



Royal Queensland Yacht Squadron

WORK HEALTH & SAFETY POLICY

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RQYS Work, Health & Safety Policy

Revision History

Version	Date	Author	Changes
V0.04	4 June 2020		
V4.1	20 January 2022	L Jackson	Changed Statement making it clearer that Unlawful Discrimination, Sexual Harassment, Bullying and Equal Opportunity are contained in the Diversity, Harassment & Equity Policy

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

Approvals

Name	Role	Signature	Date	Version

Distribution

Name	Role	Date	Version

Work Health and Safety Policy Statement

The Royal QLD Yacht Squadron aims to lead the way in work health and safety (WHS) within our industry. We take our responsibility of duty of care seriously by looking at the activities of the business to assess any hazards, along with associated risks, apply quality and safety standards that have been established to protect our members, clients, contractors, employees, visiting competitors and officials, as well as members of the public.

The philosophy of the RQYS is to ensure that our work is undertaken safely, with a high level of integrity and quality. This review includes the plant and equipment used in the workplace, substances stored or handled and providing information, instructions, training and supervision relating to these activities.

This is achieved by maintaining a Work Health and Safety Management System (WHSMS) complying with AS/NZS 45001:2018 (superseding AS/NZS 4801:2001), that covers the activities of our operation.

The WHSMS has the objective of eliminating work-related injury and illness by:

- Conforming to legislative requirements, being either the Act, Regulations and/or

Codes of Practice;

- Identifying hazards related to the business's activities;
- Assessing risks associated with the hazards;
- Determining suitable control measures to eliminate the hazards if practicable or if that is not possible, minimise the risk;
- Reviewing control measures to ensure they remain effective;
- Preparing documented safe systems of work;
- Communicating safety issues to our employees and seeking their advice and suggestions; Consulting with, supervising and training our personnel with regard to safety in their workplace;
- Auditing the safe systems of work to ensure that aspects of the WHSMS are functioning correctly;
- Conducting periodic reviews to continuously improve the WHSMS;
- Establishing measurable objectives and targets to chart our progress.

This manual needs to be read in conjunction with Squadron policies and procedures which have been developed to support the objectives of our WHSMS. These policies include, but are not limited to:

- Confidentiality & Non-retaliation Policy;
- People Responsibilities Policy;
- Diversity, Harassment and Equity Policy;
 - Unlawful Discrimination
 - Bullying
 - Sexual Harassment
 - Equal Opportunity
- Social Media Policy;
- Child & Youth Safety Policy;
- COVID 19 Safe Plan
- Infectious Diseases Policy

We request the personal cooperation and commitment of people working within our Organisation, whether they are staff, contractors or clients, to help us achieve our "Zero Harm" objective.

Please abide by our safety rules and report unsafe conditions. We ask our employees, members and all others associated with the Squadron to be involved and committed to a continuing program that will ensure a safe, healthy and hygienic environment for everyone. Your contribution is valued.

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WHS SYSTEMS

RQYS has comprehensive systems in place to ensure a safe and healthy working environment. These systems include:

- ✔ A Work Health and Safety Management System,
- ✔ Risk Assessments and Work Instructions;
- ✔ Dangerous Goods Safety Management Documentation;
- ✔ Emergency Response Procedures; and
- ✔ Other policy and procedure documentation.

This handbook only serves as an introduction to health and safety within our Company. Employees should consult with their Manager or these documents if they require further information.

DUTIES, RIGHTS AND RESPONSIBILITIES

(a “duty” is something that you must do)

YOUR DUTIES

The *Work Health and Safety Act 2011*, places duties on you while at work.

You are required to:

- ✔ Take reasonable care for your own health and safety; and
- ✔ Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
- ✔ Comply so far as you are reasonably able, with any reasonable instruction that is given by RQYS to allow compliance with the *Work Health and Safety Act 2011*; and
- ✔ Co-operate with any reasonable policy or procedure of RQYS relating to health or safety at the workplace that you have been made aware of.

The Act provides significant penalties for persons who fail to meet their obligations.

YOUR RIGHTS

You have the right to refuse to work in a situation where you believe, on reasonable grounds, that a work situation poses a serious safety or health hazard. At RQYS, you should never be placed in such a circumstance.

