



Workplace Health, Safety and Wellbeing Procedure

All SP Hunters employees, contractors and volunteers have a right to work in an environment which is healthy, safe and promotes overall wellbeing.

Purpose

To outline the process by which SP Hunters will aim to ensure a safe working environment for all our people, regardless of how they are engaged by us. This Procedure will also detail the individual responsibilities for health, safety and wellbeing processes at SP Hunters and under the relevant legislation.

Scope

This Procedure applies to all employees, contractors and non-affiliated volunteers (our people). For the purpose of this Procedure and under the relevant legislation, our people are more broadly termed 'workers'.

The *Work Health and Safety Act 2011* (Qld) (**Act**) and *Work Health and Safety Regulation 2011* (Qld) set out the legal framework for workplace health and safety. Both SP Hunters as the employer and workers have certain duties regarding safety under the Act.

SP Hunters reserve the right to amend this Procedure at any time in line with changing business requirements.

Hazard Identification, Accident Prevention and Incident Reporting

SP Hunters takes workplace safety seriously and is committed to seeking to identify and eliminate hazards and to prevent incidents from occurring. Workers are encouraged to be involved in decisions affecting their own health, safety and wellbeing.

A hazard is a situation or thing that has the potential to harm a person. A risk is the possibility that harm (i.e. death, an injury or an illness) might occur when exposed to a hazard.

When any hazard is identified, or an actual incident occurs, it must be reported to the General Manager. By informing the General Manager of risks and hazards, accidents and injuries can be avoided. By reporting even minor incidents everyone can learn from past experience and prevent future incidents.

Responsibilities

It is the responsibility of the General Manager to record the type and location of hazards and incidents. Further, it is the responsibility of leaders to ensure that:

- workers are aware of this Procedure and adhere to it
- leaders are notified of all hazards and incidences
- preventative measures are introduced
- identified hazards are rectified

It is the responsibility of workers to ensure that they:

- adhere to the Procedure
- notify leaders of all hazards and incidences
- maintain a positive commitment and attitude to safety
- work safely



The main factor in accident prevention is the desire and action of each worker to adopt safe work methods and conform to all safety regulations. This requires a cooperative effort where safety is everybody's responsibility.

If you see an unsafe situation that poses a real and imminent risk to the safety of yourself or another person, fix it if you can (for example a wet floor) or warn other people involved about the risks. Immediately report the hazard to leaders.

Where you identify a potential hazard that does not pose an immediate risk, report the potential hazard to leaders so that the problem can be fixed.

If a worker is injured in the workplace, they (or their leader) must report the incident as soon as possible. This applies to all injuries, no matter how minor. For each incident details of name, any witness, injury, time and date of injury, time and date of report, and any contributing factors, should be reported to leaders.

For some workplace incidents, leaders are required to notify WorkCover and Work Health & Safety Queensland. An incident is notifiable if it results in the death, serious injury or serious illness of a person or involves a dangerous incident, e.g. injuries requiring hospitalisation; head, eye or spinal injury; serious burn or lacerations; infections attributable to carrying out your work etc. If in doubt, please alert the General Manager.

First Aid

First Aid is the emergency care of the injured and sick. In accordance with its commitment to a preventative approach to accidents and illness, SP Hunters, as far as reasonably practicable, will ensure that emergency treatment is provided for persons suffering injury or illness at work and also provide for first aid treatment of non-workers who may visit the workplace.

SP Hunters will, wherever possible, ensure that appropriately trained first aiders are available in all designated areas, with first aid training provided on a regular basis, to assist SP Hunters employees holding first aid certificates to maintain and update their qualifications. We will ensure there are sufficient numbers of adequately stocked first-aid kits appropriate to the designated work areas.

For minor injuries the worker may be treated by first aid officers, for more serious injuries either an ambulance should be called or the injured staff member should be taken to a medical practitioner accompanied by their supervisor or leader.

