



OCCUPATIONAL HEALTH & SAFETY POLICY

Policy number	10	Version	JULY 2022
Drafted by	PIGC BOARD	Approved by Board on	19 JULY 2022
Responsible person	BOARD CHAIR	Scheduled review date	JULY 2025

OBJECTIVE:

Phillip Island Golf Club values the health and safety of all members of the community. Consistent with this, the Club will make every reasonable effort to ensure that procedures are in place to prevent accidents, and promote the health, safety and welfare of all employees, members, visitors, and contractors to the PIGC site.

POLICY:

Phillip Island Golf Club is subject to the standards of Occupational Health & Safety (OH&S) as detailed in the current Victorian State legislation.

- All employees and members of the Club have the right to a safe environment free from all potential hazards.
- It is the responsibility of the Club and employees, working in cooperation and consultation, to ensure ongoing active prevention of injury and illness in our workplace.
- Employees are provided with information, instruction, training and supervision to enable them to perform their work safely.
- Employees and members are made aware of the legislative requirements and the Club policy, through ongoing consultation, training and information updates related to OH&S.
- All employees, members, contractors and visitors are responsible for complying with the requirements of the *Occupational Health and Safety Act 2004 (Vic)* and *Occupational Health and Safety Regulations 2017 (Vic)*.
- Members are expected to support the Club in maintaining the standards of Occupational Health & Safety by being informed of OH&S requirements, complying with safety signage and training, and reporting concerns to the Club or a Board member

IMPLEMENTATION:

Processes are established for members, employees, contractors and visitors to ensure safe systems of work are implemented and observed.

- New employees and where applicable, contractors, are inducted and made aware of the Club's particular Occupational Health and Safety procedures
- Regular training is undertaken by all employees to ensure ongoing professional learning in the area of OH&S
- Employees are required to be aware of the associated risks involved with all work activities (both onsite and offsite) and mitigate the risks involved via the completion of Risk Management documentation
- A regular OH&S agenda item is scheduled for regular meetings with employees to raise awareness, provide training and provide an avenue for raising potential OH&S issues
- Formal hazard identification, preventative maintenance programs and emergency management procedures are conducted, documented and reviewed.
- Regulations relating to correct use of equipment, plant and substances must be adhered to.
- Occupational Health and Safety Committee, as directed by the PIGC Board, regularly reviews, evaluates and implements any required action.
- A process for reporting, recording and investigation of incidents is established
- Matters requiring immediate attention must be reported to one of the following:
 - i. Board Chair
 - ii. Relevant Board member
 - iii. PIGC Admin staff
 - iv. Course Supervisor as appropriate

The relevant Occupational Health and Safety team undertakes regular walks through all areas of the Clubhouse and course to identify potential hazards.

RELATED POLICIES / PROCEDURES:

1. Risk Management Policy
2. Chemicals Storage Policy and Procedures
3. Staff Induction Policy and Procedures