Upon identifying a serious safety hazard, employees and contractors shall have the right, and be encouraged to:

- ✔ Not enter the work area;
- ✔ Prevent work from proceeding;
- ✔ Leave the work area;

Until such time that it has been reasonably established that the serious hazard has been appropriately removed, isolated or minimised.

If you see an unsafe or dangerous situation, we request that you immediately:

- ✔ Warn others;
- ✔ Isolate the danger, if practical and safe to do so;
- ✔ Leave the immediate area; and
- ✔ Notify your Manager.

EMPLOYEE RESPONSIBILITIES

Employees and Volunteers have a legal obligation to protect their own health and safety and to avoid wilfully jeopardising the health and safety of any other person.

Employees and Volunteers with concerns about hazards that they may identify, or with ideas for improvement, are to be encouraged to approach their relevant Manager as their first point of contact and are to complete a Hazard Report Form for the hazard identified.

This is an important link for the effective implementation of this health and safety program, as the respective Manager can either deal with the concerns directly or refer it to a higher authority for appropriate action.

Employees and Volunteers responsibilities are:

- ✔ Taking reasonable care for his or her own health and safety;
- ✔ Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- ✔ Reading and understanding health and safety rules applying to their position;
- ✔ Complying with safe working practices to ensure work is performed in a safe manner within the extent of their control over the work situation;
- ✔ Assisting with the preparation of safety policies or procedures by contributing their ideas and experience to proposed control measures;
- ✔ Reporting immediately to the Manager unsafe acts, practices or conditions whether resulting in an injury or not. Alternatively, and if within their authority to do so, to correct the unsafe acts, practices or conditions observed;
- ✔ Cooperating with incident investigators and assisting them in identifying incident causes;
- ✔ Wearing protective clothing or equipment as required or as directed;
- ✔ Ensuring that within the employee's work location, machinery and items of protective equipment or safety guarding are in a safe working condition. In cases where the above items have been interfered with, removed, displaced or rendered ineffective, except for maintenance purposes, report the fact immediately to the Manager;
- ✔ Maintaining a high standard of housekeeping in the work area; and
- ✔ Ensuring that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety and the health and safety of other persons whilst at work.

RISK MANAGEMENT

Risk Management is an important aspect of the working environment, especially where the work undertaken is of particularly high risk. Both the employer and employee have obligations under the *Work Health and Safety Act 2011* to conduct risk assessments of the work environment and the tasks being completed.

Risk Management: is the process of identifying, assessing and controlling hazards, with follow up reviews establishing the effectiveness of controls.

Risk Assessment: performed at the commencement of a contract, when performing a new job or when new hazards are identified. Risk assessments must be documented; this may be in a diary note or on the **Risk Assessment Form**. Risk assessments may only take 60 seconds or may take longer requiring the completion of a Safe Work Method Statement.

Hazard: something with the potential to cause harm. This can include substances, plant, work processes and/or other aspects of the work environment.

Risk: The possibility that death, injury or illness might result because of the hazard.

Control Measures: measures put in place in order to eliminate or manage the exposure to identified risks.

FIVE STEPS OF RISK MANAGEMENT

STEP 1: IDENTIFY THE HAZARD

There are a number of general types of workplace hazards, including:

- ✔ Work environment (such as confined spaces);
- ✔ Energy (such as electricity);
- ✔ Manual handling;
- ✔ Noise;
- ✔ Chemicals; and
- ✔ Plant.

Hazard identification can happen through:

- ✔ General supervision of staff and processes;
- ✔ Formal auditing of staff, processes and systems;
- ✔ Reviewing incident and accident reports;
- ✔ Employees or contractors advising management of a hazard using the **Hazard Report Form** (please refer below to view form) for example:
 - If an employee notices several boxes positioned close to a fire door blocking access;
 - Electrical cords positioned within a workplace posing as a trip hazard; and/or
 - An item falling off a storage shelf nearly striking an employee.
- ✔ In these examples, you will be required to complete a hazard report form and provide it to management for review.

