



## Work Health & Safety Factsheet

The information that is provided here acts as a guide only for sport and recreation clubs that engage volunteers and what they need to do to comply with the model work health and safety laws. The organisation responsible for the development of the new WHS laws is Safe Work Australia: [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

This document also aims to provide general information about maintaining a safe and healthy working environment for volunteers, as well as indicating that the volunteer has a responsibility to care for their own health and safety. In addition, a suggested guide to providing an appropriate first aid service, including an example list of first aid requirements, is given. Finally, a brief outline of a possible emergency procedure that might be utilised by a sporting club is also included. For further information pertaining to the health and safety of volunteers please refer to [Safe Work Australia](#).

### The Sporting Club

A sporting club can ensure the health and safety of a volunteer as well as others associated with the club by doing the following:

- Provide sporting equipment which is suitable and in good working condition and does not put the volunteer at risk. This can include but is not restricted to the need for safe practices concerning manual handling and the lifting of heavy objects.
- Provide the volunteer with personal protective equipment (if necessary) and advice on things such as personal hygiene where relevant. An example of this would be in relation to food handling. A suggested resource for hand hygiene can be found on the ClubHelp website:  
[www.clubhelp.org.au/sites/default/files/pdf/.../hand\\_wash\\_poster.pdf](http://www.clubhelp.org.au/sites/default/files/pdf/.../hand_wash_poster.pdf)
- Provide the volunteer with appropriate training, guidance and information to carry out their role safely. It is recommended that a sporting club has a holder of a current first aid certificate.
- Make sure that each individual holds a current Police Clearance and/or Working with Children's Check where necessary.
- Encourage the practise and promotion of strategies for good warm-up, hydration, SunSmart behaviour, and injury management.
- Promote a smoke-free club.
- Promote an environment where there is responsible consumption of alcohol. Helpful information and resources for this are available through the Good Sports website:  
<http://goodsports.com.au/>

### The Volunteer

A volunteer in turn can help ensure their personal health and safety is maintained by:

- adhering to all policies and procedures of the sporting club
- following all instructions given by the sporting club



## **Emergency Procedures**

Clubs should make available information or instruction concerning emergency procedures which may involve fire safety or the handling of hazardous waste. Suggested guidelines to incorporate within a sporting club include but are not limited to emergency exits, emergency evacuation procedures, and location of fire extinguishers.

## **First Aid**

### *Introduction*

As part of supplying a safe system of work, clubs should provide sufficient first aid facilities to address any worst case scenarios and ensure sufficient persons are trained to administer first aid treatment.

Any club motor vehicles should have a first aid kit supplied. These kits should be checked regularly and an order for resupply placed as needed.

### *Consultation*

Ongoing discussion with volunteers will be conducted in order to establish at what level first aid facilities need to be provided and to monitor whether what is provided is sufficient for ongoing needs.

### *Communication*

In the event of an emergency the club's first aid officer will be contacted who, in turn, will alert the appropriate authorities.

### *Training*

The club should ensure that sufficient volunteers are trained in first aid and that their training is kept up to date.

### *Notification*

All volunteers should be notified as to whom the current first aiders are.

### *Treatment*

All treatment provided to any person should be recorded. All incidents/accidents should be reported on an incident/accident form.

### *Maintenance of First Aid Boxes*

It is recommended that first aid boxes be dustproof and kept clean and tidy. An appointed person should be responsible for maintaining required First Aid supplies. Boxes should be readily accessible and contain First Aid items only in accordance with the list of contents.



A suggested list of contents sourced from the St John Ambulance First Aid Kit can be found below. For comprehensive information visit: <http://www.stjohnambulance.com.au/st-john/first-aid-kits-and-supplies>

1 x Emergency First Aid Guide	1 x Scissors S/S – Sharp/Blunt 12.5cm
1 x Burns and Scalds Guide	1 x Forceps S/S – Sharp 12.5cm
5 x Swabs Gauze 7.5 x 7.5cm x 3	1 x Note Pad & Pencil in bag
1 x Towels disposable in bag x 3	2 x Eye Pad
1 x Strips Blue Adhesive x 50	2 x Pad Combine 10 x 10cm
1 x Assorted Blue Adhesive x 100	2 x Pad Combine 10 x 20cm
1 x Blue Strapping Tape	2 x Pad Non-Adherent 5 x 5cm
1 x Tape, Hypo-allergenic 2.5cm x 9m	2 x Pad Non-Adherent 7.5 x 10cm
1 x Finger Cots x 100	2 x Pad Non-Adherent 7.5 x 20cm
2 x Bandage Crepe 5cm	1 x Adhesive Strips x 50
2 x Bandage Crepe 7.5cm	1 x Swabs Antiseptic x 10
1 x Bandage Crepe 10cm	1 x Blanket Emergency Shock
2 x Bandage Triangular 110 x 110cm	2 x Gloves Disposable in bag x 2
1 x Instant Cold Pack	1 x 3538 Resuscitation Mask
1 x Wound Dressing No. 14	2 x Bag Plastic Resealable Medium
1 x Wound Dressing No. 15	5 x Saline 15ml
1 x Burns Sheet 70 x 75cm	5 x Burnaid Sachets 3.5g
1 x Safety Pins in bag x 12	2 x Burnaid Dressing 10