### SB002 - SUB BRANCH WHS FRAMEWORK

The WHS Framework consists of a number of WHS Procedures as follows:

1. SB003 - WHS Consultation, Cooperation, Coordination & Communication
2. SB004 - WHS Incident / Hazard Reporting & Investigation
3. SB005 – How to manage WHS Risks
4. SB006 - WHS Information, Instruction & Training Management
5. SB007 - WHS COVID 19 Protection
6. SB008 - WHS Emergency Management Plan
7. SB009 – WHS Hazardous Materials Management
8. SB010 - WHS Management System Review

### Definitions:

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| **DUTY HOLDERS** | * PCBU, OFFICERS WORKING FOR PCBU, WORKERS & OTHER PERSONS AT THE WORKPLACE
 |
| **Persons Conducting a Business or Undertaking (PCBU)** | * RSLNSW
* INGLEBURN RSL SUB BRANCH MANAGEMENT (BOARD)
 |
| **OFFICERS** | * RSLNSW Executive
* Ingleburn RSL Sub-Branch Management Committee (Board of Directors)
 |
| **DUTY HOLDERS** | * Ingleburn RSL Sub Branch Management committee, Directors, Workers.
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| **WORKERS** | * Service Members,
* Auxiliary Members and
* Other persons (Club Ltd, members of the public and their representatives & State Medical First aiders, police, fire & rescue, Schools, Scouts)
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| **WORKPLACE** | * Sub Branch Office,
* Ingleburn RSL Sub Branch Memorial Garden,
* Sister Helen FJC Haultain Memorial Park.
* Sub Branch Bus
* Offsite locations e.g. Service members home, armoury
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**WHS Legislative Framework**

* WHS Act 2011,
* WHS Regulation 2017,
* Codes of Practice,
* AS and NZ Standards, guides and guidelines,
* SB001 - Sub Branch WHS Policy & Sub Branch WHS Framework SB002 to SB010

## Work Health And Safety Duties

## Persons Conducting a Business or Undertaking (PCBUs) –

Ingleburn RSL Sub Branch, RSLNSW, RSL National

* 1. Under the WHS Act 2011 s.19 to 26 a PCBU has a primary duty to ensure the health and safety of Workers while they are at work in the Sub Branch and other persons that may be affected by the carrying out of the work, such as visitors.

### OFFICERS –

* 1. A person is an officer under the WHS legislation only if they make or participate in making, decisions that affect the whole, or substantial part, of the business of the Sub Branch or has the capacity to affect significantly the Sub Branch financial standing. Whether a person is an Officer or not under the WHS Legislation will depend on the facts of the particular situation.
	2. Unless otherwise specified, the following people are Officers at Ingleburn RSL sub Branch for the purposes of the WHS Laws:
		1. Ingleburn RSL Sub Branch Board (Sub Branch President, Vice President, Secretary & Treasurer & Directors)
	3. Officers must exercise their Due diligence as outlined in s.27(5) WHS Act 2011:
		1. Ensure our sub Branch complies with all its health and safety obligations under the WHS Legislative Framework. (SB WHSMS)
		2. Take proactive steps to avoid workplace hazards (SB’s 003, 004, 005,006 & 009)
		3. Look out for workplace hazards that have arisen and take steps to manage them and minimise the risk they pose. (SB’s 003,004,005,006 & 009)
		4. Consult with out workers and involve them in matters relating to health and safety. (SB’s 003 & 006)
		5. Provide guidance, information and instruction to our workers to help them to take care for their own health and safety and the health and safety of other persons and to maintain a safe workplace. (SB003, 006)
		6. Supervise workers to ensure that they are working safely. (RSLNSW Constitution & SOPs)
		7. Ensure all workers clearly understand their health and safety obligations and have the skills, knowledge and resources to safely perform their work. (SB003, 006)
		8. Provide workers with appropriate resources including PPE and protective clothing. ( WHS Regulation 2017 clause 44 to 47 & SB003, 5, 6, 7, 8 & 9).