Hazard Report Form – Pg 18

STEP 2: ASSESS RISKS

Risk Assessment is used to assess and prioritise in order to facilitate the next step of the risk management process, DECIDING ON CONTROL MEASURES. This is achieved by:

- Assigning likelihood and consequence levels;
- Combining these using the risk matrix to obtain a risk score; and
- Using this risk score to prioritise risks in line with the score indicator.

RISK MATRIX

LIKELIHOOD	
A. Almost certain	Most likely outcome of performing a task. Common or repeatedly occurring.
B. Likely	Known to occur or has happened in the past within the Organisation.
C. Possible	Could occur or has been heard of happening in the past in our industry.
D. Unlikely	No known history of event occurring but it is conceivably possible.
E. Rare	The chance of this occurring is practically impossible. Has not been heard of happening before.

CONSEQUENCE	
1. Insignificant	No treatment required. No time off work.
2. Minor	Injury or illness which requires first aid treatment required. Worker has less than one full day off work.
3. Moderate	Injury or illness which requires medical treatment. One full day or more but less than four full days off work.
4. Major	A death, an incident resulting in serious bodily injury or a dangerous event.
5. Catastrophic	Incident resulting in multiple deaths at work.

RISK MATRIX										
LIKELIHOOD	CONSEQUENCE									
	Insignificant		Minor		Moderate		Major		Catastrophic	
	1	2	3	4	5					
A. Almost certain	M	52	H	64	E	76	E	88	E	100
B. Likely	M	44	H	56	H	68	E	80	E	92
C. Possible	L	36	M	48	H	60	E	72	E	84
D. Unlikely	L	28	L	40	M	52	H	64	E	76
E. Rare	L	20	L	32	M	44	H	56	H	68

SCORE INDICATOR		
SCORE	LEVEL OF DANGER	REQUIRED ACTION
72 – 100	EXTREME	NO WORK SHOULD COMMENCE AT THIS LEVEL! This is an unacceptable level of risk; action must be taken to eliminate or minimise the risk immediately. Report this risk immediately to management.
56 – 68	HIGH	STOP WORK IMMEDIATELY! This is an unacceptable level of risk; work should not continue under such circumstances. Management must take action to reduce the risk to as low as is reasonably practicable.
44 – 52	MODERATE	Work can continue with controls in place. Management must continually monitor and review the controls and aim to reduce the risk further.
20 - 36	LOW	Some control may be necessary, or the risk is acceptable.

STEP 3: DECIDING ON CONTROL MEASURES

Hierarchy of Controls

With regards to health and safety related risks, the treatment option/s of choice will be determined by a hierarchy of controls.

In managing risks to health and safety RQYS will:

- Eliminate risks to health and safety so far as is reasonably practicable.
For Example: using material handling equipment rather than have workers lift, lower, carry, etc. materials manually or eliminating the need to elevate persons or objects above ground level.

If it is not reasonably practicable to eliminate risks to health and safety - minimise those risks so far as is reasonably practicable by doing one of the following:

- Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk;
For Example: using a non-toxic chemical rather than a toxic one.
- Isolating the hazard from any person exposed to it; or

For Example: adding sound reducing enclosures for noisy equipment or locking doors to hazardous areas to isolate the general public from those areas.

- Implementing engineering controls.

For Example: installing guardrails around elevated work areas, providing non-slip working surfaces or controlling traffic to avoid collisions.

If a risk, then remains RQYS will:

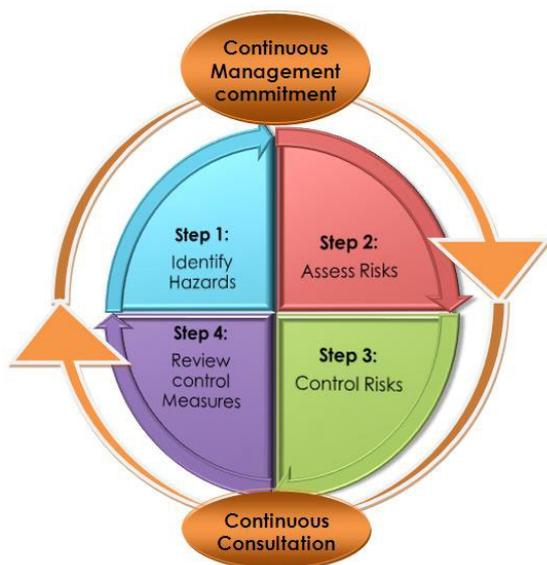
- Implement administrative controls; and / or
For Example: providing training or erecting signs.
- Provide and ensure the use of suitable personal protective equipment.
For Example: providing safety eyewear, gloves, dust masks etc.

