



QUEENSLAND GIRLS
Secondary Schools
Sports Association

Workplace Health & Safety Policy & Procedure

Updated August 2022

Queensland Girls Secondary Schools Sports Association Inc
PO Box 586 Cannon Hill QLD 4170 | admin@qgsssa.com.au | www.qgsssa.com.au

Established 1908 - Performance, Participation, Tradition & Innovation

1 POLICY STATEMENT

It is the policy of the QGSSSA to conduct its activities in such a manner that will provide a work environment, which so far as is practicable:

- Priorities safety of the staff and the public ahead of the protection of QGSSSA equipment and services; and
- Actively encourages safe working practice both at the QGSSSA and/or home office and event venues.

To achieve a safe and healthy working environment within the Business, the commitment and cooperation of every staff member, community member, visitor and contractor is essential.

To support this policy QGSSSA will:

- Ensure the Risk Management methodology is consistently applied across the Business activities and practices with a view to eliminate or otherwise control the identified risks.
- Comply with the spirit and intent of the relevant legislation, Codes of Practice and Industry Standards and make adequate provision of resources to meet these requirements.
- Ensure that each worker is trained not only in the basic principles of work health and safety matters but also matters specific to their area of responsibility.
- Establish measurable objectives and targets aimed at eliminating work-related injury and illness.
- Support each worker in their obligation to be fully responsible and accountable for health and safety issues including repairs and maintenance in each person's area.
- Establish a Work Health and Safety Committee to provide the Business with a forum for consultation on workplace health and safety issues.
- Develop an awareness in the staff, contractors and visitors of health and safety issues through the dissemination of appropriate information.
- Investigate the cause of every incident and take corrective action, irrespective of whether personal or property damage has occurred.
- Encourage the rehabilitation of injured workers; and
- Apply the policy constantly across all business areas and activity locations of the Business.

2 SCOPE

This policy pertains to the workplace of the QGSSSA Executive Officer and any staff, whether paid or voluntary, directly employed by the Association. The 'workplace' covers the Executive Officer's office and all external places of QGSSSA sporting events where the aforementioned work.

3 LEGISLATIONS

Queensland Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Workers' Compensation and Rehabilitation Act 2003

Workers Compensation and Rehabilitation Regulation 2014

4 POLICY

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5 PROCEDURES

Staff members, contractors and visitors for their part will be expected to:

- Comply with all relevant legislation, Codes of Practice, Industry Standards and Business policies and procedures.
- Report and where appropriate, rectify hazards identified throughout the Business.
- Accept responsibility for the protection of all persons, the community and the environment that may be affected by their activities.

QGSSSA Workplace Health & Safety Statement Policy & Procedure

There is no task so important within QGSSSA that health and safety standards will be compromised.

VERSION CONTROL TABLE			
VERSION CONTROL	DATE EFFECTIVE	APPROVED BY	AMMENDMENT
1	May 2007	Executive	Initial policy document
2	February 2021	Executive	Unknown
3	November 2022		Combined WH&S Policy and WH&S Procedure Statement

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