



Apollo Bay Golf Club Inc.

Work Health & Safety (WHS) Policy

1) Purpose

The purpose of this policy is to establish and maintain an effective Work Health and Safety (WHS) Plan for our Club (all facilities)

2) Vision

Our vision is that there should be:

- a. no injury to personnel,
- b. no damage to facilities, and
- c. no impairment to our environment

at our Club, “everyone goes home safely”.

3) Implementation

To achieve this vision:

- a. We will take all reasonably practicable measures to eliminate or minimise risks to health, safety and welfare of our staff, volunteers and contractors.
- b. We will comply with the Work Health and Safety Act, other relevant Codes of Practice and Australian Standards.
- c. We will provide a healthy and safe working environment.
- d. We will always carry out our work through safe working practices.
- e. We will provide appropriate safe plant, equipment, tools and protective clothing.
- f. We will provide safety training to our staff, safety inductions to our volunteers (Attachment 4), and additionally ensure that all outsourced work is provided by contractors that adhere to corresponding safe working practices, for their own protection and the safety and wellbeing of our staff and our volunteers. It is acknowledged that volunteers bring their own tools with them on Working Bees, and so Clause 4 ix) below will apply to those tools.
- g. We will create and maintain a safety culture that prioritises our vision over time; reinforcing the concept that **Safety is everyone's concern**.
- h. We will respect the environment in which our Club is based and steward the GORCAPA land as required under our lease; and understand the Traditional Owners – Eastern Maar’s connection with this land through history.
- i. We will provide our staff with personal protective equipment (PPE), including hand, eye, and head protection equipment. We will encourage volunteers to utilise the appropriate personal protective equipment (clothing, eye protection, etc.)

4) Practical Measures



- a. We will feature Health and Safety items at Board Meetings, as raised by the Greens Committee (grounds maintenance), the Social Committee (Clubhouse Maintenance), from the Incident Book, and feedback from members and players.
- b. We will maintain an Incident Reporting Book in the Clubhouse with visible signage (Attachment 2) for the recording of any Health and Safety incidents or near misses (all facilities). We will encourage learning from these entries to improve Health and Safety outcomes for our Club.
- c. We will maintain a risk register for workplace Health and Safety issues (Attachment 3) for the Club and ensure that personnel are properly briefed before work commences.
- d. We will ensure that there is open communication throughout the club on all workplace Health and Safety issues.
- e. We will maintain a list of Emergency Contacts (Attachment 1) both at the Maintenance Shed and, in the Clubhouse, including: Emergency Services, all Board Members, and Curator.
- f. We will maintain accessible first-aid kits at the Maintenance Shed and Clubhouse. We will maintain a defibrillator at the Clubhouse verandah. We will have at least one Board Member or Volunteer suitably trained in First Aid, always on our register of locally based members.
- g. We will always behave courteously and respectfully to each other, including staff, volunteers, members, visitors, contractors, and anyone else working at our facilities.
- h. We will maintain a comprehensive list of all hazardous substances stored in our maintenance shed, in accordance with legislation and good practice. We will not store hazardous substances at any other location at our facilities, including but without limitation, in our Clubhouse. The exceptions for the Clubhouse shed are bulk cleaning products and the BBQ LPG bottle.
- i. We will ensure all electrical equipment at our facilities is regularly, but appropriately, checked and tagged to ensure strict adherence to electrical safety (using qualified electricians). Faulty equipment will be disabled, repaired and replaced, or discarded where not practical to repair.
- j. We will not carry out or allow to be carried out, any work at our facilities when staff, volunteers or trades are under the effects of alcohol or drug impairment.
- k. Only qualified contractors and trades people will be used for outsourced work, with appropriate qualifications and relevant insurance coverage.
- l. We will pay particular attention to the following Health and Safety issues at our facilities:
 - i. Safe driving (carts, trucks, vehicles, etc.)
 - ii. Safe operation of machinery (tractor, mowers, carts, trimmers, etc.)
 - iii. Safe handling of hazardous substances (chemicals, fertilisers, weed killer, etc.)
 - iv. Safe handling and use of recycled water (Barwon Water)
 - v. Working at height (defined by Australian Standards)
 - vi. Manual handling (lifting, etc.)