STEP 4: PUT CONTROL MEASURES IN PLACE

This step involves putting selected control measures in place at your workplace. This means undertaking those activities necessary to allow the measures to function or operate effectively.

STEP 5: MONITOR AND REVIEW

The ongoing monitoring of risks to establish the effectiveness of controls shall be carried out, with alternate treatment measures implemented if necessary. This will be achieved by regular review of job procedures and consultation with relevant stakeholders.



Further information in this matter can be found in the company's Work Health and Safety Management System within the "Risk Management" module.

CONSULTATION

RQYS values your input into health and safety matters. Consultation is an essential component of the *Work Health and Safety Act 2011*.

Consultation will occur when:

- ✓ Proposed changes may affect health, safety or welfare;
- ✓ Assessing the risk to health and safety;
- ✓ Deciding how to eliminate or control a risk;
- ✓ Introducing or altering procedures for monitoring risks;
- ✓ Deciding about the adequacy of facilities for employees;
- ✓ Deciding about procedures for consultation.

Further information in this matter can be found in the company's Work Health and Safety Management System within the "Consultation, Co-operation and Co-ordination" module.

EMERGENCY EVACUATION

RESPONDING TO A FIRE OR EMERGENCY IN YOUR AREA

- ✔ Ensure an alarm has been raised.
- ✔ Meet your area warden at a designated emergency point, as your area warden is trained to respond on the alarm being activated notify your area warden of the location, nature and status of the emergency.
- ✔ YOUR WARDEN WILL ENSURE THAT THE AUTHORITIES HAVE BEEN NOTIFIED.
- ✔ Assist the Wardens by co-operating in the evacuation of the occupants from the immediate danger area.
- ✔ Follow specific guidelines for emergencies i.e. fire, bomb threat if applicable.
- ✔ Your warden will establish communications with the Chief Fire Warden through your emergency communication system. If there is no response from your warden, then you must notify the Chief Fire Warden of an emergency situation.
- ✔ Ensure all occupants have been accounted for upon evacuation of your area.

FIRE FIGHTING

RULES FOR FIRE FIGHTING

- ✔ Assist any person in immediate danger to get to safety if this can be accomplished without risk to yourself.
- ✔ Call the Fire Brigade by Dialling 000 and alert people in the vicinity that there is a fire in the building by calling out. Enlist the help of others to ensure that everyone knows there is a fire.
- ✔ Ensure that all people in the building are aware of the emergency and are starting to move out to the emergency assembly area.
- ✔ Only after having done these three things and if the fire is small should you attempt to use an extinguisher to put it out.
- ✔ Always position yourself with an exit or means of escape at your back before you attempt to use an extinguisher to put out a fire.
- ✔ Never attempt to fight a fire if:
 - ✔ You don't know what is burning;
 - ✔ The fire has started to spread rapidly;
 - ✔ You don't have adequate or appropriate equipment;
 - ✔ You might inhale toxic smoke; or
 - ✔ Your instincts tell you not to.

FIRE FIGHTING EQUIPMENT SUITABILITY

Not all extinguishers may be suitable for use on all types of fires.

