

AGC HEALTH & SAFETY POLICY



Policy Name:	<i>AGC Health & Safety Policy</i>
Date of Approval:	<i>November 2025</i>
Policy Coverage:	<i>Membership Fees</i>
Date of Review:	<i>November 2026</i>

INTRODUCTION

ArmadaLe Gymnastics Club Inc. is committed to working responsibly and ethically within a legal and regulatory environment. To this end, all Club policies and procedures will reflect this, and we will act and make decisions in accordance with this commitment.

DEFINITIONS

- ArmadaLe Gymnastics Club Inc– AGC.
- Members – paid staff, committee members, technical members (judges and coaches) and participants/athletes.
- Volunteers – non paid staff, parents working in support roles and any other volunteers assisting the club; and
- Visitors - being competing gymnasts from other clubs, spectators and contractors.

POLICY APPLICATION

The well-being of its athletes, volunteers, employees and spectators is a major consideration in every aspect of the operations of ArmadaLe Gymnastics Club Inc. Every reasonable effort will be made to ensure a safe and healthy environment for all athletes, volunteers, employees and spectators. To demonstrate commitment to this policy, ArmadaLe Gymnastics Club Inc will place the safety and health of these parties foremost, ahead of property and equipment.

POLICY COVERAGE

This policy covers all activities undertaken by ArmadaLe Gymnastics Club Inc as part of its day-to-day operations including but not limited to daily gymnastics lessons, competitions and events.

The Policy applies to all of AGC Sports Inc staff, members, visitors, contractors and volunteers. It also applies to all activities on and off AGC Sports Inc property; including competitions, displays, events and any other programmed activity outside of AGC Sports Inc venue.

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Accordingly, it is the responsibility of all athletes, volunteers, employees and contractors of Armadale Gymnastics Club Inc to play their part in ensuring this policy is carried out. This not only applies to those people in positions that have responsibility for safeguarding the health and safety of athletes, volunteers, employees or spectators in their charge, but also to individuals to ensure they carry out their duties in a safe and healthy manner.

Armadale Gymnastics Club Inc will provide opportunities for athletes, volunteers and employees to consult on accident prevention measures and to monitor the operation of this organization.

PRINCIPLES

Armadale Gymnastics Club Inc will manage health and safety by:

- Managing the health and safety risks at the Club and other venues where AGC is operating.
- Involving employees in health and safety issues that affect them.
- Ensure that where employees work, and any equipment they use, is safe.
- Ensure that dangerous substances are stored and used safely.
- Ensure employees, especially new employees, have relevant information and training on health and safety.
- Ensure employees can do their jobs and are properly trained.
- Preventing accidents and work-related health problems where possible.
- Regularly checking that working conditions are safe and healthy.
- Regularly reviewing this policy and making changes if necessary

GENERAL RESPONSIBILITIES

To enable Armadale Gymnastics Club Inc and its athletes, volunteers, employees and spectators to comply with the Health and Safety Policy, Armadale Gymnastics Club Inc undertakes to:

- Ensure all athletes receive the appropriate warm up for their muscles to decrease the risk of injury. Therefore, athletes must arrive within 10 minutes of their class starting. Should a gymnast arrive after 10 minutes, they will not be allowed on the floor.
- Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards.
- Provide the necessary training for volunteers and employees to perform their work in a safe and healthy manner.
- Ensure a first aid trained member of staff is readily available at all times during classes.
- Ensure all coaches are at the correct accreditations as per GWA guidelines to be safely teaching and conducting their appointed classes.
- Encourage all work groups to take responsibility of workplace issues and in consultation, develop safe work systems.
- Utilise appropriate communication mechanism to raise awareness and promote Occupational Health and Safety matters.
- Comply with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace.

ROLES AND RESPONSIBILITIES

The following people have responsibilities for health and safety at AGC Sports

General Responsibility

<u>Responsibility:</u>	<u>Name/Position:</u>
Maintenance of building & evacuation procedure	Armadale Arena & City of Armadale
H&S induction – all new staff members should receive training and information about applying this policy.	AGC Sports Inc - President - Administration - Head Coaches
H&S risk assessment – risk assessments will need to be recorded and whoever undertakes them should ideally be trained. A clear process should be documented to control the health and safety risks at work.	All Employees & Committee
First Aider – as a minimum, organisations must have a suitably stocked first-aid kit, information for staff about the first-aid arrangements and an appointed person to take charge of these arrangements.	Head Coach
Accident recording, investigating and reporting – You must keep all accident report forms and records of the incidents. Keeping records will help identify patterns of accidents and injuries.	- Coaches - Head Coach - Admin

Employees are responsible for:

- Co-operating with people who are responsible for health and safety.
- Using safety equipment when it is necessary.
- Taking care of their own health and safety.
- Reporting health and safety concerns to the right person as written in this policy.
- Providing First Aid to any member they are responsible for up to their scope of knowledge or contacting the correct people to provide first aid if out of their scope e.g. Head coach/ Ambulance.

