**Work Health and Safety**

Workplace health and safety is important in ensuring the sporting environment is safe and encourages sound health practices. *[Insert League/Club name]* is committed to ensuring a healthy and safe work place for all. All staff members and volunteers are encouraged to regard accident prevention as a collective and individual responsibility.

Should a safety hazard or incident be identified, or an accident or injury occur, it must be immediately reported to the Club President to ensure that prompt, appropriate action is taken. The*[Insert League/Club name]*Incident Report Form,available from the Club Secretary or Volunteer Coordinator is to be completed and filed by the Club Secretary along with any accompanying documentation.

Any volunteer who has a medical issue which may require urgent medical treatment should make their Manager aware of the possible action required. If emergency medical attention is required, 000 should be called in the first instance or suitable arrangements will be made to provide transport to either a doctor or hospital.

Care should be taken to ensure that, where a professional service is required, no action is taken that may endanger the health or safety of any person. All persons present at the time are required to obey all reasonable instructions aimed at protecting their health and safety.

**First Aid**

The*[Insert League/Club name]*encourages staff members and volunteers to hold a current first aid certificate. On request the Volunteer Coordinator or nominated Club Delegate will arrange for staff members and/or volunteers to attend an appropriate first aid course.

**Emergency Procedures**

Emergency procedures for *[insert venue name]* are outlined in the emergency procedures document. A copy of this document can be obtained from *[please consult with local council or Sport & Rec Officer].*It is imperative that all staff and volunteers are familiar with this document and any concerns should be raised immediately with the Executive Committee. No volunteer is exempt from taking part in organised emergency activities.

**Children in the Workplace**

The*[Insert League/Club name]*provides a caring work environment for all volunteers and is supportive of family values but it is not always considered appropriate for children to be onsite for an extended period. In exceptional circumstances the Club President may determine if it is applicable to waiver this policy.

**Professional Support Services**

Centacare Mental Health Resource Service*[insert local contact information here]*

Alcohol & Drug Counselling *[insert local contact information here]*

Centrelink Social Worker*13 17 94*

Headspace *[insert local contact information here]*

Family Support Service *[insert local contact information here]*