

Sport Inclusion Australia
ABN 54 961 189 101



Sport Inclusion
A U S T R A L I A

Drive Inclusion through Sport

Occupational Health and Safety Policy

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Policy

Introduction

Sport Inclusion Australia, SIA is a National Sporting Organisation established in 1986 to assist the inclusion of people with an impairment, primarily an intellectual impairment into the mainstream community using sport as the medium. Sport Inclusion Australia is the Australian member of Virtus, World Intellectual Impairment Sport.

Our **Purpose** is to build a more inclusive community.

SIA facilitates, educates and supports sporting organisations and the wider community about the power of sport to deliver social inclusion, while advocating for the rights of all Australians to be treated with dignity.

Our **Mission** is to drive inclusion through sport.

The philosophy has never wavered 'Promote sporting opportunities for people with an impairment in mainstream settings with sport owning and delivering sport for all Australians at the appropriate ability level with a 'person first' approach'.

We want to make sure no one is left behind.

Purpose

This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to The Global Games Sports Company's office, to the extent it is relevant to them.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a work-related event.

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Overview

Sport Inclusion Australia supports the rights of all persons covered by the policy to work in an environment that is, so far as is reasonably practicable, safe and without risks to health.

Sport Inclusion Australia is committed to the promotion of a joint and united approach to consultation and resolution of Work Health and Safety issues.

Sport Inclusion Australia is committed to improving health and safety with a view to improving workplace efficiency and productivity. This will be accomplished through the ongoing development of management systems and procedures designed to, so far as is reasonably practicable:

- identify, assess and control workplace hazards;
- reduce the incidence and cost of occupational injury and illness; and
- provide a rehabilitation system for those affected by occupational injury or illness.

Work Health and Safety statutory requirements, including regulations and codes of practice, are minimum standards and so the aim is for them to be improved upon, where practicable.

Bullying and violence at work

Sport Inclusion Australia is committed to reducing bullying and occupational violence so far as is practicable in the workplace.

Bullying is repeated, unreasonable behaviour directed toward a person, or a group of persons, that creates a risk to their health and safety.

Examples of bullying can include:

- Verbal abuse;
- Ignoring or isolating a person;
- Psychological harassment;
- Intimidation;
- Assigning meaningless tasks unrelated to a person's job;
- Giving a person impossible assignments and deadlines;
- Unjustified criticism or complaints;
- Deliberately withholding information vital for effective work performance; and
- Constant taunting, teasing or playing practical jokes on a person who is not a willing participant.

Bullying can be verbal, or in writing (including online).

Occupational violence refers to any incident where a person is physically attacked, abused, assaulted or threatened in the workplace.

Breach of this Policy

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.

Any breach of this policy by a contractor may result in cancellation by Sport Inclusion Australia of the services provided by that contractor.

Occupational Health and Safety Coordinator

The CEO will be held accountable for coordinating the Sport Inclusion Australia's management of health and safety.

Procedures

Responsibilities

The CEO and other executive officers will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach SIA health and safety objectives;
- inform and train all persons to whom this procedure applies in relevant policies, procedures and health and safety obligations; and
- participate in Sport Inclusion Australia's inductions and implement all safety procedures.
- coordinate the identification, development, implementation and review of Work Health and Safety policies and procedures;
- assist supervisors/managers in the identification, assessment and selection of measures to control hazards and risks to health and safety;
- assist supervisors/managers in monitoring and evaluating hazards and risk control measures;

- assist supervisors/managers in the identification, development and provision of appropriate Work Health and Safety -related information, instruction and training;
- monitor and advise on legislative and technical changes relating to health and safety;
- monitor and provide regular reports to SIA Board on Occupational Health and Safety performance;
- support employees to follow policies and safe work procedures developed.

Employees will:

- participate in health and safety training, actions and activities and support Sport Inclusion Australia in its efforts to reach its health and safety and, where relevant, rehabilitation objectives;
- follow reasonable health and safety instructions from managers or supervisors;
- report any serious incidents, accidents, injuries or hazards in the workplace to the CEO representatives;
- aim to work in a way that does not endanger the health or safety of themselves or others;
- properly use and maintain safety equipment;
- make sure visitors follow safety rules in the workplace; and
- participate in Sport Inclusion Australia’s induction programs and implement all detailed safety procedures.

Contractors and visitors to Sport Inclusion Australia will:

- assess risks to their health and safety arising from the provision of their services;
- have control measures in place to address those risks, including complying with any relevant Sport Inclusion Australia’s policies and practices.

Processes

Manual

Detailed Work Health and Safety procedures are as set out in the organisation’s Work Health and Safety manual.

Review of Policy and Procedure

This procedure will be reviewed annually by the CEO in consultation with the Health and Safety Committee (if relevant) and Health and Safety Representatives.

The review will involve assessing the effectiveness of the procedures by (among other things):

- reviewing overall health and safety performance; and
- monitoring the effectiveness of policies and procedures.

Dissemination of Policy and Procedure

The Workplace Occupational Health & Safety Policy and related procedures will be displayed in the workplace and all employees and volunteers will be provided with a copy. New employees will be provided with a copy of the documents as part of their induction.

The policy and related procedures will be reviewed on an annual basis or more frequently, if required, to ensure continued compliance with the relevant legislation.

Related Documents

- Board Code of Conduct
- Staff and Volunteer Code of Conduct
- Member Protection Policy