- vii. Protection of hands, eyes, ears and heads
- viii. Correct use of protective clothing and equipment (including UV Radiation Exposure - sunlight). Sunscreen (SPF50) will be provided by the Club in the following 4 areas: both Clubhouse Toilets, the public area of the Clubhouse; and at the Maintenance Shed.
- ix. Correct application of hand tools (condition, fit-for-purpose, etc.)
- x. Slips, trips and falls (kitchen, bar, grassy inclines, paths, etc.)
- xi. Seat belts, where provided, will be worn
- xii. Smoking is not allowed in the maintenance shed or in the vicinity of the maintenance shed – under any circumstances
- xiii. Working alone is to be discouraged wherever practicable (use buddy system)
- xiv. Kitchen and Bar Safety (doors, floors, heat and cold)
- xv. Lithium Batteries must not be charged in the Clubhouse, but must be taken home for charging (potential fire risk)
- xvi. Golf Balls hitting cars or people – outside our course – must be reported to the President and Treasurer, for possible processing (eg Insurance claim, etc). Golf Balls hitting people (or near misses) within the Course should be reported in the Incident Reporting Book.
- xvii. Asbestos Management (see Attachment 5)
- xviii. Safe Working Practices (see Attachment 6)

Approved by the Board, dated

Signed – on behalf of the Board – by the President, ABGC



Attachments:

Attachment 1: Emergency Contacts

Designation:	Name:	Telephone/Mobile Number
Emergency Services		000
Apollo Bay Hospital		03 5237 8500 (24 Hours)
Michael Harrison Electrical		0419 546 876
AB Gas & Electrical		03 5237 6934
McKenzie Plumbing		0434 693750
President	Graham Hill	0452 277 108
Treasurer	Darryl Roberts	0407 035 417
Membership	Laura LeMarshall	0411213775
Captain	Patrick Rink	0408 057 880
Member – Greens/Course	Steven Ashworth	0421 687 236
Member Social/Clubhouse	Vacant	0458 931 816
Member Mktg & Comms	Vacant	0400 155 031
First Aid Officer	Steven Ashworth	0421 687 236
Curator	Damian Carney	0409 503 999



Attachment 2: Incident Reporting

See Incident Reporting Book in Clubhouse



Attachment 3: Risk Register

We will use the following matrix to evaluate risks at our Club:

Step 1—CONSEQUENCES How severely could it hurt someone? or How ill could it make someone?		Step 2—LIKELIHOOD How likely is it for an injury to occur?			
		Very likely, could happen frequently	Likely, could happen occasionally	Unlikely, could happen, but rare	Very unlikely, could happen, probably never will
		L1	L2	L3	L4
Kill or cause permanent disability or ill health	C1	Very high risk (1)	Very high risk (1)	High Risk (2)	Substantial Risk (3)
Long term illness or serious injury	C2	Very high risk (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First Aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Low Risk (6)

Step 3—RISK PRIORITY SCORE	Step 4—ACTION AND RESPONSE
1 = Very High Risk	Stop the activity —immediate action is required to ensure safety—safety measures applied must be cleared by the Board before any activity recommences Proceed with caution—immediate reporting of emerging or ongoing risk exposure at this level to the Board for decision is mandatory
2 = High Risk	
3 = Substantial Risk	Be aware—action required as soon as possible to prevent injury or illness
4 = Moderate Risk	Report these risks to the responsible person (ie Green's Committee Chair) during the current work period
5 = Acceptable Risk	Do something when possible; manage by procedures.
6 = Low Risk	These risks should be recorded, monitored and controlled by the responsible person



CONTROLLING THE RISKS—THE HIERARCHY OF CONTROL

Once the risk assessment process has been completed, those hazards identified as being VERY HIGH RISK or HIGH RISK should be addressed as a matter of priority. In considering options for controlling the identified risks, the hierarchy of controls below helps to ensure that the most effective controls are implemented.

Risk Control Hierarchy	
Elimination:	this is the best control measure. E.g. remove a trip hazard.
Substitution:	e.g. substitute a hazardous chemical with a less hazardous substance.
Isolation:	e.g. barricade off the area where the hazard is present.
Engineering:	e.g. re-design of tools and equipment, provision of load shifting equipment (trolleys etc).
Administrative:	e.g. written procedures, training, warning signs.
Personal Protective Equipment (PPE):	Introduce PPE only when other control measures cannot be implemented or as a supplement.

Risk Register:

Risk Identified	Consequences	Likelihood	Risk Score (before Treatment)	Treatment	Risk Score (after Treatment)

Note: Table to be completed by a team workshop Board/Volunteers.



Attachment 4: Volunteer Induction Checklist

This sheet provides a simple overview of key safety information for all members, volunteers, and visitors.

Emergency Contacts

All emergency contacts are listed in the Clubhouse and in the Maintenance Shed (Appendix 1 to the Work Health & Safety Policy).

Note, our vision is that everyone goes home injury-free; **please look out for each other and play your part** in our Vision.

Emergency Procedures

- Fire/Evacuation: Exit the Clubhouse to an assembly point outside clubhouse, on the 9th Fairway, close to the 9th Tee.
- Lightning: Stop outside activities immediately and return to the Clubhouse or Shelter.
- In the case of Medical Emergency: Notify Board Member and/or First Aid Officer. If it is serious, do not hesitate to call 000, or transport the individual to Apollo Bay Hospital without delay.
- During working bees, the Greens Committee Head or the Working Bee Coordinator (whichever is applicable on the day) is responsible for ensuring all Volunteers are briefed before work commences (this includes the induction of new Volunteers – Attachment 4).

