

Little Athletics NSW is committed to providing and maintaining a safe and healthy workplace for all employees, volunteers, visitors and subcontractors. Resources in line with the importance attached to Work Health and Safety will be made available to comply with all relevant Acts and Regulations to ensure that the workplace is safe and without risk to health.

## Management's Responsibility

The promotion and maintenance of Work Health and Safety is primarily the responsibility of management. Therefore, management at all levels is required to contribute to the health and safety of all persons in the workplace.

## Specific Responsibilities

### Managers

Each manager is required to ensure that this policy and the WH&S program is effectively implemented in their areas of control, and to support employees and hold them accountable for their specific responsibilities.

The manager who has the necessary authority, will be held accountable for taking prompt remedial action to eliminate any unsafe or unhealthy conditions or behaviour and must ensure:

- that the workplace under their control is safe and without risks to health; and
- that the behaviour of all persons in the workplace is safe and without risk to health

If a manager does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly together with any recommendation for remedial action – to the chief executive officer.

### Employees/Volunteers

All employees and volunteers are responsible for taking reasonable care of their own health and safety, as well as the health and safety of others in the workplace. This includes cooperating fully with any directives of managers or other employees/volunteers aimed at maintaining a safe and healthy work environment. Employees and volunteers are required to cooperate with the WH&S Policy and programs. There is also a requirement for employees to report any unsafe or unhealthy conditions and to report accidents and/or incidents, promptly to their immediate manager.

### Contractors and Sub-Contractors

All contractors and sub-contractors engaged to perform work on the organisation's premises or other workplace locations are required, as part of their contract, to comply with the Work Health and Safety policies, procedures and programs of the organisation. They must also observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

## Occurrences Warranting Disciplinary Action

The following incidences may give rise to disciplinary and possible dismissal action being taken against an employee, supervisor or manager.

- deliberate or willful failure to comply with and adhere to the WH&S Policy, procedures and safety instructions
- dangerous behaviour which is likely to result in injury of an employee
- irresponsible use of the fire protection or safety equipment
- reporting to work, in an unfit condition due to the intake of alcohol or illegal drugs and being unable to perform normal duties safely
- failure to report any accident, or to work in a manner likely to cause injury or damage

## Work Health & Safety Program

In order to implement the above policy, a program of activities and procedures will be developed, continually updated and effectively implemented. The program will relate to all aspects of work health and safety including:

- WH&S training and education
- Work design, workplace design and standard work methods
- Changes to work methods and practices, including technological changes
- Provision of safety equipment
- Emergency procedures and drills, safety rules
- Workplace inspections and evaluations
- Reporting and recording of accidents, incidents, injuries and illness
- Volunteers, contractors and sub-contractors