, suppliers, volunteers, club members and visitors to the club to be of utmost importance. We are committed to making resources available to comply with the relevant Acts and Regulations associated with WHS and to ensure that the club is safe and without risk to health.

The club is committed to the effective management of WHS. It is the aim of the club to eliminate the risk of injury and disease to our workers, contractors, suppliers, volunteers, club members and the public by adopting a planned and systematic approach to the management of work health, safety and welfare, and by providing the resources for its successful implementation and continuous improvement. All reported incidents will be investigated.

The General Manager on behalf of the entity has ultimate responsibility for the implementation and review of the WHS policy and delegation of WHS management responsibilities.

PURPOSE

The overall objective of this policy is to maintain a WHS management system which complies with or exceeds relevant legislation and standards.

Specifically the club will ensure:

- All hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled;
- Measures to control hazards and risks to health and safety are regularly monitored and evaluated;
- Workers, volunteers and contractors are consulted and encouraged to contribute to the decision making process on WHS matters affecting their health and safety at work;
- Duty holders are consulted and encouraged to contribute to the decision making process on WHS matters affecting the health and safety of their workers;
- All workers, volunteers and contractors receive the appropriate, support information, instruction, training and supervision required to develop the skills to safely carry out their duties and WHS responsibilities; and
- WHS is promoted within the organisation.

SCOPE

This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to NSW GBOTA's premises, to the extent it is relevant to them.

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

POLICY

Overview

The NSW GBOTA 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 risks to health.

The NSW GBOTA is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

The NSW GBOTA is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development, in consultation with NSW GBOTA's Safety Representatives, 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; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

BULLYING AND VIOLENCE AT WORK

The NSW GBOTA is committed to eliminate bullying and occupational violence so far as is practicable in the workplace.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying can include:

- verbal abuse;
- excluding, ignoring or isolating a person;
- psychological harassment;
- intimidation;
- assigning meaningless tasks unrelated to a person's job;
- giving a person impossible assignments and deadlines;
- unjustified criticism or complaints;
- deliberately withholding information vital for effective work performance; and
- constant taunting, teasing or playing practical jokes on a person who is not a willing participant.
- Bullying can be verbal, or in writing (including online).
- Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

ALCOHOL AND DRUG USE IN THE WORKPLACE

The NSW GBOTA does not allow the consumption of alcohol or prohibited substances during or prior to a shift. Working under the influence can both prevent an employee, volunteer or official from fulfilling their duties, but also delay response time, impact ability to operate equipment and machinery or potentially be a contaminate found in a greyhound racing urine sample.

Employees, volunteers and officials must not:

- Consume alcohol or caffeinated beverages in or around the racetrack, kenneling areas or open areas where greyhounds are exercised during working hours.
- Take or administer illicit substances.

- Ensure any medications are taken prior to the commencement of a shift and hands are washed following administration of medication. Medications which must be taken during the work periods must be done away from customers and kennels areas, with hands to be washed immediately following.

The NSW GBOTA shall have the ability to undertake random testing as part of workplace audits. Testing shall be conducted through a suitably qualified company and shall be completed as part of the Association's commitment to a safe work place.

The NSW GBOTA reserves the right to request testing of an employee where work performance is not in line with position specification, expected duties and NSW GBOTA policies. Advice of this request shall be made in writing to the employee prior to test being required and outlining performance concerns.

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 the NSW GBOTA of the services provided by that contractor.

The NSW GBOTA may seek a workplace drug test or medical assessment be undertaken (at the cost of the NSW GBOTA), where an employee, volunteer or official gives cause to concern that duties are not being fulfilled and actions are dangerous and place other persons at risk.

OCCUPATIONAL HEALTH AND SAFETY COORDINATOR

The Occupational Health and Safety Coordinator (General Manager) will be held accountable for coordinating NSW GBOTA's management of health and safety on behalf of the Association. The Occupational Health and Safety Coordinator does not assume the responsibilities of supervisors and managers.

