

# **Hampton Bayside Bowls Club Inc**



## **Occupational Health and Safety Policy and Procedures August 2025**

## Table of Contents

1.0	Occupational Health and Safety .....	3
2.0	Accident/Incident Report Form.....	5
3.0	Hazard Report Form .....	6
4.0	Control of OHS hazards and risks.....	8
5.0	Smoking and Vaping Policy .....	9
6.0	OHS Sub-Committee.....	10
7.0	Further information.....	10
ACKNOWLEDGEMENTS .....		11
Version Control .....		11

## **1.0 Occupational Health and Safety**

### **Purpose:**

Hampton Bayside Bowls Club is committed to ensuring the safety, health and wellbeing of its employees, members, contractors and visitors through the provision of a safe workplace and environment.

This policy applies to all employees, members, visitors, volunteers and contractors.

### **Guidelines:**

Hampton Bayside Bowls Club

- recognises that health and safety is an important component of Club culture
- is committed to providing employees, members, contractors and visitors with a healthy and safe working and sporting environment
- will so far as is reasonably practicable, take action to improve and promote Occupational Health and Safety (OHS) to prevent injuries and illnesses within the club environment.

### **Responsibilities:**

In the promotion of a safe workplace and environment, Hampton Bayside Bowls Club will:

- consult with staff and members so far as reasonably practicable on OHS decisions and changes that affect their workplace and environment
- identify and reduce OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- comply with relevant legislation, procedures and guidelines relating to OHS
- provide appropriate OHS information and training for employees to provide a safe and supportive workplace to meet legislative obligations
- report and investigate incidents where appropriate, and act to prevent re-occurrence.

In the promotion of a safe workplace and environment, employees, members, visitors and contractors are required to:

- take reasonable care for his or her own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply with any reasonable instructions that is given by a person in authority regarding OH&S
- actively contribute to identifying, reporting and reducing OHS hazards and risks.

### **Volunteers:**

It is the responsibility of individual volunteers to be aware of their physical limitations when volunteering for duties within the club. Volunteers should not perform work that causes excessive stress on their bodies or that may potentially be detrimental to their health.

Volunteers should either discuss with their supervisor or choose not to volunteer for duties that may have a negative impact.

## **Incident Reporting:**

All accidents, incidents or hazards must be reported using the Accident/Incident Report form or the Hazard Report form (refer Sections 2 and 3 of this document). These forms are available at the front reception counter or from the Hampton Bayside Bowls Club website.

Completed forms should be placed in the right-hand side slot outside the bar manager's office or scanned and submitted to the [OHS Sub-committee](#). The OHS Sub-committee will examine the form/s and take appropriate action. All incidents will be reported to the Board on a regular basis (at least monthly). Serious incidents will be investigated as soon as practicable.

## **Food Safety and Handling:**

Volunteers and staff who prepare food for the club are encouraged to complete the free [Do Food Safely](#) online learning program provided by the Department of Health Victoria. The program provides useful information about safe food handling practices and other important information to keep food safe.

## 2.0 Accident/Incident Report Form

### Hampton Bayside Bowls Club Accident / Incident Report

**Complete this report as soon as possible after the incident and lodge in the internal right-hand side slot near the bar or provide to a member of the OHS Sub-committee (email [jmreardon@bigpond.com](mailto:jmreardon@bigpond.com)).**

Date of incident ____ / ____ / ____		Time of incident _____ am / pm	
Location of accident/incident ( <i>please tick/specify</i> ):			
Clubhouse deck	<input type="checkbox"/>	Main function room	<input type="checkbox"/>
Bar lounge	<input type="checkbox"/>	Small lounge	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Bar	<input type="checkbox"/>
Toilets:	M <input type="checkbox"/>	F <input type="checkbox"/>	Bowls Office <input type="checkbox"/>
Green <input type="checkbox"/> (Name) _____			
Gardens	<input type="checkbox"/>	Sea Dragon Garden	<input type="checkbox"/>
Front carpark	<input type="checkbox"/>	Rear carpark	<input type="checkbox"/>

#### **Name of injured person and contact details (mobile or email):**

Name:
Contact details:

**If more than one person was injured, complete a separate form for each person.**

#### **Describe what occurred:**


**Action taken, e.g. first aid provided:**


**Was an ambulance called?**    **Yes**    ☐    **No**    ☐

**Witnesses and contact details (mobile or email):**

1st witness name:
Contact details:
2nd witness name:
Contact details:

