

KSTP Work Health & Safety Policy

POLICY NAME: KSTP Work Health & Safety (WHS) Policy
DATE OF ISSUE: March 2021
DATE OF REVIEW: January 2023
DATE OF NEXT REVIEW: January 2024
CONTROLLING BODY: KSTP Management

Policy Statement	<p>The well-being of our athletes, volunteers, employees and spectators is a major consideration in every aspect of the operations of what we do at Kachan School of Tumbling & Performance. 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, KSTP will place the safety and health of these parties foremost, ahead of property and equipment. KSTP will manage health and safety by:</p> <ul style="list-style-type: none"> • Controlling the health and safety risks at work • Involving employees on health and safety issues that affect them • Making sure that where employees work, and any equipment they use, is safe • Making sure that dangerous substances are stored and used safely • Making sure employees, especially new employees, have relevant information and training on health and safety • Making sure employees can do their jobs and are properly trained. • Trying to stop accidents and work-related health problems • Regularly checking that working conditions are safe and healthy • Regularly reviewing this policy and making changes if necessary
Purpose	<p>It is the responsibility of all athletes, volunteers, employees and contractors of KSTP 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.</p>
Policy Coverage	<p>To enable KSTP and its athletes, volunteers, employees and spectators to comply with the Health and Safety Policy, KSTP undertakes to:</p> <ul style="list-style-type: none"> • Comply with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace • Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards

	<ul style="list-style-type: none"> • Provide the necessary training for volunteers and employees to perform their work in a safe and healthy manner • 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
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The following people have responsibilities for health and safety at KSTP

Name/Position:	Responsibility:
Windsor District Baptist Church have the maps throughout the church including the gym. All staff at KSTP are aware of the evacuation procedure.	1) Emergency Evacuation – in case of fire or other emergency, your premises may need to be evacuated. A fire risk assessment should be undertaken and someone should implement emergency procedures, preferably suitably trained.
Club Manager – Rebecca Kachan	2) WHS induction – all new staff members should receive training and information about applying this policy.
Weekly checks of equipment are conducted	3) WHS 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 coaches have their First Aid Certificate. Administration Team ensure the First Aid Kit is fully stocked.	4) 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.
The KSTP coach of the athlete will complete the accident form, this will then be passed onto Administration Team for the Club Manager to view before being filed.	5) 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.

Specific Responsibilities	<p>The following people will be responsible for making sure that the workplace and equipment are safe;</p> <ul style="list-style-type: none"> • Club Manager, Rebecca will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used. • Director, Dima will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
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	<ul style="list-style-type: none"> • Director, Dima will be responsible for making sure that all the necessary maintenance is done. • Any problems with work equipment or the workplace should be reported to Director, Dima or Club Manager Rebecca. • Before buying any equipment or changing where people work Director, Dima will check that health and safety standards are met. <p>The following people will be responsible for making sure the training and inductions are carried out and documented.</p> <ul style="list-style-type: none"> • General health and safety induction training will be provided for all employees by Club Manager, Rebecca. • Health and safety training for the particular role will be provided by Club Manager, Rebecca. • Jobs that need special health and safety training are manual handling, spotting, equipment checks, risks at equipment station. • Training and induction records are kept by Club Manager, Rebecca • Any training that is needed will be arranged by Club Manager, Rebecca.
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