

Basketball Queensland's Commitment

Basketball Queensland (BQ) is committed to achieving organisational best practice in Work Health, and Safety (WHS). BQ has an organisational goal of 'Zero Harm and Loss' in relation to safety.

BQ management are committed to ensuring so far as is reasonably practicable, that employees, volunteers, contractors, contract holders (clients with contracts to use facilities) and others, are protected from risks to their health and safety arising from work carried out during business or any undertaking. BQ shall meet its Primary Duty of Care, provide and maintain a safe working environment, safe systems of work, plant, equipment and materials.

Scope

This policy shall apply to all employees, contractors, volunteers and visitors.

Definitions

Dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—

- (a) an uncontrolled escape, spillage or leakage of a substance; or
- (b) an uncontrolled implosion, explosion or fire; or
- (c) an uncontrolled escape of gas or steam; or
- (d) an uncontrolled escape of a pressurised substance; or
- (e) electric shock; or
- (f) the fall or release from a height of any plant, substance or thing; or
- (g) the collapse, overturning, failure or malfunction of, or
- (a) damage to, any plant that is required to be authorised for use under a regulation; or
- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- (l) any other event prescribed under a regulation; but does not include an incident of a prescribed kind.

Due Diligence - includes taking reasonable steps—

- (a) to acquire and keep up-to-date knowledge of work health and safety matters; and
- (b) to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; and
- (c) to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and
- (d) to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- (e) to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking; and

Example—

For paragraph (e), the duties or obligations of a person conducting a business or undertaking may include—

- reporting notifiable incidents
 - consulting with workers
 - ensuring compliance with notices issued under this Act
 - ensuring the provision of training and instruction to workers about work health and safety
 - ensuring that health and safety representatives receive their entitlements to training.
- (f) (f) to verify the provision and use of the resources and processes mentioned in paragraphs (c) to (e).

Notifiable incident means—

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident.

Officer - As defined in the Corporations Act 2001 (Cth).

Reasonably Practicable - means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including—

- (a) the likelihood of the hazard or the risk concerned occurring; and
- (b) the degree of harm that might result from the hazard or the risk; and
- (c) what the person concerned knows, or ought reasonably to know, about—
 - (i) the hazard or the risk; and
 - (ii) ways of eliminating or minimising the risk; and
- (d) the availability and suitability of ways to eliminate or minimise the risk; and
- (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Serious injury or illness of a person means an injury or illness requiring the person to have—

- (b) immediate treatment as an in-patient in a hospital; or
- (c) immediate treatment for—
 - (i) the amputation of any part of his or her body; or
 - (ii) a serious head injury; or
 - (iii) a serious eye injury; or
 - (iv) a serious burn; or
 - (v) the separation of his or her skin from an underlying tissue (for example, degloving or scalping); or
 - (vi) a spinal injury; or
 - (vii) the loss of a bodily function; or
 - (viii) serious lacerations; or
- (d) (c) medical treatment within 48 hours of exposure to a substance; and includes any other injury or illness prescribed under a regulation but does not include an illness or injury of a prescribed kind.

Duties

Primary duty of care

BQ management will ensure, so far as is reasonably practicable, the health and safety of—

- (a) workers engaged, or caused to be engaged by BQ; and
- (b) workers whose activities in carrying out work are influenced or directed by the person;

while the workers are at work in the business or undertaking.

BQ will ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

BQ will ensure, so far as is reasonably practicable—

- (a) the provision and maintenance of a work environment without risks to health and safety; and
- (b) the provision and maintenance of safe plant and structures; and
- (c) the provision and maintenance of safe systems of work; and
- (d) the safe use, handling and storage of plant, structures and substances; and
- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- (f) the provision of 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; and
- (a) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Duty of officers

Officers of BQ will exercise due diligence to ensure that BQ complies with its duty or obligation.

Duties of workers

While at work, a worker must—

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by BQ for health and safety; and
- (d) co-operate with any reasonable policy or procedure of BQ relating to health or safety at the workplace that has been notified to workers.

Duties of other persons at the workplace

A person at a workplace, whether or not the person has another duty under this part, must—

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the person is reasonably able, with any reasonable instruction that is given by BQ for health and safety.

Work Health and Safety (WHS) Policy



Issue Date: 1 December 2011 Review Date: June 2012

Breach of Policy

A breach of this policy is considered a serious matter and may result in disciplinary action.

Procedure

Please refer to Appendix A which outlines the process to be followed by an employee in the event that they sustain a work-related injury or illness. Please refer to the Workplace Rehabilitation Policy and Procedure for information on workplace rehabilitation.

Please refer to Appendix B which outlines the incident process in the event of an employee sustaining a work-related injury or illness.

Responsibilities

The Board and Management Team are accountable for ensuring adequate resources are provided to enact this policy and supporting procedures.