Responsibilities

- It is the responsibility of SP Hunters leaders to ensure that all workers are aware of and adhere to this Procedure
- It is the responsibility of workers to ensure that they familiarise themselves with this Procedure and take reasonable care for their own health and safety

First Aid Procedures

There are First Aid kits located at all SP Hunters office locations. Each kit will have a log book. Any worker removing items from the First Aid kit is to document it in the log book. This is to enable SP Hunters to keep the First Aid kit fully stocked. It is the responsibility of the First Aid Officers to monitor the contents of the kits.

Commented [SB1]: Do the Hunters have an office?

The appropriate steps for basic first aid procedures when dealing with workplace accidents are:

- establish the degree of trauma/injury
- determine what kind of assistance is needed. It may be necessary to call for an ambulance or transport the injured person to a doctor; if a minor injury, apply the appropriate first aid
- regardless of the nature of the injury, inform a leader

Emergency Procedures

This procedure aims to provide the emergency control structure and directions that will prevent injury to workers or visitors and impact on neighbouring premises in the event of an emergency. The Procedures also aim to minimise damage to SP Hunters equipment and installations.

Key emergency principles to consider are:

- all risks are continually monitored in order to minimise the potential of an emergency; personal safety is paramount
- emergency plans formulated and reviewed in consultation with workers, emergency service specialists and in line with statutory requirements; plans are simple but effective
- emergency control workers (including Fire Wardens) are appointed and trained
- all workers regularly trained in emergency procedures

Responsibilities

It is the responsibility of SP Hunters General Manager to ensure that emergency procedures have been developed and that all workers are informed as to the correct procedures to follow.

Fire

On discovering a fire:

- assist anyone in danger if safe to do so; sound the nearest alarm & notify the Fire Wardens and reception
- close any doors; if safe, use firefighting equipment to extinguish the fire
- move to the assembly point when instructed by a fire warden or when it is unsafe to remain in the area
- move to the evacuation point when you are instructed to do so by a warden

Explosion

If an explosion occurs:

- assist anyone in danger if safe to do so
- notify reception and advise if ambulance, fire brigade, police etc. is required and the nature and location of the emergency
- incident controller and wardens will assemble team and set up first aid station; wardens will organise to isolate and contain any hazards resulting from the explosion

Medical Emergency

If a medical emergency occurs:

- check for any threatening situation and control it if safe to do so
- remain with casualty (unless there is no other option) and provide appropriate support
- do not move any casualties unless in a life-threatening situation
- notify the ambulance and designate someone to meet them; provide support to first aider or ambulance if required

Mental Health and Wellbeing

SP Hunters is committed to supporting worker's mental health and wellbeing to maintain a harmonious and safe workplace. We endeavour to foster an environment that reduces the risk of mental health concerns and supports the development of leadership skills which promote mental health and wellbeing.

At SP Hunters we aim to:

- provide a working environment that promotes and supports the mental health and wellbeing of workers
- promote a culture of partnership, participation and responsiveness on the basis that open channels of communication will foster positive working relationships and provide clear methods of conflict resolution
- promote and support opportunities for workers to enhance professional development
- provide workers with access to support systems such as our Employee Assistance Programme (EAP) with Benestar who provide confidential counselling, coaching and support for employees and their family members for a broad range of work and life issues. This service is available on 1300 360 364.

Commented [SB2]: Again need to confirm if SP Hunters will have an EAP

Responsibilities

SP Hunters aim to improve the mental health environment and culture of the organisation by identifying, eliminating, isolating or minimising harmful processes, procedures and behaviours that may cause psychological harm or illness to workers.

We will provide systems that encourage predictable working hours, reasonable workloads and flexible work practices where appropriate.

Workers are expected to act in a manner promote a harmonious and collaborative workplace free from workplace conflict.

Mr Stan Joyce

Mr Jeremy Edwards

Chairman

Director/Secretary

Papua New Guinea Hunters Rugby
Football Club Limited

Papua New Guinea Hunters Rugby
Football Club Limited