HEALTH AND SAFETY REPRESENTATIVES

The NSW GBOTA will encourage and facilitate the formation of work groups and the election of Health and Safety Representatives to represent employees on health and safety matters. All employees however has a responsibility to work health and safety matters, and therefore must report any concerns to their direct supervisor immediately.

RESPONSIBILITIES

The Person Conducting a Business or Undertaking (PCBU)– the entity will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach NSW GBOTA's health and safety objectives;
- inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations; and
- participate in NSW GBOTA's inductions and implement all safety procedures.
- coordinate the identification, development, implementation and review of Work Health and Safety policies and procedures;

- assist supervisors/managers in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- assist supervisors/managers in monitoring and evaluating hazards and risk control measures;
- assist supervisors/managers in the identification, development and provision of appropriate Work Health and Safety related information, instruction and training;
- monitor and advise on legislative and technical changes relating to health and safety;
- monitor and provide regular reports to the General Manager and monthly Management Committee on NSW GBOTA's Work Health and Safety performance;
- support employees and Health and Safety Representatives to follow policies and safe work procedures developed.
- be committed to the provision and maintenance of a healthy and safe workplace; and
- ensure that all staff receive appropriate training in the policy and related procedures, and their obligations under occupational health and safety laws.

THE VENUE MANAGERS AND GENERAL MANAGER WILL:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach NSW GBOTA's health and safety objectives;
- inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations; and
- participate in NSW GBOTA's inductions and implement all safety procedures.
- coordinate the identification, development, implementation and review of Work Health and Safety policies and procedures;
- assist supervisors/managers in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- assist supervisors/managers in monitoring and evaluating hazards and risk control measures;
- assist supervisors/managers in the identification, development and provision of appropriate Work Health and Safety related information, instruction and training;
- monitor and advise on legislative and technical changes relating to health and safety;
- monitor and provide regular reports to the General Manager and the monthly Management Committee on NSW GBOTA's Work Health and Safety performance;
- support employees and Health and Safety Representatives to follow policies and safe work procedures developed.
- be committed to the provision and maintenance of a healthy and safe workplace; and
- ensure that all staff receive appropriate training in the policy and related procedures, and their obligations under occupational health and safety laws.

SUPERVISORS/MANAGERS WILL:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach NSW GBOTA's health and safety objectives;
- inform and train all staff in relevant policies, procedures and health and safety obligations; and
- participate in NSW GBOTA's inductions and implement all safety procedures.

Employees will:

- participate in health and safety training, actions and activities and support NSW GBOTA in its efforts to reach its health and safety and, where relevant, rehabilitation objectives;
- follow reasonable health and safety instructions from managers or supervisors;
- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives;
- aim to work in a way that does not endanger the health or safety of themselves or others;
- properly use and maintain safety equipment;
- make sure visitors follow safety rules in the workplace; and
- participate in NSW GBOTA's induction programs and implement all detailed safety procedures.

Participants, contractors and visitors to NSW GBOTA will:

- assess risks to their health and safety arising from the provision of their services;
- have control measures in place to address those risks, including complying with any relevant NSW GBOTA policies and practices
- follow directive of staff and officials.

The role of Health and Safety under the Racing, Regulatory & Compliance Sub-Committee is to:

- assist in the development, monitoring and review of health and safety policies and procedures;
- consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees;
- promote the importance of health and safety amongst management and employees;
- monitor NSW GBOTA's health and safety performance;
- monitor the rehabilitation of injured employees;
- assist in the resolution of health and safety disputes.

The Committee will meet on a monthly basis, or more frequently if required. An agenda will be circulated by the Head of the Committee prior to the meeting.