**Please notify a Board member or OHS sub-committee member as soon as possible after the incident.**

**Person/s notified of incident (if any):**


This report was prepared by:
_____
Contact details (mobile or email):
_____
Signature _____ Date ____ / ____ / ____

### 3.0 Hazard Report Form

## Hampton Bayside Bowls Club Hazard Report

Complete this report when you notice a hazard in the grounds or clubrooms and lodge in the right-hand side slot near the bar or provide to OHS Sub-committee (email [jmreardon@bigpond.com](mailto:jmreardon@bigpond.com)).

Members of the OHS sub-committee will investigate and report on the risks and controls required to address the hazard and associated risk/s.

Date hazard identified ____ / ____ / ____	Time identified _____ am / pm
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#### Brief description of hazard/health and safety issue


#### Where is the hazard located?


#### Name and contact details of person reporting hazard:


#### Recommended controls to eliminate or reduce the hazard:


## 4.0 Control of OHS hazards and risks

*To be completed by members of the OHS Sub-committee.*

### Describe the hazard:


### What are the risks?


### What are the current controls?


### What is the likelihood of harm if unaddressed?


### What further controls are required?


### How will the controls be implemented and by whom?


Date due: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## **5.0 Smoking and Vaping Policy**

Hampton Bayside Bowls Club recognises the importance of protecting the health of members, contractors, and visitors by reducing their exposure to potentially harmful environmental tobacco and vaping smoke.

### **Objectives and Strategies**

- The objective of this policy is to safeguard members, contractors and visitors from harmful environmental tobacco smoke, as far as is reasonably practicable.
- This policy does not intend to infringe upon the rights of smokers.
- This policy does not ban cigarettes but simply limits their use to a specific area.

### **Scope and Application**

- Smoking and vaping are only permitted within the designated smoking areas.
- The designated smoking areas are identified with 'Smoking Area' signs.
- This policy applies to all persons while on club premises.
- This policy applies to both tobacco products and electronic cigarettes.
- Cigarette sales and/or promotion of cigarette products is not permitted on club premises.

### **Compliance Measures**

- All members, contractors and visitors are required to comply with the requirements of this policy.
- All members are responsible for ensuring their visitors comply with this policy.

### **Communication**

The club will ensure that:

- this policy is communicated to all members, contractors and visitors
- members and contractors will be made aware of any changes to this policy.

### **Designated Smoking Area**

The smoking area is restricted to the rear car park only.

Signs indicate where smoking is permitted.

## **6.0 OHS Sub-Committee**

The OHS Sub-Committee reports to the Board Chair and the Director of Administration. The Sub-committee is responsible for maintaining the OHS Policy and Procedures, conducting regular site and/or hazard inspections and investigating accidents and incidents as required. Members include: Jenny Reardon, Barb Stewart and Carmel Smart.

## **7.0 Further information**

Further information in relation to OH&S may be found in the following documents:

1. The HBBC Emergency Management Plan prepared by Statcom dated March 2025
2. The Worksafe Compliance code document 'Managing Asbestos in Workplaces'.

Note that asbestos material has been identified in the club rooms and a copy of the Asbestos Report may be viewed on request by contacting Andy Bendell or Jenny Reardon.

## ACKNOWLEDGEMENTS

Hampton Bayside Bowls Club thanks Barry Dean and the Keilor Bowls & Community Club for providing access to the KBCC OHS Procedures Manual to use as the foundation for this HBBC OHS Policy and Procedures document.

## Version Control

Status	Version	Author	Date	Changes
Draft	0.1	J. Reardon	27012025	First draft
Draft	0.2	J. Reardon, B. Stewart	06022025	Second draft
Draft	0.3	J. Reardon, B. Stewart, C. Smart	04032025	Third draft
Draft	0.4	J. Reardon, A. Bendell	10032025	Fourth draft
Draft	0.5	J. Reardon, B. Stewart, C. Smart, A. Bendell	16042025	Fifth draft
Draft	0.6	J. Reardon, B. Stewart, C. Smart, A. Bendell	29042025	Sixth draft
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Final	1.1	J. Reardon	28072025	Amendments to Accident/Incident Report form