



**Water Polo**  
AUSTRALIA

**WORK HEALTH AND SAFETY  
POLICY**

**November 2022**

## 1. Purpose

- Water Polo Australia Limited (“WPA”) is committed to providing a safe workplace and ensuring the health and safety of its Workers and other visitors to its workplace. Accordingly, the objectives of the policy are to ensure that all Workers understand their obligations in relation to health and safety. Health and safety is both an individual and shared responsibility of all Workers.

## 2. Application

This policy applies to all Workers.

## 3. Definitions

- **“Due Diligence”** involves taking reasonable steps to secure compliance
- **“Manager”** refers to employees who hold a position with managerial or supervisory responsibilities
- **“Officers”** are people who make, or participate in making, significant decisions that affect the whole, or a substantial part, of the business or has the capacity to significantly affect the business’ financial standing such as the Chief Executive Officer, and General Managers.
- **“Person Conducting a Business or Undertaking (“PCBU”)** refers to a business or an undertaking that is either conducted alone or with others, whether or not for profit or gain. A PCBU can be a sole trader, a partnership, a company, an unincorporated association, a government department or a public authority (including a municipal council).
- **“Supervisor”** has the same meaning as Manager
- **“Workers”** includes employees, independent contractors or representatives of independent contractors, work experience students or other volunteers, WPA Officers or other agents of WPA
- **“Workplace”** is a place where work is carried out for WPA and includes any place where a worker goes, or is likely to be, while at work, including vehicles and other PCBU’s premises.
- **“Work Health and Safety (“WHS”)** involves the management of risks to the health and safety of everyone in the workplace. This includes the health and safety of all Workers as well as customers, visitors and suppliers.

## 4. WPA's Obligations

- WPA, as a PCBU, has a number of obligations under safety legislation, regulations and relevant Codes of Practice and Australia Standards. These include:

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ACT:

Work Health and Safety Act 2011 (ACT)

Work Health and Safety Regulation 2011 (ACT)

NSW:

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2017 (NSW)

NT:

Work Health and Safety (National Uniform Legislation) Act 2011 (NT)

Work Health and Safety (National Uniform Legislation) Regulation 2011 (NT)

Qld:

Work Health and Safety Act 2011 (Qld)

Work Health and Safety Regulation 2011 (Qld)

SA:

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA) Work Health and Safety Regulations 2012

Tas:

Work Health and Safety Act 2012 (Tas)

Work Health and Safety Regulation 2011 (Tas)

Vic:

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2017 (Vic)

WA:

Occupational Safety Act and Health 1984 (WA)

Occupational Safety Act and Health Regulations 1996 (WA)

- This policy is aimed at assisting WPA to comply with those obligations including by:

- ensuring health and safety in the workplace;
- consulting with Workers;
- identifying hazards, assessing risks and eliminating or controlling risks;
- providing instruction, training, information and supervision of Workers;
- providing appropriate equipment and implementing safe work systems; and
- recording how WPA complies with its obligations.

## **5. Officer's Obligations**

- There is an obligation on WPA's Officers to exercise due diligence to ensure that WPA complies with its WHS obligations. This includes:

- maintaining up-to-date knowledge of WHS matters as they apply to WPA's specific operation;
- understanding the nature of WPA and its hazards and risks;
- ensuring WPA has, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety associated with its operations;
- ensuring WPA has appropriate processes to receive information about incidents, hazards and risks, and can respond to that information in a timely manner;
- ensuring WPA has processes – and implements those process – to comply with any WHS obligation; and

- verifying that these steps have been carried out.

## **6. Manager's/Supervisor's Obligations**

- Managers/Supervisors are required under this policy to:
  - lead by example and promote health and safety at every opportunity;
  - make decisions about health and safety that may affect work activities or other people;
  - ensure legal requirements regarding WHS are met;
  - action safety reports and carry out workplace inspections;
  - ensure safe work method statements are completed where applicable, and that it is complied with;
  - ensure safe work practices;
  - conduct inductions and regular safety briefings including tool box talks; and
  - participate in incident investigations and risk assessments.

## **7. Workers' Obligations**

- Workers are required under this policy to:
  - adhere to WPA's and/or other relevant PCBU's WHS policies, procedures, instructions and rules including safe work practices;
  - cooperate with any WPA initiatives or systems relating to WHS;
  - look after their own health and safety and the health and safety of others in the Workplace;
  - ensure they do not attend or remain at work if they are not fit to do so, including if they are intoxicated or under the influence of drugs;
  - cooperate with each other and with WPA to promote WHS awareness;
  - report any incident, injury, illness, unsafe equipment or hazards immediately to the relevant manager or supervisor using the designated WHS System;
  - only operate equipment if competent, qualified and authorised and if they have the appropriate licence, if applicable;
  - follow all instructions relating to the correct use of plant, machinery, chemicals or equipment and, if unsure of the correct procedures, ask for instructions from a supervisor before using them;
  - use any personal protective equipment or clothing provided by WPA as instructed;
  - ensure that work areas are kept clean and tidy;
  - comply with all security systems and protocols in the workplace;
  - notify WPA of any matter that may affect WPA's ability to comply with its WHS obligations; and

- as required by WPA, attend WHS training and actively participate in WHS activities and consultation such as inspections, investigations and meetings.

## 8. Consultation

- WPA will consult with Workers about WHS matters that may affect them.
- In situations whereby WPA shares a primary duty of care with other duty holders in regard to its Workers, WPA will consult, cooperate and coordinate WHS related activities with the other duty holders.

## 9. Breach of Policy

- Any breach of this policy will be subject to disciplinary action which, for employees, may include termination of employment. For all other Workers other action may be taken.

## 10. Emergencies

- In cases of emergency, staff members should comply with any emergency procedure implemented by WPA or other PCBU.

**If you do not know what to do in an emergency situation, call 000.**

<b>Date Prepared / Reviewed:</b>	<b>By Whom:</b>	<b>Approved By:</b>	<b>Board Approval Date:</b>	<b>Next Review Date:</b>
Nov 2020	360Hr / CFO	Board	12-12-2020	Nov 2021
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