

The NSW Greyhound Breeders, Owners & Trainers' Association Limited
Work Health and Safety Policy
(Employees, Volunteers & Officials)

The NSW GBOTA conducts greyhound racing at:

- Wentworth Park
- Gosford
- Lismore
- Maitland
- Bulli
- Bathurst
- Gunnedah
- Temora
- Appin

The NSW GBOTA considers the Work Health and Safety (WHS) of all persons employed, contractors, suppliers, volunteers, club members and visitors to the Association's venues 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 venues are safe and without risk to health.

The Association is committed to the effective management of WHS. It is the aim of the Association 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 Work Health and Safety Officer (WHSO) at each Association venue has ultimate responsibility for the implementation and review of the WHS policy and delegation of WHS management responsibilities.

Purpose of Policy

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

Specifically the Association 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 Association.

Values or Principles on Which this Policy is Based

- That the Association has responsibility for maintaining and promoting WHS.
- That the workers, volunteers and contractors of the Association have a responsibility for complying with this policy and related WHS procedures, and should contribute to the promotion of health and safety in the workplace.

Target

This policy applies to all workers, contractors, sub-contractors, employees of contractors or sub-contractors, apprentices, trainees, outworkers, employees of labour hire companies, suppliers, volunteers, club members and visitors to / within the Association's venues.

Procedures

1. The Line Manager at each Association venue will be the Work Health and Safety Officer.
2. The Work Health and Safety Officer will conduct a risk assessment at least once each year. The assessment will utilise the WHS inspection checklist contained in the Work Health & Safety Policy and Compliance Operating Standard supplied by GRNSW.
3. The Association's Management Committees will review progress on WHS strategies at least once a year.
4. Workers, volunteers and contractors are responsible for raising and reporting any safety hazard to the Work Health and Safety Officer.
5. Workers, volunteers and contractors are responsible for their compliance with the policies and procedures of the club, including completing an Incident Investigation form for every incident and submitting the form to the Work Health and Safety Officer.

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 Association 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 may commence the resolution procedure by informing the Work Health and Safety Officer at the specific NSW GBOTA venue:
 - 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 Association 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 Association will ensure adequate and regular consultation with all workers, volunteers and contractors to enhance the effectiveness of the WHS management system is undertaken.

The Association's venues are also committed to consulting, cooperating and coordinating with other duty holders whose workers work onsite as part of the Association venue'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 Association Board of Directors at least once every two years, in light of legislation and organisational changes.

Resources

WorkCover Authority of NSW

www.workcover.nsw.gov.au

For information, advice or assistance phone 13 10 50.