

14. Work Health and Safety (WHS)

What is WHS?

WHS stands for Work Health Safety. The *Work Health and Safety Act* is designed to protect people in the workplace by providing uniform safety practices across Australia based upon the best safety practices from around Australia as well as International Standards.

How does WHS impact my Club?

As the Executive of an Arc affiliated Club, you are legally required to:

- Take reasonable care for your own safety
- Take reasonable care for that your acts or omissions do not negatively affect the health and safety of other persons
- Comply, as far as you are reasonably able, with any reasonable instruction that is given by Arc or UNSW (including cooperating with any reasonable Arc and/or UNSW policy or procedure relating to health or safety that you have been notified of).

As a result, Clubs are expected to develop a Work Health & Safety Policy, (as part of a larger Risk Management Policy and Procedure of the Club); planning and conducting all Club events in a fashion which is in line with said procedure, as well as ensuring to inform their members that they will be required to have read and understood the Risk Management Policy and Procedure, and must exercise reasonable care to adhere to these procedures. Clubs should consider their personal responsibility for Work Health & Safety, when developing a WHS Policy. You can refer to Arc's WHS Policy & Arc's Work Health and Safety Management System (WHSMS) when developing your own WHS Policy.

Club Executives are also generally responsible for:

- Taking reasonable care to not endanger your own or other people's health and safety in the course of Club-related activities and events
 - This includes not wilfully placing at risk the health, safety and wellbeing of others or misuse safety equipment
 - This includes engaging in safe work practices, where applicable

- Reasonable care describes the standard of care that must be met. It means doing what a reasonable person would do under the circumstances.
- Ensuring that Executive members participate in WHS education and training as provided by Arc where possible.
- Engaging in safe work practices (where applicable) to ensure your own health and safety and that of others who may be affected by your acts or omissions.
- Seeking WHS information or advice from Arc where necessary, particularly before carrying out new or unfamiliar work or for the purpose of Club events or activities.
- Participating in discussion and consultation on the management of WHS risks that may affect them and/or their Club members.

This also requires that **when conducting events, activities or meetings on their premises**, Clubs follow all of Arc and UNSW's Workplace and Safety Management Systems ("WHSMS"), and WHS protocols set by the organisations, as well as to ensure that all your members do the same. This includes, but is not limited to:

- Cooperating with Arc or UNSW WHS Policies & Procedures, such as
 - Familiarise yourself with Arc, local and University-wide emergency procedures and cooperate with directions from emergency wardens.
 - Engaging in safe work practices (if applicable) whilst on any Arc premises, taking reasonable care for your own health and safety and that of other who may be affected by their acts or omissions.
 - When undertaking tasks using Arc's resources (guillotines, badge makers, BBQs, etc.), familiarise yourself with and follow the relevant Safe Working Procedures.
 - Planning and conducting events in a fashion which is in line with UNSW and/or Arc's Risk Management Policy and Procedures
 - This includes, but is not limited to, complying with any and all venue terms and conditions.
 - Any electrical equipment that includes power cords, plugs (etc.) used at events must undergo tagging and testing inspections to ensure safety (this also applies to equipment that is stored on Arc or UNSW premises).

- It is the expectation that Clubs Executives will inform their members of relevant safety procedures & protocols, including Safe Working Procedures and Emergency Evacuation Procedures relevant to tasks undertaken on Arc or UNSW premises, as well as taking reasonable steps to ensure adhere to these procedures.
- Wear appropriate clothing, footwear and protective equipment for the work being done and properly use relevant safety devices.

Overall, WHS will require a few pieces of paperwork, some communications to Club members and taking a few simple measures of additional care but will achieve safer practices when it comes to events and activities, facilities and Club involvement.

Further Assistance With WHS

It is understandable that the language of the legislation and all the policies and procedures can be quite confusing and difficult to wrap your head around. Don't sweat: there are plenty of resources you can use to find out more. Arc has a WHS Knowledgebase you can make use of or check the Safe Work Australia website.

