
POLICY SFMMA001: WORK HEALTH AND SAFETY POLICY

Date of Commencement: 01/10/2016
Last Review Date: 24/03/2024
Next Review Date (on or before): 24/03/2025

1. POLICY

1.1. Statement of Intent:

- SASSOM Fitness MMA is committed to ensuring compliance with the *Work Health and Safety Act 2011*, which ranks equally with all other operational considerations. It is the aim of SASSOM Fitness & MMA to minimise the risk of injury and disease to our employees (workers) and other persons by adopting a planned and systematic approach to the management of Work Health and Safety and providing the resources for its successful implementation and continuous improvement.

1.2. Objectives

- The objectives of this policy are to ensure:
 - a. all hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled;
 - b. measures to control hazards and risks to health and safety are regularly monitored and evaluated;
 - c. workers are consulted and encouraged to contribute to the decision making process on Work health and safety matters effecting their health and safety at work; and
 - d. all workers receive appropriate information, instruction, training and supervision they need to safely carry out their responsibilities.

1.3. Strategies

- The Club will achieve its Work health and safety objectives by developing and implementing appropriate policies and procedures, which document standards and guide workers in discharging their obligations, having regard to the circumstances of any particular case, by doing all of the following:
 - a. providing and maintaining a safe and healthy work environment;
 - b. providing and maintaining safe plant;
 - c. ensuring the safe use, handling, storage and transport of substances;
 - d. ensuring safe systems of work; and
 - e. providing information, instruction, training and supervision to ensure health and safety.

2. Roles and Responsibility:

2.1. Duty of PCBU

- SASSOM Fitness & MMA' owner Marcus Collings conducting the business or undertaking (PCBU), has the responsibility to exercise due diligence to ensure that SASSOM MMA complies with the relevant duties or obligations under the Work Health and Safety Act 2011. Due diligence includes taking reasonable steps:
 - a. to acquire and keep up-to-date knowledge of work health and safety matters; and
 - b. to gain an understanding of the nature of the operations of the organisation and generally of the hazards and risks associated with those operations; and
 - c. to ensure that the organisation has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the organisation; and
 - d. to ensure that the organisation has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
 - e. to ensure that the organisation has, and implements, processes for complying with any duty or obligation of the organisation under this Act; and
 - f. to verify the provision and use of the resource.

2.2. Workers, Contractors & Volunteers

- Managers, Supervisors, Employees, Contractors and volunteers, have duties under the Work Health and Safety Act 2011. These are contained in the duties of workers.
- While at work, a worker must-
 - a. take reasonable care for his/her own health and safety; and
 - b. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
 - c. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the organisation to allow the person to comply with this Act; and
 - d. co-operate with any reasonable policy or procedure of the organisation relating to health or safety at the workplace that has been notified to workers.

2.3. Staff Meetings

- Work Health and Safety will be a compulsory agenda item for Staff Meetings. Staff Meetings are conducted via The Staff Notice Board and to ensure all parties receive the necessary information. If any person does not understand or requires further assistance, please inform the trainer to arrange a personal meeting for further training.

2.4. Issue Resolution

- The Work Health and Safety (WHS) Act sets up a process for resolving work health and safety issues within the workplace. It applies after a work health and safety matter is raised but not resolved to the satisfaction of any party after discussing the matter.

2.5. Who are the parties to issue resolution?

- The following people are the parties to a work health and safety issue:
 - a. The PCBU with whom the issue has been raised or their representative.
 - b. The affected worker, contractor, volunteers (s) themselves or their representative.

- If SASSOM Fitness & MMA is represented, they must ensure that their representative has, for the purposes of issue resolution, sufficient seniority and competence to act as their representative. The Act prohibits the PCBU from being represented by a Health and Safety Representative (HSR).

2.6. How are issues resolved?

- If a work health and safety matter remains unresolved after discussion between the parties, it becomes a work health and safety issue subject to the issue resolution process.
- Each party and their representative, if any, are required to make reasonable efforts to achieve a timely, final and effective resolution of the issue using the agreed issue resolution procedure or if there is not one, the default procedure prescribed by Qld Work Health and Safety Regulations 2012.
- The intention is that issues should be resolved as soon as possible to avoid further dispute or a recurrence of the issue or a similar issue, that is, an issue should be resolved 'once and for all' to the extent that is possible in the circumstances.
- Each party's representative is entitled to enter the workplace for the purpose of attending discussions with a view to resolving the issue.
- The Act provides that all parties must make reasonable efforts to reach an effective resolution.

2.7. When can an inspector become involved?

- Only after reasonable efforts have been made to resolve the issue can the parties seek the assistance of an inspector. This right arises whether all, some or only one of the parties have made reasonable efforts to have the work health and safety issue resolved. This means that a party's unwillingness to resolve the issue would not prevent an inspector being called in.
- The inspector's role is to assist in resolving the issue, which could involve the inspector providing advice or recommendations or exercising any of their compliance powers, for example issuing a notice.
- Even if an inspector has been called in to assist with resolving a work health and safety issue, the rights of a worker to cease unsafe work under the Act remain.

3. Review of Policy

- SASSOM Fitness & MMA will review the health and safety policy annually. The review will involve assessing the effectiveness of the policy and program by such means as:
 - b. reviewing overall health and safety performance; and
 - c. monitoring the effectiveness of policies and procedures.

4. Dissemination of Policy

- As part of each employee's and contractors induction, they will be required to review a copy of the SASSOM Fitness & MMA' WHS Management Plan.
- Employees and contractors will have ready access to a copy of the SASSOM Fitness & MMA' WHS Management Plan which is kept on site and can be reviewed at any time.
- After a review of the WHS management or any part of the plan, the staff will be notified.

Marcus Collings

Owner & Manager of SASSOM Fitness & MMA