### SUPPLIERS OF PLANT, SUBSTANCES OR STRUCTURES (WHS Act 2011ss. 20 to 26)

1. Have a duty to ensure as far as is reasonably practicable, that the plant, substances or structure is without risks to health and safety. (Operator Manuals, current Safety Data Sheets - No older than 5 years, compliant tagging for electrical cabling, Building codes and compliant to current Standards, Written consultation with Designers, Service contract e.g. Photocopiers)

### WORKERS (WHS Act 2011 s.28)

1. This policy applies to any people who perform work for Ingleburn RSL sub Branch includes all volunteers, Service Members, Auxiliary Members, other persons who are employed or work with Ingleburn RSL Sub Branch Club Ltd e.g. club Ltd Workers and Restaurant and Café workers.

### Duties of Workers

1. All workers have a duty to cooperate in the implementation of this procedure and to assist in ensuring that we maintain safe working environments. All workers while at work must:
2. take reasonable care for his or her own health and safety, and
3. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
4. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and
5. co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

### VISITORS AND OTHER PERSONS AT THE SUB BRANCH (WHS Act 2011 s.29

1. A person at a workplace (whether or not the person has another duty under this Part) must—(Visitors, Schools, Scouts, members of parliament, Armed forces, Fire & Rescue, Police Ingleburn RSL Sub Branch club ltd workers and Salute Restaurant/Café workers)
2. take reasonable care for his or her own health and safety, and
3. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
4. comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

### CONSULTATION WITH WORKERS (WHS Act 2011 Part 5 Consultation, Representation& Participation) (SB003 WHS Consultation, Cooperation, Coordination & Communication)

* 1. Worker input and participation is a crucial part of our risk management. We recognise that our workers have valuable experience and perspective in relation to health and safety at the workplace. Having input from the workers can help us to make better decisions when it comes to matters of health and safety. It also helps us to reduce work related injuries and disease.(SB003, 006
1. Workers are entitled to participate in consultation at all steps of our risk management process, and are entitled to be represented in consultation by an elected health and safety representative (HSR- elected Sub Branch Safety & Asset Officer – sub Branch Management Committee).(SB003)

### CONSULTING WITH OTHER PEOPLE AND ORGANISATIONS

* 1. It is important to consult with other persons or entities that may have duties in relation to work health and safety. For example suppliers, service providers or business partners may also have work health and safety duties.(Liaise with Club Ltd WHS Rep)
	2. It is important not to assume that another person or organisation is taking responsibility for health and safety. We encourage our Officers and Workers to exchange information as necessary (subject to confidentiality obligations) so that a coordinated approach to health and safety is possible.

### OUR RISK MANAGEMENT PROCESS – A SAFER APPROACH (WHS Regulation 2017 Chapter 3) (SB005 – How to Manage WHS Risks)

* 1. We are committed to doing whatever is reasonably practicable to eliminate or minimise health and safety risks at our workplace. To achieve this we follow the SAFER approach a five-step process to manage WHS Risks in our Sub Branch.- SB003 & SB005.
	2. Risk assessments should be used proactively to help manage both old and new risks as our environment changes. Management of WHS risks is a continual process. When a risk assessment is performed, the decisions will drive a future Workplace Inspection to evaluate how effective the decision were to control the risk, a future Risk Assessment could be generated if and when a new additional hazard is identified.(SB006)

### REASONABLY PRACTICABLE MEASURES (WHS Act 2011 s.18)

1. Our risk management process is based on taking steps that are reasonably practicable to eliminate or minimise health and safety risks at our workplace. To determine whether something is reasonably practicable, it is necessary to weigh up matters including:

	1. What we know about the hazard or risk;
	2. How likely it is that the hazard or risk will actually occur;
	3. The scale of harm and the type of harm that might result if the hazard or risk actually occurs;
	4. What ways there are to eliminate or reduce the hazard or risk, how easy they are to implement, and how suitable they are in the circumstances;
	5. The potential costs of any measures that we might take to eliminate or reduce the risk and whether that cost is appropriate and proportionate given the scale and type of risk and other available options for eliminating or reducing the risk.

