

**North Balwyn Bowls Club**

# **North Balwyn Bowls Club**

## **Health and Safety Policy**

Second edition Oct 2023

# North Balwyn Bowls Club

## North Balwyn Bowls Club Health and Safety Policy

### Purpose:

**NBBC** is committed to providing a safe and healthy environment for all club members, visitors, employees and contractors by promoting a safe environment, safe systems of work and safe equipment and materials.

This policy applies to all employees, members, visitors and contractors.

### Responsibilities:

**NBBC** will promote a safe and healthy environment by:

- identifying and reducing health and safety risks through a documented process of hazard identification, assessment and minimisation.
- consultation with club members to assist with identification and minimisation of risk.
- reporting and investigating incidents and near misses, and acting to prevent recurrence.
- complying with legislation and guidelines relating to health and safety.

**Club Members** will contribute to the health and safety of the club environment by:

- taking reasonable care for his or her own safety.
- taking reasonable care that his or her actions do not adversely affect the health and safety of others.
- showing respect to all employees, members, volunteers and visitors.
- actively contributing to identification, reporting and reduction of risk.

**Protecting the health and safety of club members, visitors, employees and contractors and the club environment is integral to the club's culture, is an ongoing process, and policies and procedures are regularly reviewed.**

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# North Balwyn Bowls Club

## 1. Machinery and Equipment

The machinery and equipment used at NBBC is maintained and used according to user manuals, including the use of machine guards, where applicable.

All first time equipment users are trained in the use of equipment.

Eye and Ear protection is used for all tasks requiring this protection.

All machinery and chemicals are stored in the locked works shed, which has a different key for entry which is held only by those familiar with the use of these items, and is alarm protected to deter unauthorised entry.

## 2. Electrical Safety and Fire Equipment Service

All electrical equipment in use at the club is regularly test and tag inspected by a registered electrician. Fire Extinguishers, alarms and Exit signs are also reviewed annually.

## 3. Safe storage and use of chemicals

Chemicals used at the club for maintenance purposes are stored in the separate part of the works shed. Pesticides, i.e. herbicides, insecticides and fungicides, are to be used according to label directions. Personal Protective Equipment is available to be used as directed. Any diluted chemicals must be labelled.

Fuels are stored in the works shed, and handled according to the labels.

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## 4. Ladder Safety

Each year there are dozens of serious incidents where workers have fallen from ladders.

Ladders should only be used for simple access jobs or for a short duration. If you can work from ground level or using an alternative like scaffolding; do so.

But if a ladder is your only option, here are the 10 golden rules that can help you avoid injury.

1. Choose the right ladder for the job. It should meet Australian Standards, rated for industrial use and should be a suitable type for the job.
2. Inspect the ladder for damage before each use.
3. Only use a ladder if you are physically capable of doing so.
4. Always set up the ladder on a flat, stable surface. Consider safety devices like leg levellers, anti-slip gutter guards and stabilisers.
5. Always maintain three points of contact with the ladder. This means two hands and one foot, or two feet and one hand on the ladder. Never lean or reach away from the ladder while using it.
6. Only take small items up or down a ladder and items that allow you to maintain three points of contact.
7. Never exceed the working load limit on the ladder. Remember to include the weight of your tools.
8. If you're using an extension ladder, secure it at the top, bottom or both. If this isn't possible then have someone hold the ladder. If you're using an A-frame ladder, make sure it's fully open and locked.
9. Extension ladders should be angled at a ratio of 1:4. That is, position the base of the ladder 1 metre away from the structure for every 4 metres of height.
10. Do not climb past the second-top rung of a ladder, and never straddle the top of an A-frame ladder. When climbing down, face the ladder and climb to the bottom rung before stepping off.

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## 5. Heat and Shade.

Bowling is an outdoor sport involving exposure to weather.

Bowling is cancelled when the temperature reaches 36 degrees.

Shade is provided where possible at the green ends. More shade is a priority for risk minimisation and plans to increase shade are a part of the current 5 year planning strategy of the NBBC board.

## 6. Sun Protection.

As bowls is an outdoor sport NBBC recognises risks of prolonged sun exposure and actively promotes the use of sun protective clothing and provides sunscreen.

