

HAGLEY PARK TENNIS CLUB INC.

HEALTH AND SAFETY POLICY

Background

The Hagley Park Tennis Club (HPTC) acknowledges its obligations under Health and Safety legislation to ensure its facilities provide a safe and healthy environment for members, employees, visitors, volunteers and contractors. The club's objective is to take all practicable steps to meet these obligations and to continually improve its health and safety performance by implementing this Health and Safety policy.

Implementation

In implementing this policy:

The HPTC will

- Publicise its policy on health and safety by posting a copy on the notice board on the web site and referring to it in newsletters and the Annual Report
- Appoint from amongst its members a Health and Safety Officer
- Identify and manage hazards within its facilities
- Provide equipment that is safe to use and fit for purpose
- Provide appropriate training and protective equipment for its employees
- Ensure the First Aid Kit is maintained and readily available when required
- Provide a means of recording health and safety related incidents, the actions taken and the outcomes
- At least annually, in conjunction with the Grounds Manager, carry out a health and safety audit and record the outcome

The Health and Safety Officer will

- Oversee the operation of the Health and Safety Policy and ensure compliance with that policy and relevant regulations
- Ensure members, employees, volunteers and contractors are aware of, understand and implement the club's Health and Safety Policy

- Maintain procedures for identifying and eliminating (or minimising) potential hazards
- Ensure all health and safety incidents and the ensuing actions are recorded
- Encourage and support continuous improvement in all health and safety matters

The Grounds Manager will

- Use the protective equipment provided when using the mowers, the hedge trimmers and other equipment and when handling chemicals
- Maintain and ensure all equipment is in good safe working condition
- Take appropriate precautions when refuelling equipment which must be done on the concrete pad outside the workshop
- With appropriate signage and the dropping of nets ensure there is no play on courts which have been sprayed until it is safe to do so
- Identify hazards and take appropriate action to eliminate or reduce the risk of harm to members, visitors, employees, volunteers and contractors
- Record the details of any health and safety incidents, the actions taken and the outcome
- Report to the Committee monthly on health and safety matters

Members, Volunteers and Visitors are expected to

- Contribute to achieving the Club's objective of a safe and healthy environment
- Take all practicable steps to ensure their safety and that of other persons using or working in the club's facility
- Report any incidents or accidents or any work condition or equipment they consider unsafe to the President.

Adopted: At committee meeting held 12 April 2016