



## HALLS HEAD BOWLING & RECREATION CLUB INC

# HAZARDOUS AND DANGEROUS GOODS PROCEDURE POLICY 2023-2024

### **Rationale**

To provide a process and mechanism for the prevention of injury, illness, environmental harm or property damage within Halls Head Bowling and Recreation Club (Inc.) through the identification, assessment and elimination or control of workplace hazards and risks.

The aim of this procedure is to encourage all personnel to have a proactive approach to the identification, assessment, elimination or control of hazards and risks within Halls Head Bowling and Recreation Club (Inc.)

### **Policy Statement**

1. Halls Head Bowling and Recreation Club (Inc.) recognises that the Occupational Health and Safety (OHS) of all members, employees and workplace visitors including customers, agency staff and contractors are of paramount importance to our Club.
2. All persons have an important role to play in creating and maintaining a safe and healthy workplace. Our Management and supervisory staff play an instrumental role in managing OHS risks associated with hazardous chemicals and substances including dangerous goods in their area of responsibility by identifying hazards, assessing risks and eliminating or controlling those risks in consultation with their employees.

Halls Head Bowling and Recreation Club (Inc.) is committed to:

- Managing all risks associated with hazardous substances used in the workplace and involving employees in this process
- Eliminating risks or where not reasonably practicable, controlling risks associated with hazardous chemicals and substances
- Ensuring Material Safety Data Sheets (MSDS's) are kept for all hazardous chemicals and substances used at the workplace and that the register is readily accessible to all employees who may be exposed to hazardous chemicals and substances whilst at work Keeping and maintaining a register of hazardous chemicals and substances that is readily accessible to all relevant employees
- Ensuring that all legislative requirements are met with respect to record keeping and providing information including in relation to risk assessments and controls
- Ensuring that all hazardous chemicals and substances used in the workplace are appropriately labelled, used, stored transported and disposed of in accordance with legislative requirements and guidelines including providing employees with the appropriate Personal Protective Equipment (PPE)

- Providing training in hazardous chemicals and substances including induction training and hazard specific training as appropriate and as required in accordance with workplace needs
- Providing health surveillance for each employee who is exposed to hazardous chemicals and substances if there is a risk to their health and safety
- Providing monitoring in high risk areas where required
- Maintaining a manifest specifically for emergency services use

Halls Head Bowling and Recreation Club (Inc.) is committed to preventing all incidents and workplace related injuries and diseases.

## **Definitions**

**Hazard Management:** A process where hazards are identified, risk assessed, eliminated or controlled so that injury, illness, property damage or environmental harm is removed or reduced.

**Hazard:** Something that has the potential to cause harm (injury or damage).

**Risk:** The probability and consequences of the level of harm occurring.

**Risk Assessment:** The process of deciding how dangerous or potentially severe a hazard is.

**Control Measures:** The process of eliminating or minimising the risk of harm.

**Hierarchy of Control:** The tool used when determining how risks are to be managed.

**Supervision:** Manager, Supervisor or Team leader.

## **Scope**

This procedure applies to all members, visitors, contractors and employees attending Halls Head Bowling and Recreation Club (Inc.).

## **Responsibilities**

All parties involved with work of any nature have responsibilities in regards to workplace health and safety under the Occupational Health and Safety Act 1984 (WA).

This includes Members, Guests, Staff and Contractors.

## **Members:**

- Take immediate actions or start the process to eliminate or control a hazard when identified.
- Report Hazards immediately to an appropriate Club official and discuss appropriate control measures.
- Generate an Incident Report.

Guests:

- Report any hazard when identified, to an appropriate Club official. Staff:
- Take immediate actions or start the process to eliminate or control a hazard when identified.
- Report Hazards immediately to their immediate supervisor and discuss appropriate control

measures.

- Generate an Incident Report.

Contractors:

- Take immediate actions or start the process to eliminate or control a hazard when identified.
- Report Hazards immediately to their immediate supervisor and discuss appropriate control measures.
- Report any hazard when identified, to an appropriate Club official.

Supervision:

- Ensure all personnel under their control are trained and competent in identifying and reporting hazards by ensuring they have undertaken ongoing adequate training.
- As with all workers, report any Hazard that might impact on the health and safety of workers, plant or the environment.
- Assess whether Hazards can be eliminated immediately or require appropriate control measures.
- Provide feedback to the worker who raised the Hazard Report Form.
- Review and monitor the effectiveness of the control measures by ensuring the implementation of ongoing routine workplace inspections and the continual use of this procedure within their area of responsibility.

**Policy Review**

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

Signature

Signed:  Club President

Date: <sup>10<sup>th</sup></sup> June 1 2023

Signed:  Club Secretary

Date: <sup>19<sup>th</sup></sup> June 2023

Next Review Date June 2024