Specific Responsibilities

The following people will be responsible for making sure that the workplace and equipment are safe.

- Committee & Head Coach will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.
- Coaches, Committee & Head Coach will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance, and removing damaged equipment from use if a hazard.
- The Club Committee will be responsible for making sure that all the necessary maintenance is done.
- Coaches should report any problems with work equipment or the workplace to the Head Coach & Admin.
- Before buying any equipment or changing where people work, the Committee will check that health and safety standards are met

The following people will be responsible for making sure the training and inductions are carried out and documented.

- General health and safety induction training will be provided for all employees by Admin, Head Coach & President.
- Health and safety training for the particular job will be provided by Admin, Head Coach & President.
- Jobs that need special health and safety training is organized by Admin.
- Training and induction records are kept by the Admin.
- Any training that is needed will be arranged by the Head Coach, President & Admin.

POLICY BREACHES

- Armadale Gymnastics Club Inc has a Complaints Handling Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. Armadale Gymnastics Club Inc recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.
- Disciplinary action will be taken by Armadale gymnastics Club Inc against anyone who:
 - o Is found to be in breach of this Policy.
 - o Victimises or retaliates against a person who has complained of a breach of this Policy.
 - o Is found to have made a frivolous complaint.
- The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

ADDITIONS AND CHANGES TO POLICY

Recommended changes to this policy may be submitted to Armadale Gymnastics Club Inc Administrator for consideration at any time via email to admin@armadalegc.com.au

Should changes be accepted, the policy will be updated, dated, and circulated to all relevant stakeholders.

Armadale Gymnastics Club Inc is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken annually. The next review date is detailed at the beginning of the policy.

CONFIDENTIALITY AND REPORTING

Armadale Gymnastics Club Inc administration is responsible for implementing this Policy and will work within the legal requirements of the Privacy Act 1988 and the Clubs Privacy Policy.

Appendix 1

Risk Assessments – to assist with controlling risks

A risk assessment should be a careful examination of what, in your club, could cause harm to people, with the aim of making sure that no one gets hurt or becomes ill.

- **STEP ONE – IDENTIFY THE HAZARDS**

First walk around the workplace identifying anything that could be potentially hazardous - **write everything down - make a list**. Include *everything* you can think of not just things that are currently obviously dangerous, but anything with a *potential* risk. Where possible two people will undertake the risk assessment separately and will compare lists afterwards, in case either has missed anything out.

Consider **invisible** hazards – e.g. stress, mental health issues (often related to working long hours, or under pressure) Invisible hazards often include fumes - for example, photocopiers, dirty foam pits or mats.

Finally consider whether things that might not normally be hazardous might be in relation to specific people – e.g. pregnant women.

- **STEP TWO – IDENTIFY WHO IS AT RISK**

Once you have identified and listed all the hazards, you need to

- (i) identify what the specific risk is,
- (ii) who is particularly at risk.

Some people will be more at risk from particular hazards than others - for example a computer user will be more at risk of suffering RSI (Repetitive Strain Injury), a cleaner might have specific risks related to the chemical cleaning agents being used and a coach may have more exposure to tripping hazards or manual handling risks, etc. And there will be those particularly at risk in some circumstances for example because they may be working alone. **List those potentially at risk.**

- **STEP THREE – EVALUATE THE RISKS & DECIDE ON THE PRECAUTIONS**

Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. (It may be necessary to seek advice). The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks. E.g. if an electrical wire is exposed, you could replace it or cover it with insulating tape. E.g. if your cleaner is using potentially dangerous chemical agents - change the cleaning product - use something water based.

Write down the actions currently taken and those actions you propose to be taken, and write down who will take the action, by when.

- **STEP FOUR – RECORD YOUR FINDINGS**

Ensure the written record of your findings is made available to staff, and that they co-operate with the carrying out of the recommendations made as a result of the assessment. This might involve a change in working practices, a change in equipment, and **appropriate training** being undertaken.

- **STEP FIVE – REVIEW YOUR ASSESSMENT**

You **must** review your assessment when there are major changes in the club, such as the introduction of new equipment, or new set ups - but you must carry out regular reviews anyway - possibly annually. If your original assessment was properly recorded the review should be a relatively simple job but be aware of changing working practices.

Risk Assessment Form to be completed as a resource.

Additional Resources available

The following resources are available that may assist with supporting this policy – please ask Admin if you require a copy.

- Risk Assessment Health and Safety Plan
- Risk Assessment Form – Checklist
- Safe Work Australia – How to Manage WH&S Risks - Information