Tagging & Testing

Any electrical equipment that is used at a Club event on campus or that is stored in an Arc or UNSW facility needs to be Tagged & Tested before the event or before storage (whichever is relevant), at no point can any equipment that has not been Tagged & Tested or has not passed the test should be used by a Club.

Arc provides some tagging & testing services to Clubs free of charge. Clubs will be notified of when Tagging & Testing sessions will take place in the Clubs Newsletter. Clubs can also have their equipment tagged and tested externally by a licensed provider.

For any questions regarding Tagging & Testing or use of electrical equipment at a Club event, get in touch with us via mail: clubs@arc.unsw.edu.au.

FAQs

What do we need to do if we are serving food at our events?

Use the Safe Food Handling Guidelines (available on the Arc online platform) conduct risk assessments for events where food is involved and use clear signage about any ingredients that may cause allergies (or at least ensure that Club members supervising the event have ready access to this information, if asked). Some events will also require an organiser to complete a food safety course.

Where can I find out more information?

SafeWork NSW – Work Health and Safety legislation

<http://www.safework.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation>

Note: In relation to the legislation, Clubs are considered to be “other persons at the workplace”.

Australian Sports Commission ‘Work Health and Safety Reform’ Includes some helpful templates

www.ausport.gov.au/supporting/clubs/resource_library/whs_reform

Arc’s WHS Knowledgebase (includes Arc’s WHS Policy and Work Health and Safety Management System)

http://kb.arc.unsw.edu.au/OHS_Information

Related Documents

Clubs Handbook (www.arc.unsw.edu.au/clubs/clubshandbook)

Section 11 – Being a successful Club Executive

Section 12 – Executive Training

Section 15 – Managing Risk

Section 16 – Arc Clubs Alcohol Policy

Section 17 – Insurance

Section 19 – Incorporation

Section 21 – Incident Reporting

Section 22 – Managing Club Events

Forms & Files (www.arc.unsw.edu.au/clubs/club-admin/club-forms)

Risk Management Procedure

Risk Management Assessment Forms

Food Safety Guidelines

Sexual Assault Action Plan

Arc Safe Working Procedures

Help!

Visit Us

Drop in and talk to us. The Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

Call Us

Call us at 9385 9840 during office hours

Email Us

clubs@arc.unsw.edu.au

Office Hours

During Term: 8:30am-6pm Mon-Fri

Outside Term: 9am-5pm Mon-Fri (access to the Clubs Space by appointment only)

15. Managing Risk

What is risk & risk management?

In a general sense, risk is anything that might have a negative impact. Risk management is therefore the process of systematically thinking through possible risks (even if they're unlikely) and ensuring that these risks are minimised (avoided, if possible) and that there are strategies to deal with them if they occur.

Why is it important to my Club? What is the potential impact on Club

Executives?

The Club Executive are responsible for the safety and wellbeing of those at Club events. This includes the wellbeing of members and other Club Executives that are involved in running the event (e.g. making sure everyone is aware of safety precautions, providing appropriate breaks and ensuring that tasks are allocated appropriately), as well as the event attendees (e.g. ensuring that food is being prepared and stored safely, letting attendees know about any risks of participating in an activity beforehand).

Effective risk management minimises negative impacts for your Club as well as for you as an individual. This includes the health and safety of Club Executive and members and will help protect against legal action against individuals (particularly Club Executives) or the Club as a whole (if the Club is incorporated) should any incidents occur.

Clubs must do a risk assessment before every event or activity. This is a procedure that requires you consider all the possible risks and take the necessary steps to reduce or avoid them altogether. You can reuse existing risk assessment documents, but make sure that the person looking after the event (and others in the team, if relevant) have read the documents and have taken all the precautions specified within it. Make sure to keep an ongoing record of risk assessment documents and the events they have been used for, in case they are needed by your Club, Arc or UNSW.

Arc also requires all Club Executives and members to be aware of Workplace Health and Safety policy and to follow the guidelines that keep people from getting hurt. See Clubs Handbook Section 0 for details about WHS.