THE ROLE OF HEALTH AND SAFETY REPRESENTATIVES IS TO:

- represent employees from their work group in relation to health and safety matters;
- investigate health and safety related complaints prior to representations to management;
- make representations to management and report back to employees on any matter relating to health and safety;
- discuss with the employees, any proposals or matters which may affect the health and safety of employees;
- assist management in the identification of hazards, the assessment of risks and implementation of risk control measures;
- assist in promoting adherence to health and safety policies and procedures;
- assist in the monitoring of risk controls and health and safety policies and procedures.

PROCESSES

MONTHLY MANAGEMENT COMMITTEE

Management should review the relevant legislation for NSW to determine whether a Health and Safety Committee is required for the workplace. Management should also consult with the Health and Safety Representatives and the Finance Department to determine if a Committee is required at their site.

Management must ensure that employee representatives are selected appropriately and that the Committee is informed and conducted in accordance with the applicable legislation.

OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE

Where required by law, or where necessary, designated work groups deemed shall each elect a Health and Safety Representative as their elected spokesperson.

Health and Safety Representatives are encouraged to work with management to discuss Work Health and Safety issues, and to work with management to improve health and safety standards.

Policy Review and Dissemination

Workers, volunteers and contractors will be provided with a copy of this policy during inductions to the workplace.

Issue Resolution

The NSW GBOTA is committed to ensuring that WHS issues raised at the club are resolved through a formal WHS resolution procedure.

WHS RESOLUTION PROCEDURE

- Any individual or organisation who has a WHS issue that has not been resolved by the club, may commence the resolution procedure by informing the Work Health and Safety Officer:
 - That there is an issue to be resolved; and
 - The nature and scope of the issue.
- As soon as the Work Health and Safety Officer is informed of the issue, all parties involved must meet or communicate with each other to attempt to resolve the issue.
- The parties must have regard to all relevant matters, including the following:
 - The degree and immediacy of risk to workers or other persons affected by the issue;
 - The number and location of workers and other persons affected by the issue;
 - The measures (both temporary and permanent) that must be implemented to resolve the issue; and
 - Who will be responsible for implementing the resolution measures.
- The individual or organisation, in resolving the issue, may be assisted or represented by a nominated person.
- If the issue is resolved, details of the issue and its resolution must be set out in a written agreement if any of the parties involved to the issue requests this.
- If a written agreement is prepared, all parties to the issue must be satisfied that the agreement reflects the resolution of the issue.

A copy of the written agreement must be given to:

- All parties to the issue; and
- If requested, to the health and safety committee for the workplace.
- To avoid doubt, nothing in this procedure prevents a worker from bringing a work health and safety issue to the attention of their work health and safety representative.

CONSULTATION

In fulfilling the objectives of this policy, the club is committed to regular consultation with workers and duty holders to ensure the policy operates effectively and that health and safety issues are regularly reviewed.

The NSW GBOTA will undertake adequate and regular consultation with all workers, volunteers and contractors to enhance the effectiveness of the WHS management system.

The NSW GBOTA is also committed to consulting, cooperating and coordinating with other duty holders whose workers work onsite as part of the club's ongoing racing operations.

Consultation arrangements will be monitored and reviewed on an on-going basis to ensure that consultation with all workers and duty holders is effective and that all safety issues are being addressed.

Consultation with workers and duty holders will be conducted as part of:

- Risk identification and control;
- Decisions about the adequacy of facilities;
- Proposing changes that may affect health and safety; and
- Making decisions about procedures that relate to health and safety.

REVIEW

This policy will be reviewed by the Operations Manager at least once every two years, in light of legislation and organisational changes.

RESOURCES

Safework NSW

<http://www.safework.nsw.gov.au/>

For information, advice or assistance phone 13 10 50.

People with a speech or hearing impairment can make or take phone calls using these numbers:

voice calls or telephone typewriter (TTY) call 133 677 then ask for 13 10 50

Speak and Listen service call 1300 555 727 then ask for 13 10 50

SMS relay service on 0423 677 767 then type 13 10 50

make an internet relay call then type 13 10 50

AUTHORISATION

NSW Greyhound Breeders, Owners and Trainers Association