

HAZARD / RISK MANAGEMENT POLICY

All incidents and hazards within the club will be reported directly to a committee member and recorded immediately after the event. The committee members will discuss in the next general meeting but if life threatening will be addressed immediately. All incidents will be recorded immediately after the event or as soon as practicably possible. It is the responsibility of all committee members to ensure that all incidents actions are followed through and completed.

Hazard Identification

The identification of hazards in the workplace shall take into account—

- a) the situation or events or combination of circumstances that has the potential to give rise to injury or illness;
- b) the nature of potential injury or illness relevant to the activity, product or service; and
- c) past injuries, incidents and illnesses.

The identification process shall also include consideration of -

- (i) the way trainings are organized, managed, carried out and any changes that occur in this;
- (ii) the materials, plant and equipment
- (iii) the installation and commissioning and handling and disposal (of materials, plant and equipment);
- (iv) the contracting and subcontracting of plant, equipment, services and labour including contract specification and responsibilities to and by contractors
- (v) the inspection, maintenance, testing repair and replacement (of plant and equipment).

Hazard / Risk Assessment

All risks will be assessed and have control priorities assigned based on the established level of risk. When new plant is to be introduced into Concordia the hazards and associated risks with commissioning, operating and performing maintenance on the plant must be assessed and controlled to an acceptable level before use. All plant risk assessments will be done in consultation with relevant personnel and committee members

Control of Hazards / risks

All hazards / risks will be reviewed periodically with more time and effort being placed on the High Risk hazards / risks to take in to account any changes that may have happened and refine the hazards / risks already noted. Priority is given to have the hazards / risks closed out by elimination as the first choice from the hierarchy of controls and with Personal Protective Equipment the least preferred control.

Evaluation

All hazard identification, hazard / risk assessment and control of hazards / risks will be evaluated. This evaluation will be documented at committee meetings and logged