## 7. Covid 19 precautions

**NBBC adheres to State Government, Bowls Victoria and Council directives regarding prevention of spread of Covid 19.**

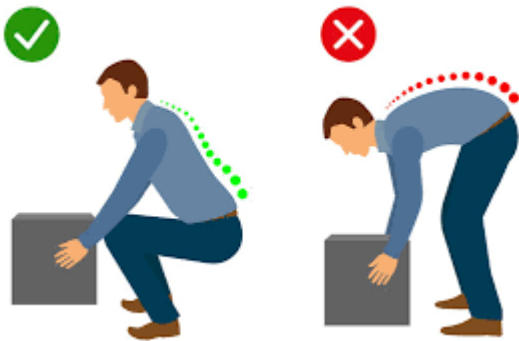
## 8. Safe Lifting: and Manual Handling

Incorrect lifting technique can cause back injury. Use trolleys where possible to move objects, assess your capacity to lift and plan your lift. **Consider partnered lifting for heavier tasks.**

- Keep a wide based stance. Your feet should be shoulder width apart with one foot slightly in front of the other.
- Squat down when picking up an object bending only at the hips and knees.
- Keep a neutral spine and maintain good posture. Keep your back straight, but maintain a slight arch in the low back.
- Lift slowly by straightening your hips and knees, not your back. Keep your back straight and do not twist while lifting.
- Keep the load as close to your body as possible, at waist height.
- Use your feet to change direction and take small steps.
- Set down your load carefully, squatting with the knees and hips only.

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- Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level.
- Avoid turning or twisting your body while lifting or holding a heavy object.



### 9. Green Access and furniture, building safety

Support hooks are installed at intervals along the edges of the greens for those who need to hold on to something stepping on and off the green.

There are bench seats on all sides of the greens for players and spectators. These will be kept in good order.

Safe use of bowls rakes: During play the bowls rakes are to be placed on the bank on the edge of the green with the rollers facing towards the green. The rakes should be stored in the overhead racks promptly at the end of play.

An annual inspection of the buildings and grounds for detection of safety issues will be conducted by the Health and Safety Committee, and all members are asked to report any concerns to the committee in person or using the reporting forms.

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## 10. Food Safety

1. **Wash your hands.** Wash your hands with warm water and soap for at least 20 seconds before and after handling food and after using the bathroom, coughing or sneezing.
2. **Clean surfaces often.** Wash cutting boards, dishes, utensils and countertops with a clean sponge and hot, soapy water after preparing each food item.
3. **Wash fruits and vegetables.** Wash fruits and vegetables under running water just before eating, cutting or cooking. Even if you plan to peel the fruit or vegetable, it's still important to wash it because bacteria can spread from the outside to the inside as you cut or peel the product.
4. **Separate and don't cross-contaminate.** Separate ready-to-eat foods such as fresh fruits and vegetables from raw meats, poultry, seafood and eggs. Using separate cutting boards and utensils when preparing food will reduce the risk for cross-contamination.
5. **Thaw frozen food correctly.** Food should never be defrosted at room temperature. Three safe ways to defrost food include: in the refrigerator, under running cold water or in the microwave. Food thawed in cold water or in the microwave should be cooked immediately.
6. **Cook food thoroughly.**
7. **Refrigerate properly.** Perishable foods should be refrigerated within two hours of purchase. Packaged raw meat should be stored on the bottom shelf to prevent contamination of other foods by meat juices.

## 11. Smoking and service of alcohol

While supporting a smoke free environment and recognising the health risks of smoking, NBBC also welcomes club members and visitors who smoke. NBBC has provided a designated smoking area on the lawn between the northern end of the clubhouse and the carpark.

NBBC adheres to RSA (Responsible Service of Alcohol) guidelines.



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## 12. Incident and Hazard Reporting

All club members and volunteers are encouraged to report any incidents, near misses and potential hazards on the forms provided.

Incident reports will be reviewed by the H&S team and forwarded to the Board to review and action any safety recommendations.

Hazard reports will be discussed at Board Meetings.

Health and Safety issues and review will be an agenda item at each Board meeting.

# North Balwyn Bowls Club

## North Balwyn Bowls Club Incident report

Date of Incident: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Reported by: \_\_\_\_\_

Reported to: \_\_\_\_\_

Description of Incident:

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Assessment and Plan to prevent recurrence:

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Health and Safety officer/ Board Recommendation:

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Actioned by: Name \_\_\_\_\_

Date \_\_\_\_\_

# North Balwyn Bowls Club

## North Balwyn Bowls Club Near Miss and Hazard Report

Date: \_\_\_\_\_

Reported by \_\_\_\_\_

Reported to \_\_\_\_\_

Description of Hazard:

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Risk Assessment Matrix:

	LOW	Likelihood	HIGH
Severity of Risk: LOW			
HIGH			

Plan for risk minimisation:

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Board Comments and Decision:

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Actions to be taken: \_\_\_\_\_

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Responsibility of: \_\_\_\_\_

Proposed Date of Completion: \_\_\_\_\_