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| **WHS Procedure Title:** | |  | | |
| **WHS Procedure No.** | |  | **Authorised Date** | 03 March 2024 |
| **Review:** | Annual General Meeting Executive & Management Committee Meeting- March each year | | | |

# Purpose & Scope

This procedure outlines requirements for providing WHS Information, Instruction and training to all workers and other persons. This procedure applies to all Sub Branch workers and other persons working/visiting on Sub Branch sites.

## Sub Branch sites

Sub Branch Sites include:

* Main Sub Branch Office located in Club Ltd premises;
* Gardens and Park Office;
* Ingleburn RSL Sub Branch Memorial Gardens;
* Sister Helen FJC Haultain Memorial Park;
* Sub Branch Bus;

Offsite areas e.g. Service Members/Auxiliary homes, Hospitals, Nursing homes

# Context

Under the WHS Act 2011 s.19 s3 ss. F The Sub Branch has a Duty to provide any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking. Ingleburn RSL sub Branch under WHS Regulation 2017 clause 39 Provision of information, training and instruction to ensure that information, training and instruction provided to a worker is suitable and adequate having regard to—

(a)  the nature of the work carried out by the worker, and

(b)  the nature of the risks associated with the work at the time the information, training or instruction is provided, and

(c)  the control measures implemented.

and the Sub Branch must ensure, so far as is reasonably practicable, that the information, training and instruction provided under this clause is provided in a way that is readily understandable by any person to whom it is provided.

# Reporting

All supervisors must ensure all new workers complete the Site specific Induction. All current workers have been advised by on site supervisors as regards to their workers duties under WHS Legislative Framework. All Site Specific Inductions Must be file in Members sub Branch File.

**PROVISION OF INFORMATION TRAINING AND INSTRUCTION**

**INFORMATION PROVIDED**

* Location of Fire Assembly Points and Fire Evacuation
* Manual Handling tips e.g. check load, practice safe lifting techniques – get ur mate
* Location of First Aid cabinets, who the First Aiders are, etc
* PPE information (speak with SAO)
* Plant Operators manuals/ask an experienced hand
* Safety Data Sheets Register (GAPs Office)
* First Aid Training – refresher very 3 years/CPR every 12 months
* Location of Defib who can use?
* Access to NSW Codes of Practice, SWA WHS guidance material- SAO

**SITE SPECIFIC INDUCTION CHECKLIST**

* Safe lift and carry/team lifting/trolleys (Workers)
* Fire Drill (All whilst onsite)
* First Aid (All whilst on site)
* What Personal protective equipment & clothing is provided (SB Tee Shirt, refreshments) (workers)
  + Bring a hat, gloves, personal sunscreen
* Safe use of plant and equipment (Workers)
* Who to Report Hazards, near misses and Incidents (Workers)
* Rest breaks (Workers)
* Personal Limitations must be advised e.g. crook back, epi pen requirement, asthma etc (Workers)
* Local Hazards – Bush fire Smoke, UV, T/S/F’s, Hazardous chemicals, Hazardous manual Tasks (All)
* Completed Site Specific Induction will be recorded on Sub Branch Members File

**Garden and Park - SITE SPECIFIC INDUCTION**

To all new workers (Serce mbers/RSL Auxiliary/Club Ltd- Salute)participating in work activities in the Garden and Park area and adjoining sites

Provided by GAPs Manager using Checklist