Reference: AS 2444-2001

NOTES	CLASS OF FIRE						
	A	B	C	E	F		
<p>LIMITED Indicates that the extinguisher is the agent of choice for the fire, but that it will have limited extinguishing capability.</p> <p>CLASS D fires involving (combustible metals) use only special purpose extinguishers and seek expert advice.</p>	Wood, paper and plastics	Flammable and combustible liquids	Flammable gasses	Energised electrical equipment	Cooking oils and fats		
	WATER—Red	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, live electrical equipment and cooking oil/fat fires.
	DRY CHEMICAL—Red with white band	✗	✓	✓	✓	✓	Not suitable for wood, paper and plastic fires.
	FOAM—Red with blue band	✓	✓	✗	✗	✗	Dangerous if used on electrical fires.
	CO ₂ —Red with black band	Limited	Limited	✗	✓	✗	Generally not suitable for outdoor use. Suitable only for small fires
	WET CHEMICALS—Red with sand band belt	✓	✗	✗	✗	✓	Dangerous if used on electrical fires.
	POWDER AB(E) - Red with white stripe	✓	✓	✓	✓	✗	Special Powders are available specifically for various types of metal fires (seek professional advice)
	POWDER B(E) - Red with white stripe	✗	✓	✓	✓	✓	Special Powders are available specifically for various types of metal fires (seek professional advice)
	VAPORISING LIQUID—Red with yellow stripe	✓	Limited	Limited	✓	✗	Check the characteristics of the specific extinguishing agent
	FIRE HOSE REEL	✓	✗	✗	✗	✗	Ensure you maintain a path of access
FIRE BLANKET	✗	✗	✗	✗	✓	Use as a blanket to wrap around a human torch (ensure you replace after every use)	

✗ Do not use
✓ Is suitable for use

OPERATING EMERGENCY RESPONSE EQUIPMENT

FIRE EXTINGUISHER

- ✓ Ensure the fire extinguisher is suitable for the type of fire you are fighting.
- ✓ Test the extinguisher as you are approaching the fire.

- ✔ Obtain assistance if possible.
- ✔ Ensure that there is a clear escape path behind you at all times.

PASS

Pull, **A**im, **S**queeze and **S**weep

Pull the Pin

This will allow you to operate the extinguisher.



Aim at the base of the fire.

This is where the fuel is.

Squeeze the top handle or lever.

This releases the pressurised extinguishing agent in the extinguisher.



Sweep from side to side until the fire is completely extinguished.

Start using the extinguisher from a safe distance away, then move forward as the fire diminishes. Once the fire is out, keep an eye on the area in case it reignites.

FIRE BLANKET

1. Remove the fire blanket from its envelope by grasping the two protruding tags and pulling.
2. How to hold the fire blanket:
 - a. Grasp one edge of the blanket with each of your hands near a corner. Your thumbs should be on your side of the blanket and your fingers on the side away from you i.e. palms downward;
 - b. Turn the palms towards each other and continue to turn the hands in that direction until the palms are facing upwards;
 - c. Lift the arms so that the weight of the blanket is on the tips of the fingers;
 - d. Turn the hands (fingers still pointing to the ceiling) so that the palms are toward the fire. This action will result in a section of the blanket curling round to protect your hands.
3. Keep your arms up so the blanket will shield your face.
4. Stand partly side-on to the fire so that one leg is forward and the other back.
5. Move slowly and carefully towards the fire. Do not look over the top of the blanket at the fire.
6. Let the bottom of the fire blanket touch the side of the fire.
7. Still moving your arms forward carefully lower the blanket over the top of the container. Do not attempt to throw the blanket over the fire.
8. Place a metal tray or other flat solid object on top of the fire blanket if possible. Under no circumstances should the blanket be lifted until completely cool.
9. In the case of a clothing fire, the victim should be wrapped in the blanket and rolled on the ground.

FIRE HOSE

Do not use on fires with an electrical hazard.

1. Open valve (ensure hose reel is turned off at nozzle).
2. Run the hose toward scene of fire.
3. Open nozzle and direct stream at base of fire.

INJURY MANAGEMENT AND WORKERS' COMPENSATION

Your Manager is responsible for ensuring that you are fit to perform the work required. Therefore it is your responsibility to report anything which may affect your ability to safely perform your role.