Key Safety Rules

- Report all hazards, incidents, or near misses to the Board via the Incident Report Book in the Clubhouse.
- Only trained Volunteers and Staff to operate machinery (mowers, trimmers, tractors).
- Golf carts: drive slowly/responsibly, no drink/drug driving, passengers always seated.
- Use sunscreen, hats, and stay hydrated when outdoors.
- No alcohol or drugs when operating vehicles or equipment.
- Use personal protective equipment (clothes, boots, gloves, eye protection, masks, etc)
- Use only properly working tools (shears, secateurs, Whippersnippers, chain saws, etc.). Do not use faulty equipment.
- Warm up (stretching back, shoulders, legs) before starting work
- Be aware of sprays, chemicals, and recycled water in use on the Course, etc. which could impact health.

Incident Reporting

Complete an Incident Report Form (available in Clubhouse) and alert a Board Member.



First Aid

- First Aid kits: Clubhouse & Maintenance Shed.
- Trained First Aid Officer: Steven Ashworth.



Attachment 5: Asbestos Management

This asbestos management guideline has been compiled by EPAR (endorsed by Golf Australia) and licenced to the Club through the ALDO System. This guideline has been separated from Attachment 6, to emphasise the importance of safe working practices around asbestos.

Purpose

To protect workers, contractors, members and visitors from exposure to asbestos by ensuring asbestos-containing materials are identified, managed and controlled throughout the Club.

Scope

This Governance Standard applies to all Club operations, workplaces and activities where asbestos-containing materials (ACMs) or suspected ACMs may be present, including:

- Club buildings and structures
- Maintenance facilities and workshops
- Golf course infrastructure
- Underground irrigation, water and stormwater systems
- Capital works, renovations and demolition projects
- Contractors, consultants and visitors undertaking work on behalf of the Club

Governance Standard

The Club will:

- Maintain an asbestos register and asbestos management information where required by legislation.
- Identify and assess asbestos risks before maintenance, refurbishment, demolition or excavation work begins.
- Ensure workers and contractors have access to relevant asbestos information before commencing work.
- Prevent the disturbance of known or suspected asbestos-containing materials unless appropriate controls are in place.
- Engage competent persons to inspect, assess, sample, monitor or remove asbestos where required.
- Ensure workers receive appropriate asbestos awareness training relevant to their duties.
- Immediately manage and investigate any suspected disturbance of asbestos in accordance with the Club's incident management procedures.
- Periodically review asbestos management arrangements to ensure they remain effective and compliant.

Responsibilities

i) Board

- a. Provide governance oversight by ensuring appropriate resources, systems and assurance processes are in place to effectively manage asbestos risks.
- b. Ensure this Governance Standard is implemented and that appropriate resources, competent persons and management systems are available to manage asbestos risks.

ii) Managers and Supervisors

Ensure asbestos risks are identified before work commences, workers and contractors are informed of relevant asbestos information, and appropriate controls are implemented.



iii) Workers and Contractors

Follow Club procedures, never disturb suspected asbestos-containing materials, and immediately stop work and report any suspected asbestos hazards.

Evidence of Compliance

Evidence may include:

- Asbestos Register
- Asbestos Management Plan (where required)
- Risk Assessments
- Contractor induction and verification records
- Worker awareness training records
- Incident reports and investigations
- Corrective actions
- Audit and inspection records
- Management review outcomes

We also have a staff training and awareness module, which can be accessed through the EPAR ALDO System, through the QR codes.



Attachment 6: Safe Working Practices

The following Safe Working Practices have been purchased through a Licence with EPAR (endorsed by Golf Australia) and is called the ALDO System. The contents of these SWPs are accessible by QR Codes, which are available in the Clubhouse for anyone working or volunteering at the Club; or for anyone interested to read what the Club is doing to keep everyone safe at all locations with the Club.

Anyone working in and around the Club should scan the relevant QR code to read, learn, and then **practice** safety.

- i) Manual handling safety information
- ii) Hand tool safety
- iii) Why we're committed to safety and environmental compliance – and why it matters to our staff
- iv) Why we're committed to safety and environmental compliance – and why it matters for our contractors
- v) Supporting psychosocial health: a shared responsibility for our Greens Committee members
- vi) Spill training acknowledgement
- vii) Our working bee safety & environmental protocol
- viii) Sun safety at work
- ix) Slope safety – stay in control on slopes
- x) Lightning safety – stay safe at work.
- xi) Housekeeping in our workplace
- xii) Heatwaves & psychosocial health
- xiii) Chemical safety in our workplace
- xiv) Working near powered mobile plant
- xv) The importance of reading operators' manuals
- xvi) What is PPE and why it matters
- xvii) Plant and equipment legal responsibilities – employer and worker duties
- xviii) Manual handling safety information
- xix) Guarding and safety devices on plant
- xx) Why eye safety matters here
- xxi) Air compressor and safety
- xxii) Working bee volunteers
- xxiii) Workplace bullying