

Policy 7

RIDING FOR THE DISABLED ASSOC SA INC

OCCUPATIONAL HEALTH, SAFETY AND WELFARE POLICY

Policy

RDASA is ultimately responsible for the safety of the Association and as such is committed to providing a safe environment for all staff, volunteers and clients. Where possible, substantial efforts and resources will be directed towards the organisation meeting safety standards. This is in line with current state legislation and will ensure that the environment is safe and without preventable risk to all stakeholders.

RDASA has an expectation that all staff and volunteers accept their responsibility to work safely.

Procedure

1. Each centre must display an Occupation Health, Safety and Welfare (OHS&W) Statement, provided by State Office, in a prominent position for all to see, new people should be directed to view this document.
2. Each Centre will nominate a volunteer, from the Centre's Committee, who is responsible for overseeing Occupational Health, Safety and Welfare along with Risk Management issues.. This role entails observing and monitoring potential hazards on a daily basis using the risk management register. The role also entails using the provided checklists (RDAA), at least twice per year, addressing any identified risks in a timely manner and raising further issues at Centre Committee level. OHS&W will remain a fixed item for discussion on the Centre Committee Agenda.
3. The Committee will make an assessment of any issues raised and reach an agreement on how to minimise or eliminate the hazard. They will also nominate a committee member who will be responsible for overseeing any action required.
4. If a potential hazard cannot be addressed at Centre level then it must be raised with the State Manager and the Board of Management for further direction.
5. In the event of an accident (or incident) occurring an entry must be made in the Accident and Incident Report Booklet, and, if first aid is administered an accident report form, must also be completed. In the case of an accident report form two duplicate copies need to be forwarded to the State Office, one of which will be forwarded to the National Office, and one copy needs to be kept at the Centre. The original incident report form is sent home with the person involved and a copy needs to be stored at the Centre.
6. The Centre Committee must address accident/incidents at the monthly management committee meeting by tabling the accident/incident register. All accidents and incidents need to be investigated and a risk assessment conducted. This assessment will aim to determine the cause and ways of preventing further accidents.
7. The Centre Management Committee will also address any risks/hazards identified at the centre during the previous month by tabling the risk management register. Any risks identified will have a risk assessment conducted. This assessment will aim to eliminate or minimise the risk/hazard.

8. All RDASA staff and volunteers have a responsibility to report any safety issues, in relation to their work role, to either the Coach on duty, the Centre Manager or the supervising volunteer. Appropriate immediate action must be taken to minimise or eliminate the risk of further incident or hazard.
9. Each Centre must have immediate access to First Aid equipment which is up to date and kept in an accessible position. All Level 1 and 2 Coaches hold current first aid certificates and MUST be present during all sessions. First aid kits must be checked regularly (once per term) and is in an accessible position
10. The RDASA State Office must have access to First Aid equipment that is checked. regularly (once per term) and is in an accessible position

Signed:

Date:

Policy Established: December 2001
Reviewed: March 2003, Jan 2005, July 2006
Next Review Date: July 2008