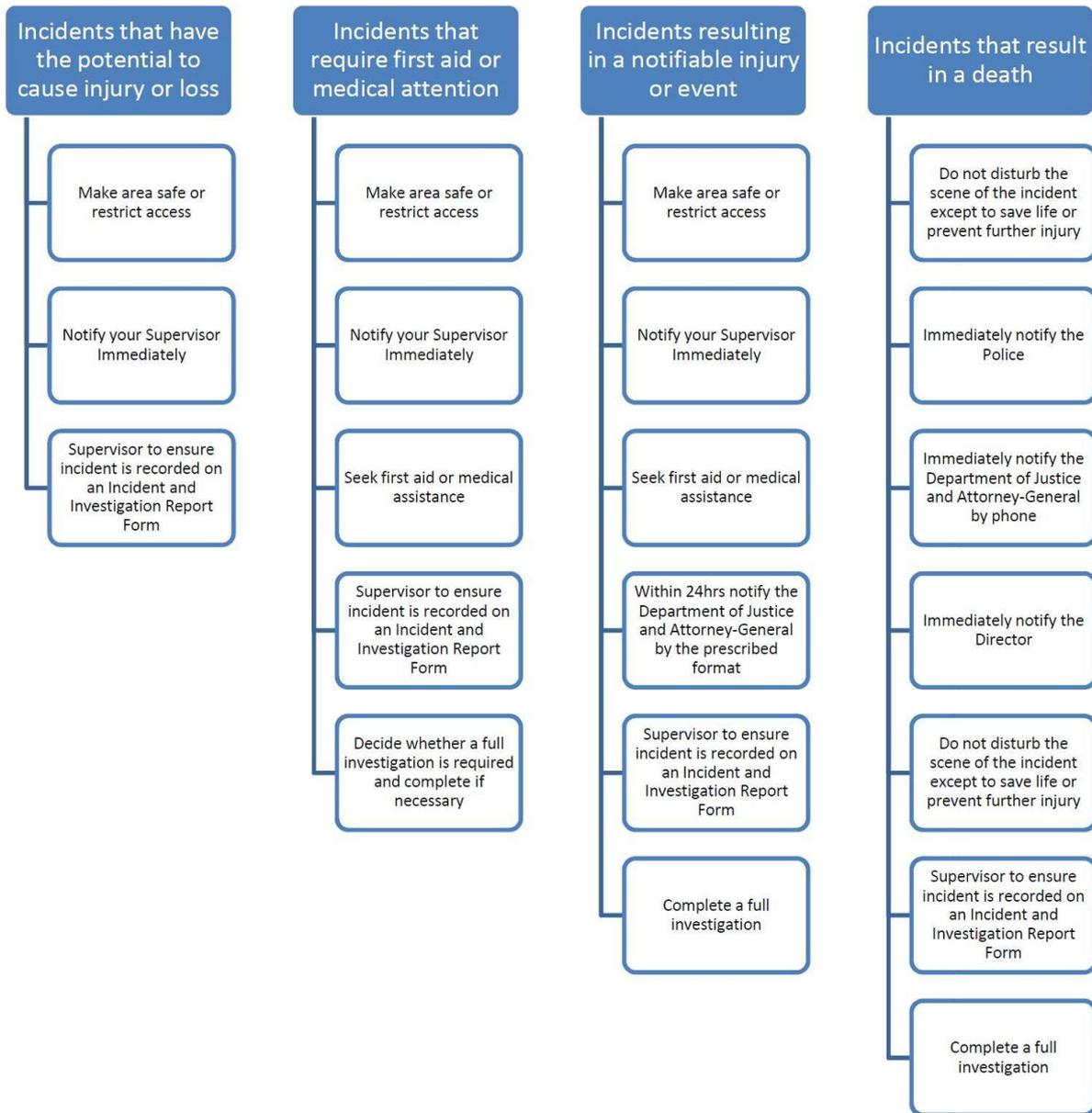
The **Incident and Investigation Report Form** is used for recording:

- Incidents involving anyone in the workplace, or any worker travelling to or from work.
- Incidents, injuries and near misses that occur at work, even minor injuries and first aid treatment administered. These are verbally reported to the Manager immediately. The written report will be completed within 24 hours of the injury.
- Worker injuries and illnesses, including those that are not work related. Once they are reported to the Manager, an assessment will be made as to whether the person is able to work without causing further injury.

DANGEROUS WORK PRACTICES OR WORK CONDITIONS ARE REPORTED TO THE MANAGER IMMEDIATELY.

Further information in this matter can be found in the company's Work Health and Safety Management System within the "Incident Management" module.

INCIDENT REPORTING SUMMARY



WORKERS' COMPENSATION

WHO CAN APPLY FOR WORKERS' COMPENSATION?

