



Occupational Health & Safety (OH&S) Policy

1. Policy Statement

Bowls Victoria (**BV**) is committed to the health, safety and welfare of all who work in, participate in or visit our workplaces and events.

BV recognises it has a moral and legal responsibility to provide a safe and healthy work environment for employees, volunteers, contractors, players and visitors.

2. Scope & Responsibility

This policy is applicable to BV in all of its operations and functions.

3. Aims

BV aims to minimise the levels of harm or injury to any persons engaged in activities under the management of BV. The target is zero incidents and lost time injuries.

4. Implementation Overview

BV will do everything reasonably practicable to protect the safety, health and wellbeing of all employees, volunteers, contractors, players and visitors.

It will do this by incorporating these requirements:

- Provision and maintenance of safe and healthy work environments;
- Consultation with staff and volunteers to ensure informed decisions are made where they may impact health and safety;
- Being proactive and consultative in identifying hazards, assessing the risks associated with them and implementing controls before the hazard can cause harm;
- Provision of appropriate instruction, training, information and supervision to ensure work is carried out in a safe manner;
- Identification, allocation and use of resources (human and financial) necessary to provide and maintain safe work systems and processes; and
- Conducting of regular reviews and evaluations of BV health and safety systems in place and underpinned by a desire to strive for continuous improvement.

All workers (employees, volunteers and contractors) shall be supported and expected to:

- Take reasonable care for their own health and safety and the safety of others who may be affected by their acts or omissions;
- Follow all health and safety policies and procedures;
- Regard safety as an integral part of their normal duties;
- Report all known or observed hazards to the BV OH&S representative and/or Chief Executive; and
- Actively participate in OH&S consultation and other OH&S related activities such as training, inspections and meetings.

5. Evaluation

Data on OH&S matters will be maintained on an ongoing basis, reviewed at least annually and reported to the Board by the Chief Executive Officer.

An analysis of any incidents may lead to revisions in the policy or in implementation guidelines as appropriate.

Policy Checklist:

Legislation Compliance (where appropriate)	<u>Occupational Health and Safety Act 2004 (Vic) as amended from time to time</u>
Applicable Documents	BV Policies/Procedures and other BV Documents: Occupational Health and Safety Management System (OHSMS)
BV Strategic Plan Alignment (where appropriate)	Sound OH&S practices shall apply across implementation of all goals within the Strategic Plan.
BV Budget Implications (where appropriate)	Allowances shall be made in the annual budget for training as needed, production of staff and event guidelines and facility modifications if required.

Review History and Version Control

The BV OH&S Policy will be reviewed every two years.

Version	Prepared	Reviewed	Approved	Date Approved
1.0	Strategic Business Analyst	Governance Committee	Board	17/05/2018
2.0	Chief Executive Officer	Governance Committee	Board	19/11/2020