

## **WORK HEALTH AND SAFETY STATEMENT**

### **INTENDED USE**

This statement is the recommended WHS Policy intended for CIS Workers.

### **Definition**

**CIS worker** means for the Purposes of this Work Health and Safety Statement.

All CIS employees whether full-time, part-time, temporary or casual and all member school employees appointed as CIS convenors, coaches, managers or officials and all other CIS volunteers or contractors.

## **WORK HEALTH AND SAFETY STATEMENT**

### **1. Introduction**

Work health and safety (**WHS**) is of fundamental importance to CIS.

The purpose of this Statement is to summarise the obligations imposed by WHS legislation on CIS and on CIS workers

Maintaining a safe work environment requires everyone's continuous cooperation. It is a partnership between you and CIS. This means that, as a worker you are individually responsible to protect your own health and safety, and the health and safety of your co-workers and students or persons who are not employees or contractors by working in compliance with the law and with our safe work practices.

### **2. CIS's Responsibilities**

CIS's responsibilities under legislation regarding WHS may include doing everything reasonably practicable to:

- a) ensure the health and safety of
  - i. workers engaged, or caused to be engaged by CIS, and
  - ii. workers whose activities in carrying out work are influenced or directed by CIS,

while the workers are at work in the business or undertaking; and

- iii students involved in sporting activities organised by CIS

- b) that the health and safety of others is not put at risk from work carried out as part of the business or undertaking;
- c) identify any hazards in the workplace, including sporting fields and venues that may be a risk to health and safety and eliminating or minimising those hazards; and
- d) consult with its workers about health and safety issues in the workplace.

### **3. Your Responsibilities**

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers, students, parents, spectators or other persons that you may come into contact with at work.

You must cooperate with CIS in ensuring that your workplace is safe and without risk to health. This includes, but is not limited to:

- a) complying with all policies and procedures in place to protect your health and safety at work;
- b) complying with all reasonable instructions from managers in relation to health and safety issues at work;
- c) ensuring that you know how to use equipment safely and that you use all equipment in the correct manner;
- d) using any personal protective equipment to protect your safety and ensuring that you use this equipment correctly and advising those in your care of the use of protective equipment and safety procedures in the conduct of events
- e) participating in WHS training;
- f) participating in WHS consultation;
- g) reporting all incidents and accidents at the workplace in accordance with this policy. This includes both actual accidents and 'near misses' (that is, where an incident has occurred which had the potential to cause personal injury or damage to CIS property, even if no injury or damage occurred); and
- h) generally cooperating with the CIS as required to enable compliance with the law.

### **4. Reporting Safety Issues**

All accidents, injuries and potential safety hazards must be reported immediately to CIS.

CIS needs to keep a record of all work-related illnesses and/or injuries, no matter how slight, to comply with WHS legislation. This record will include incident forms and a register of injuries including a rating for the ongoing risk the injury poses to CIS.

If you sustain an injury or illness at work you are required to record this in the Record of Injuries immediately on becoming aware of the injury or illness. This applies even if the injury or illness does not require medical attention, because CIS aims to ensure that any existing safety hazards are corrected. The Record of Injuries is kept by CIS staff in the CIS office

It is unlawful to discriminate against or victimise any worker because the worker raises an issue or concern about a workplace matter that he or she considers is not safe or is a risk to health.

## **5. General**

This Statement summarises some of the rights and obligations which are created by the legislation.

The Statement is not intended to go beyond the legislation.

For further information about work health and safety please contact the CEO.