Supervisors/Managers/Company Officers are accountable for bringing this policy and supporting procedures to the attention of relevant personnel and confirm adherence.

Supervisors/Managers/Company Officers are accountable for ensuring employees have appropriate training to undertake activities identified within this policy and supporting procedures.

Employees are accountable for adhering to policy requirements and supporting procedures, or report any inability to do so to management at the earliest opportunity.

References

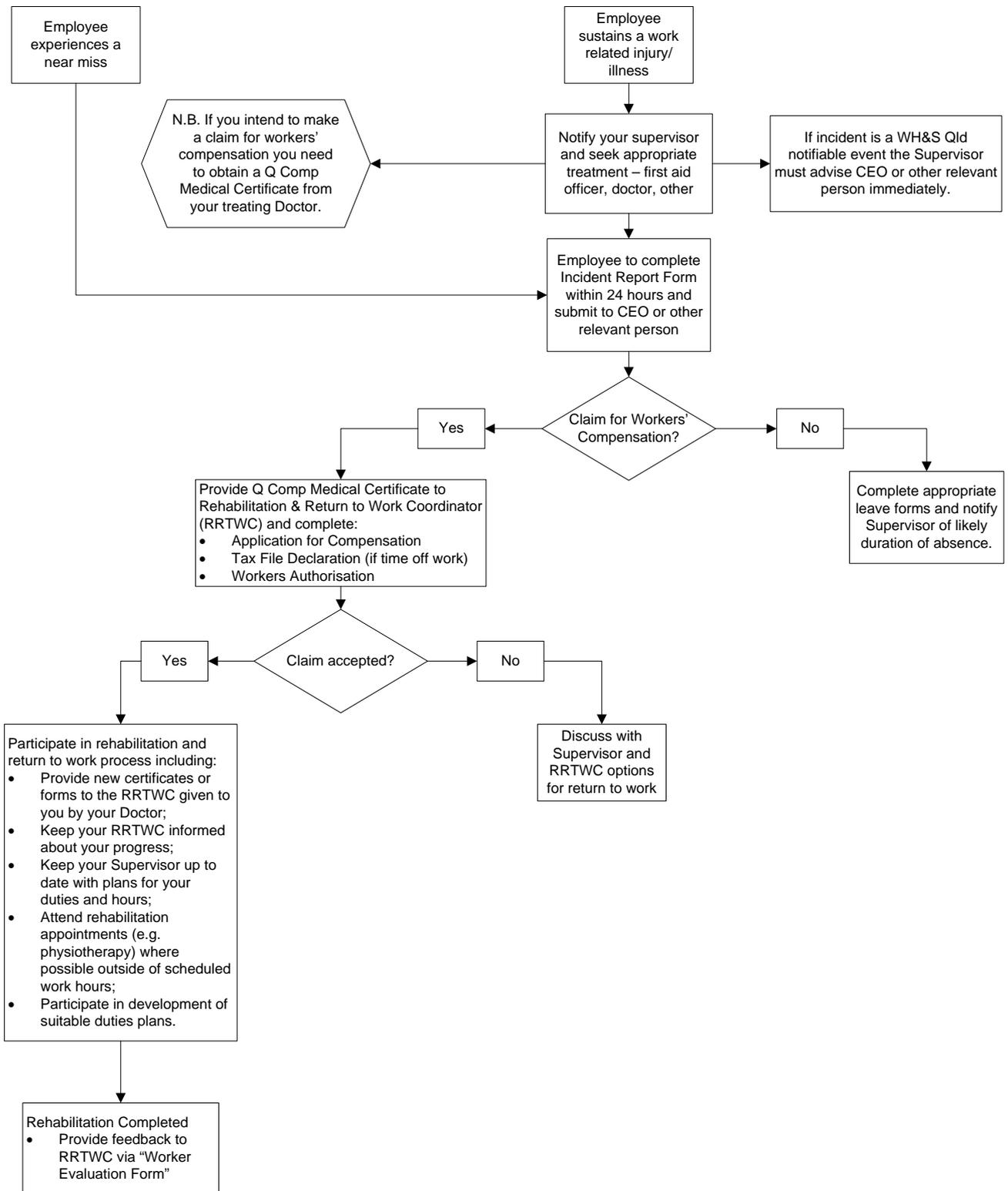
Australian Standard 4801
ISO 31000 / Australian Standard 4360

Review

This Policy shall be reviewed by the BQ Board within (3) three years of Issued Date (or on significant change to legislation or aspects included in this policy that could affect the Health and Safety of employees).

SIGNED:
	CEO	Chairperson, BQ Board
	Date: ____/____/____	Date: ____/____/____

INCIDENT AND REHABILITATION PROCESS FOR INJURED WORKER



INCIDENT PROCESS

