



(F.T.C) Inc.

IA 19362

Workplace Health & Safety Policy

Version 2
October 2009

POLICY OBJECTIVE

The Southern Cross Association (FTC) Inc. is committed to providing so far as is practicable, its stakeholders with a structured environment to minimize risks to health, safety and welfare. SCA recognizes that involvement in any motorcycle activity is inherently dangerous and will continue to strive to minimize risk to those involved through a shared and integrated approach to health and safety. This policy outlines the organizational commitment and policy in achieving this objective.

STATEMENT

Southern Cross Association (FTC) Inc. will recognize and manage so far as is practicable its moral and legal responsibility for the safety and health of its personnel and persons who may be affected by Southern Cross Association (FTC) Inc. events.

POLICY DIRECTION

As far as is reasonably practicable Southern Cross Association (FTC) Inc. will achieve this by:

- Managing a comprehensive OH&S program which seeks to protect and enhance the health and safety of all Southern Cross Association (FTC) Inc. Stakeholders
- Consulting with stakeholders on an ongoing basis regarding health and safety.
- Providing safe plant and systems of work
- Providing written procedures and instructions to ensure safe systems of work.
- Identifying hazards, assessing risks and controlling the hazards.
- Ensuring compliance with existing and current legislation, standards and where appropriate current industry practices.
- Providing information, instruction, education, training and supervision to personnel and contractors to ensure their safety while carrying out performed duties.
- Ensure adequate resources are available to meet OH&S Policy
- Reviewing Southern Cross Association (FTC) Inc. records, accident and near misses to identify opportunities for improvement
- Reviewing policy annually

RESPONSIBILITIES

Safety is a shared responsibility and the following accountabilities apply to the implementation of this policy

COMMITTEE

All committee personnel are responsible to implement this policy within their area of responsibility

Management is responsible for:

- The provision and maintenance of equipment in a safe condition
- Identifying hazards, assessing risks and then controlling hazards
- Active involvement in the development , promotion and implementation of Health and Safety Policies and procedures
- Seeking assistance or expert advice when required.
- Ensuring personnel receive training in the safe performance of their duties and assigned tasks
- Facilitating appropriate consultation with personnel and stakeholders within their area of responsibility.
- Reporting safety issues and incidents in a timely manner
- Actively supporting and facilitation support, welfare and rehabilitation for those affected by safety issues.

Personnel are responsible for following:

- OH&S policies and procedures
- Utilising all equipment provided for their protection
- Operating within their level of competence and experience
- Reporting all known or observed hazards to committee members
- Cooperating with any action taken by Southern Cross Association (FTC) Inc. to comply with its legislative and moral obligations with respect to safety.

OH&S POLICIIES ON SPECIFIC ISSUES

Policies, procedures, operational safety requirements and safe work methods on specific occupational health and safety issues, consistent with the principles in this policy, will be issued as appropriate.

SCA REPRESENTATIVES

Any person who is a member of Southern Cross Association (FTC) Inc. committees, members, volunteers or such person who may be so nominated by Southern Cross Association (FTC) Inc. committee.

SCA STAKEHOLDERS

Person who is a Southern Cross Association (FTC) Inc. employee, volunteer, licensed official, self employed person or visitor, for the duration of events which Southern Cross Association (FTC) Inc. have organized. This will also include persons who are member of or employed Southern Cross Association (FTC) Inc. associated and/or affiliated organizations, Southern Cross Association (FTC) Inc. Events (licensee holder) who may be participating in event and persons or organizations to who Southern Cross Association (FTC) Inc. has authorised.

CONTRACTORS

Persons who provide goods or services by contract or by way of a sub contract.

COMMITTEE MEMBERS

Any person holding a position on a current Southern Cross Association (FTC) Inc. management committee or sub committee.

OFFICIAL

Any person who is appointed by Southern Cross Association (FTC) Inc. committee to undertake specific tasks at events

PLANT

Any machinery, vehicle, appliance, implement or tool and any component fitted thereto.

SPECTATORS

Person who attends an event (whether by personal invitation, or response to general advertisement or public notices or otherwise) under control of an Southern Cross Association (FTC) Inc. sanction (whether or not entrance to such an event is obtained in exchange of a fee) for the express purpose of viewing event.

