



*LIONS CLUB OF ORMEAU  
INCORPORATED*

OCCUPATIONAL

HEALTH AND SAFETY

MANUAL

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## **OVERVIEW**

The Occupational Health and Safety (O H & S) management system is to apply to all activities and projects of Lions Club of Ormeau Incorporated (Ormeau Lions)

Failure to comply with the requirements of the O H & S management puts at risk individual members of the club.

The purpose of this system is to establish and maintain effective management of O H & S. It is designed to provide compliance with all O H & S legislative requirements and promote excellence in occupational health and safety management through a process of continual improvement.

Ormeau Lions has implemented a structured safety management system to achieve a consistently high standard of safety performance. In addition, it will serve to ensure Ormeau Lions Club meets the obligations of its internal occupational health and safety policy and relevant occupational health and safety legislation.

Ormeau Lions will review this system regularly in order to provide guidance for internal/ external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

Ormeau Lions recognises that the success of the system depends on commitment from all levels and functions, particularly executive officers. Ormeau Lions has defined an O H & S policy and plans to implement, monitor and evaluate its procedures and achieve conformance with such planned procedures.

The policy and procedures are formally authorised and approved by the Board of the Club and authorised by signature of the President.

## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

Ormeau Lions recognises the obligation to take all practicable actions to safeguard the OHS of all members and volunteers, stallholders and visitors.

Furthermore Ormeau Lions recognises the obligation to;

- maintain a close working relationship with members and volunteers and have an intimate knowledge of the environment, and;
- develop O H & S initiatives that do not rely solely on compliance, rather they focus strongly on risk management principles aimed at effectively reducing occupational injury and illness.

## **POLICY OBJECTIVES**

The aim of this policy is to ensure that all members and volunteers are safe from injury and risks to health whilst they are at involved in club activities. In particular this policy aims to ensure that:

- members and volunteers are instructed in safe systems of work and provided with training, supervision and information where applicable;
- O H & S hazards and risks are investigated and practical control measures implemented;
- proper medical and first aid facilities are provided;
- adequate personal protective equipment is provided and maintained; and
- emergency action and evacuation plans are developed.

## **RESPONSIBILITIES**

**The Board** is responsible for:

- ensuring that all Ormeau Lions Club O H & S procedures and initiatives are implemented and kept current;
- ensuring that any person is not exposed to risks to their health and safety arising out of the conduct of activities or undertakings of Ormeau Lions
- ensuring the development and implementation of safe systems of work on Ormeau Lions Club ensuring that an agreed procedure for consultation with members is followed in developing O H & S procedures;
- ensuring incident investigations are conducted and that corrective action is implemented and recorded as soon as practicable after an incident occurs.
- reporting to Workplace Health and Safety Queensland where required;
- the day to day management of O H & S issues;
- consulting with members and volunteers on changes to work methods before those changes take place;
- ensuring that regular risk assessments are carried out on work procedures.
- facilitating the induction of new members and volunteers to enable them to carry out their duties in a safe manner, in accordance with Ormeau Lions Clubs policies and procedures;
- reporting of injuries and illness in accordance with State Legislation and Ormeau Lions Club policy;
- ensure that all persons follow safety directions and training in compliance with established policy and procedure;
- implementing appropriate actions or re-training for breaches of established policies, procedures or standards of performance; and

**Health and Safety Committee** is responsible for:

- assisting in the development of Ormeau Lions Club safe systems of work;
- reviewing and recommending O H & S policy/procedure to Ormeau Lions Club Board;
- monitoring the progress of initiatives to ensure planned objectives are achieved;
- promoting and encouraging safe systems of work;
- encouraging an attitude of positive and effective consultation in the resolution of O H & S issues;
- assisting in the rehabilitation of members and volunteers;
- reviewing Incidents and related statistics and making suggestions as to control measures and improvements;
- assisting in identifying O H & S hazards;

- discussing and resolving with Ormeau Lions Club Board, suitable actions to manage hazards in the work environment;
- assisting members and volunteers with any queries or complaints they may wish to raise, or resolve, concerning O H & S issues;
- investigating incidents where appropriate or required;
- participating in hazard inspections and assisting to implement corrective actions; and
- encouraging a positive attitude to O H & S amongst management, members and volunteers, contractors and visitors.

**Members and volunteers** have a responsibility to cooperate with the implementation of the Ormeau Lions Club O H & S, programs, policies and procedures. Members and volunteers have specific responsibilities and obligations to:

- comply with requests from the Board or Safety Committee on safety procedures;
- perform their duties in a manner that preserves personal safety, the safety of other members and volunteers as well as members of the public;
- use in a safe and responsible manner any equipment provided;
- use and maintain as instructed Personal Protective Equipment, provided for O H & S purposes;
- report any hazards or hazardous situations immediately to the OH & S Safety Officer
- participate in consultation to maintain continuous improvements in occupational health and safety.
- refrain from removing or interfering with any guarding or safety device;
- maintain the work environment in a safe and orderly manner;
- participate in discussion on safe systems of aimed at the reduction of occupational hazards and injury.

**Contractors and stallholders** are responsible for:

- the occupational health and safety of their own employees.
- obtaining, observing and complying with the occupational health and safety policies of Ormeau Lions.
- ensuring that other persons are not exposed to risks to their health and safety arising out of the conduct of the contractors business or undertaking.

### ***POLICY IMPLEMENTATION***

This policy is to be implemented through the procedures and arrangements established by the Ormeau Lions Club O H & S program. Specific policies and safe systems of work have been prepared to address hazards and hazardous practices within the organisation.

### ***POLICY REVIEW***

This occupational health and safety policy will be reviewed each year in consultation with members and volunteers, and kept up to date with new legislation and occupational changes.

### **CONSULTATION**

Ormeau Lions is committed to encouraging consultation and cooperation between management and members and volunteers on occupational health and safety issues. The Board will ensure that:

- representation from any member or volunteer will be dealt with promptly by the Board;
- the Board will consult with all members and volunteers on a regular basis; and
- members and volunteers will have a formal process for action, through managerial support for a “Ormeau Lions Club Occupational Health and Safety Committee”.

### **EVALUATION**

This plan will be reviewed on at least a three yearly basis and evaluated for its effectiveness in delivering this club's objectives and improved Ormeau Lions Club O H & S performance.