

## Objective

People will work and play in a safe place with safe systems, safe equipment, and free from substances and unacceptable risk to their health, safety, and well-being. Hazards will be identified, assessed for risks and appropriate control mechanisms implemented and recorded.

## Responsibility

It is the responsibility of Norwood Croquet Club to ensure that appropriate hazard identification, risk management, risk assessment and implementation of control mechanisms are undertaken in the Norwood Croquet Club grounds, buildings, and clubrooms (hereafter referred to as the premises).

## Definitions

Duty of Care is required. Everything "reasonably practicable" should be done to protect the health and safety of others on the premises. This applies to volunteers, and others who have influence in the activities of Norwood Croquet Club, including contractors, suppliers, building owners, etc.

Reasonable and practicable precautions should be taken to identify and control reasonably foreseeable hazards that present a risk to people, plant, equipment, and the environment.

Hazard is anything that has the potential to cause injury, illness or loss to contractors, visitors or the neighbouring public, or damage to plant, equipment, and the environment. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.

Hazard identification is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant and property. To identify hazards to health, safety and/or welfare of people, the following are relevant:

- Review of the incident/accident report register;
- Review of regulations, approved codes of practice and guidelines;
- Conduct walk through/site inspections, job safety analysis, plant safety inspections;
- Consult with the people working in the job.

## Reporting Procedure

Incidents and accidents are reported and investigated to understand how an incident has occurred and identify means of controlling exposure to prevent a recurrence. This procedure describes the reporting and recording requirements of Norwood Croquet Club and the procedure for hazard/incident/injury investigation. The procedure specifies who does the reporting, recording, and investigating of incidents, and what forms must be completed.

Responsibility. The person identifying a hazard or being involved in an incident or being injured shall complete the Hazard/Incident/Injury Report and ensure it is sent to the Secretary within 24 hours of the identification/incident/injury. The Secretary shall ensure that any such report is referred to the Club Committee and to SA Croquet President and the Norwood Croquet Club Insurance Officer (Club Treasurer) if of a potentially serious nature.

It is the responsibility of the Secretary to ensure Hazard/Incident/Injury Reporting is undertaken, that these reports are maintained in a register at Norwood Croquet Club clubrooms. This is a legislative requirement.

It is the responsibility of the Secretary to table any Hazard/Incident/Injury Reports at the monthly Committee meetings.

It is the responsibility of the Norwood Croquet Club Insurance Officer and the Norwood Croquet Club Insurer, in relation to property, and Australian Croquet Association, in relation to General Liability, Professional Indemnity and Management Liability, to initiate further investigations where legally required and/or the potential for major loss is identified.

**Note: General Liability, including compensation for personal injury, is managed by SA Croquet through Australian Croquet Association.**

## **Hazard/Incident/Injury**

- A potential hazard is identified;
- A near miss situation occurs where a person could have been injured or equipment damaged;
- An occurrence which results in injury and damage to equipment or property.

## **Notification of a hazard/incident/injury is received by the Norwood Croquet Secretary.**

The Hazard/Incident/Injury Report Form shall be completed as soon as possible after the incident has been controlled.

The person involved or the Norwood Croquet Club Committee member present (if available) should commence the Hazard/Incident/Injury Report Form at the time of the occurrence.

Information may be gathered by site inspection, interview of witnesses and supervisors, documented evidence, photographs, and diagrams.

The who, when, where, what and why approach should be used in seeking information for the report.

If the person injured is not the reporting person, a copy of the report shall be offered to him/her.

The Secretary shall ensure that all players are aware of the location of the Hazard/Incident/Injury Reports Forms.

## **Investigation of Hazard/Incident/Injury**

All injuries and incident investigations are to be completed by the Secretary in conjunction with:

- The person reporting/suffering;
- The Norwood Croquet Club Insurance Officer;
- The police and/or insurer representative.

Where required, a formal accident investigation may be conducted by SA Croquet or the Norwood Croquet Club or by an independent investigator appointed by either of these bodies.

All Work Cover claims must have a completed investigation report attached to the file

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