VISITORS

Any person not normally assigned to working in that area e.g. new contractor.

VOLUNTEER OR VOLUNTARY WORKER

Any person who holds a position on committees, working group panel or otherwise and gives their time and services for no financial reward is recognized by Southern Cross Association (FTC) Inc. as a volunteer.

To be insert - assessment form

INCIDENT REPORT FORM

Injured Person's Name.Date.

Name of Witness/s (if any) :

Address:

Incident Type (please circle - definitions are given on the next page):

- | | |
|---------------------------|----------------------------------|
| 1. Near Hit | 5. Dangerous Event |
| 2. Minor (first aid only) | 6. Dangerous Electrical Incident |
| 3. Serious Bodily Injury | 7. Serious Electrical Incident |
| 4. Work-caused Illness | 8. Fatality |

A fatality must be reported by telephone urgently to police WHS Queensland (1300 369 915) urgently. Any other incident, except 1 & 2, must be reported to the Sub- Committee Chairperson and WHS Queensland by telephone within 1 day and via Incident Report Form within 3 days.

Factors Contributing to the Incident:

1. People and procedures - were participants aware of the Procedures for SCA Activity and were these followed?
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2. Machinery or equipment – condition, maintenance, design, defects?
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3. Environment - rain, very hot, gravel road, blinding sun, slippery grass?
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Recommendations to Prevent Recurrence:

Short and long term actions for people, procedures, equipment and environment.
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.....
.....

Signature

Date

Safety Coordinator or WHSO's:

Chairperson, Sub Committee:

President Management Committee:

Corrective Action Taken:

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.....

Put in place by (whom) Name:

Signature: Date

INCIDENT DEFINITIONS Incident Type:

1. **Near Hit** - an incident where someone is almost injured.
2. **Minor** - an injury requiring first aid attention only.
3. **Serious Bodily injury** - an injury to a person that causes that person's death or loss of a distinct part / organ or the injured person to be absent from voluntary or paid work for more than 4 days.
4. **Work-caused Illness** - an illness where work, a workplace, a work activity or specified high-risk plant was a significant contributing factor. Or the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if work, a workplace, a work activity or specified high-risk plant was a significant contributing factor to the recurrence etc.
5. **Dangerous Event** - an event caused by specified high risk plant or a work activity if the event involves, or could have involved, exposing persons to risks to their health and safety because of:
 - Collapse, overturning, failure or malfunction of, or damage to, an item of specified high risk plant or
 - Collapse or failure of an excavation or of any shoring supporting an excavation or
 - Collapse or partial collapse of any part of a building or other structure or
 - Damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator or
 - Implosion, explosion or fire or
 - Escape, spillage or leakage of any hazardous material or dangerous good or
 - Fall or release from a height of any plant, substance or object or
 - Damage to a boiler, pressure vessel or refrigeration plant or
 - Uncontrolled explosion, fire or escape of gas or steam.
6. **Dangerous Electrical Incident** - existence of circumstances in which a person is not electrically safe involving high voltage electrical equipment and a shock or injury does not occur', or existence of circumstances of a person not being electrically safe had they been at a particular place at a particular time or such circumstance included high voltage electrical equipment', or an event involving electrical equipment that directly caused significant property damage, or electrical work being performed by a person not authorized under an electrical work licence or as a result of performance of electrical work a person or property is not electrically safe or a licensed electrical worker discovering electrical equipment that isn't marked as required by the Electrical Safety Act 2002.
7. **Serious Electrical Incident** - an incident involving electrical equipment if in the incident a person is killed by electricity or receives a shock or injury from electricity and is treated for that under the supervision of a doctor or a person receives a shock or injury from electricity at high voltage whether or not treatment under a doctor's supervision is needed.
8. **Fatality** - an injury resulting in the person's death.

Southern Cross Association
Public Rides Risk Management Form

Event:	Venue:		Date:		Committee:				
	I have read & understood the procedures of SCA Activities		Blue Card No.	Expiry Date	License	Expiry Date	Bike Rego	Expiry Date	Checked By
1	Name	Signature							
2									
3									
4									
5									
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