



Occupational Health and Safety Policy

Adopted by Board – 19/12/2013

MWAS Responsibilities

Mid West Academy of Sport (MWAS) must ensure the health, safety and welfare of its employees and of all people visiting the Academy, by:

- Providing and maintaining equipment and systems of work that are safe and without risks to health;
- Making arrangements for the safe use, handling, storage and transport of equipment and substances;
- Providing the information, instruction, training and supervision necessary to ensure the health and safety of employees at work;
- Maintaining places of work and training venues under their control in a safe condition and providing and maintaining safe entrances and exits; and
- Participating in regular safety checks of workplaces to identify and control hazards.

State and Regional Sport Associations and Clubs' Responsibilities

Sport associations and clubs provide coaching and other services to MWAS athletes, coaches and officials as part of a service level agreement. Such associations must provide a duty of care by;

- Providing and maintaining equipment and systems of work that are safe and without risks to health;
- Making arrangements for the safe use, handling, storage and transport of equipment and substances;
- Providing the information, instruction, training and supervision necessary to ensure the health and safety of MWAS athletes, coaches, officials and employees;
- Maintaining places of work and training venues under their control in a safe condition and providing and maintaining safe entrances and exits; and
- Participating in regular safety checks of workplaces and training venues to identify and control hazards.

Contract Service Providers' Responsibilities

The MWAS outsources some athlete, coach and officials services to professionals. Such contract service providers must provide a duty of care by;

- Providing and maintaining equipment and systems of work that are safe and without risks to health;

- Making arrangements for the safe use, handling, storage and transport of equipment and substances;
- Providing the information, instruction, training and supervision necessary to ensure the health and safety of MWAS athletes, coaches, officials and employees;
- Maintaining places of work and training venues under their control in a safe condition and providing and maintaining safe entrances and exits; and
- Participating in regular safety checks of workplaces and training venues to identify and control hazards.

Employees, Athletes, Coaches and Official's Responsibilities

Occupational Health and Safety is an integral part of any job and as such all employees have a responsibility to:

- Take reasonable care in the working environment for their own and other's safety, including the safety of clients and all others and the care of property and equipment entrusted to them;
- Follow the directions of fellow staff/coaches/others and co-operate with respect to all matters related to Occupational Health and Safety;
- Adhere to the Occupational Health and Safety policies and procedures of the facilities, clubs, associations which they are operating at/under; and
- Promptly report to the Chief Executive Officer any hazardous conditions within the working environment and communicate any suggestions for improvements concerning OH & S issues.

Reporting Accidents and Injuries

If an accident or injury occurs during the course of work duties, it must be reported immediately to the Chief Executive Officer. Where applicable, first aid should be provided, or if the injury is more serious, medical attention must be obtained.

All accidents and injuries incurred in the course of duty must be recorded in the Register of Injuries file, which is located at the MWAS Office.

Emergency Procedures

MWAS will participate in all fire and evacuation practices for the MWAS office located within the Sports House building. All employees should be aware of evacuation procedures.

Smoke-Free Work Environment

The MWAS is a smoke-free environment. Smoking is not permitted in any part of the office, in MWAS vehicles. Smoking outside, during work is not permitted within 30 metres of any other employee, contractor, scholarship holder or other stakeholder. Smoking is not permitted within the vision of any MWAS athletes, or the athletes of any clubs, schools or other organisation in which the MWAS is providing services to.