Anyone can apply for workers' compensation benefits regardless of who or what caused the work-related injury.

HOW DO I APPLY FOR WORKERS' COMPENSATION?

You should lodge a Claim Form and inform the Office Manager that you intend to claim workers' compensation as soon as possible after the injury. For an application to be valid, it should be lodged within six months of seeing a doctor about the injury. However, if you lodge a claim form more than 20 business days after first visiting a doctor, WorkCover QLD may only pay compensation from 20 business days before the application was lodged.

WORKER RIGHTS AND RESPONSIBILITIES

- ✔ Co-operate with WorkCover Queensland, their employer and their doctors during the application and rehabilitation process.
- ✔ Complete and sign all necessary forms.
- ✔ Let WorkCover know if their condition or treatment changes.

- ✔ Keep their Workers' Compensation Medical Certificates up to date. Workers can only receive workers' compensation benefits if WorkCover has a copy of their current Workers' Compensation Medical Certificate.
- ✔ Ensure all information provided to WorkCover is true and not misleading (e.g. a worker must inform WorkCover if they are receiving Centrelink payments).
- ✔ Participate in rehabilitation programs, except where there is a reasonable excuse for not doing so.
- ✔ Tell WorkCover if you are returning to work of any kind (or to engage in a calling). This includes self-employment or working for another person and applies whether or not you are being paid for performing the activity.

Penalties may apply if people do not comply with these requirements. WorkCover may suspend a worker's compensation benefits or prosecute them for an offence under the *Workers' Compensation and Rehabilitation Act 2003* if these responsibilities are not fulfilled.

REHABILITATION

WHAT IS REHABILITATION?

Depending on a person's injury, rehabilitation can include:

- ✔ Physiotherapy;
- ✔ Occupational therapy;
- ✔ Psychological counselling;
- ✔ Suitable duties programs;
- ✔ On-the-job training for new job skills;
- ✔ Special assistance for serious injuries.

THE ROLE OF THE INJURED WORKER

RESPONSIBILITIES

- ✔ To apply for workers' compensation.
- ✔ To advise your doctor of the availability of workplace rehabilitation.
- ✔ To ask your doctor to complete the Work Capabilities Checklist (if required).
- ✔ To actively participate in workplace rehabilitation.
- ✔ To maintain communication with the employer/rehabilitation and return to work coordinator about relevant issues related to your compensation claim.

RIGHTS

- ✔ To workers' compensation for work-related injuries accepted by the insurer.
- ✔ To choose your own doctor.
- ✔ To authorise our rehabilitation and return to work coordinator (RRTWC) to contact your doctor for advice on suitable duties.
- ✔ To confidential, safe keeping of this personal information.
- ✔ To be provided with suitable duties, if practicable.
- ✔ To be consulted in the development of a suitable duties plan.
- ✔ To union representation if so desired.
- ✔ To ask for a Q-COMP review of certain insurer's decisions with which you do not agree.
- ✔ To have access to an impartial grievance mechanism, which is accessed in the first instance by raising the grievance with the RRTWC before escalation.

HAZARD REPORT FORM

This form may be used for any hazard **that you cannot** rectify. Please complete this form and forward it to the relevant Manager.

THIS SECTION IS OPTIONAL	
Name of person completing the form:	
Contact telephone:	
Signature:	
Form submitted to:	
Date submitted:	

DETAILS OF THE HAZARD/SAFETY PROBLEM

Location:	REPORT DATE:		
The exact location of the hazard:			
What date was this hazard observed?	And Time?		
Please describe the hazard or safety problem in detail:			
Suggestion for correcting the hazard, or improving safety:			
Have any near misses occurred? YES <input type="checkbox"/> NO <input type="checkbox"/>	Detail:		
Have you reported this hazard previously? YES <input type="checkbox"/> NO <input type="checkbox"/>	To Whom?		
RISK MATRIX Risk Rating before risk control	LIKELIHOOD _____	CONSEQUENCE _____	RISK RATING _____
ACTION TAKEN:			
Risk Rating after control measure in place (Residual Risk)	LIKELIHOOD _____	CONSEQUENCE _____	RISK RATING _____
Signature:			