### TRAINING (SB006 – WHS Information, Instruction & Training Management)

1. Workers shall be given necessary health and safety instruction on
	1. all equipment before use, (Soldiers 5)
	2. appropriate PPE with how to use, service, maintain and store;
	3. How to report Hazards, incident/Injury/Illness (SB004 & 006)

### HOW TO REPORT AN INCIDENT, RAISE A CONCERN, MAKE A COMPLAINT OR SEEK SUPPORT (SB004 – WHS Hazard, Near Miss and Incident Reporting and Investigation)

1. We strive to create a workplace which is positive and supportive for all workers.
2. We encourage any worker who needs to report an incident, raise a concern, make a complaint or seek support to come forward. Workers may do so by contacting our Management Committee via Sub Branch Secretary.
3. If you are not comfortable to raise a complaint with or seek support from your management Committee can you take your matter to your elected Health and Safety Representative.

### EMERGENCIES GENERALLY (SB008 – WHS Emergency Management Plan)

1. In the event of an emergency please contact the following persons:
	1. Honorary Secretary –
	2. Safety Assets Manager – 0490348844
	3. First Aid on Tuesdays contact GAPs Manager –
	4. Fire contact GAPs Manager and Club Ltd –
	5. Emergency Evacuations:
		1. Memorial gardens and Park – GAPs Manager
	6. Fire – if you discover a fire at the workplace:
		1. Raise the alarm immediately.
		2. If safe to do so, attack the fire with a fire extinguisher, fire blanket or other appropriate fire fighting equipment.
		3. If the fire service is required, call 000.
		4. If unsafe to attack the fire, evacuate the area and follow any evacuation procedures as outlined in the Emergency Evacuation Plan.
		5. Please notify GAPs Manager/Secretary if the Fire Service has been called.
	7. Emergency Evacuation Plan – if you discover a fire in the park on Tuesdays
		1. Raise the alarm immediately;
		2. Advise the GAPs Manager,
		3. Follow the instructions given by the Chief fire Warden and Fire Warden.
		4. Evacuate to the identified Fire Assembly Area
		Assembly Area 1 – Top East end of ther Memorial Gardens
		Assembly Area 2 – Far Northern end of the Club Carpark.

### FIRST AID (WHS Regulation 2017 Cl. 42 & COP s3.5 First Aiders)

1. Call on assistance to our First Aid officers or other onsite persons.
2. IF an ambulance is required, call 000. Please notify the sub Branch supervisors/Secretary if an ambulance has been called.
3. Training - First Aider must complete initial First aid Training Course - First aiders should hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency.
4. ***Provide First Aid*** – this training course provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance. In low risk workplaces, first aiders are sufficiently trained if they can perform CPR and treat minor illnesses and injuries.
5. ***Refresher Training*** – must be completed every 3 years with a RTO; &
6. ***CPR Refresher training*** – must be completed annually.
7. ***Ingleburn RSL Sub Branch First Aiders List*** – posted on notice boards as at 11 July 2023 (filed in GAPs Office PC - Desktop [First Aiders List - 11 July 2023.pdf](file:///C%3A%5CUsers%5CGraeme%5CDesktop%5CHealth%20and%20Safety%5CWHSMS%202023%5CFirst%20Aid%5CFirst%20Aiders%20List%20-%2011%20July%202023.pdf))

### WHS MANAGEMENT REVIEW (SB010 – WHS Management System Review)

The sub Branch WHS Management system MUST be reviewed annually to ensure effectiveness and that our system complies with current NSW Legislative Framework.

The review shall be tabled each year with Executive & Management Committee (Board) Meeting each December meeting and the acknowledgement of this being confirmed by the signing of the WHS Policy Statement annually in the March meeting by sub branch President