



## COOPER PARK TENNIS WORK HEALTH AND SAFETY PLAN

### Overview

The purpose of our Work Health and Safety Plan is to provide compliance with all O.H. &S. legislative requirements and promote excellence in occupational health and safety management through a process of continual improvement. Our activities include the provision of recruitment, labour hire, training and human resource solution services and we are committed to providing a safe and healthy workplace for all of our workers. Cooper Park Tennis Pty Ltd recognises all of its responsibilities to provide a safe and healthy work environment for employees, contractors, clients, visitors and the public. Creating a safe work environment and care for the environment is the responsibility of all our personnel and contractors.

To achieve this stated policy outcome, the commitment and contribution of each and every employee is required through:

- Taking responsibility for the health and safety of themselves and their fellow workmates;
- Not compromising personal health and safety in the mistaken belief that other requirements are more important; and
- Considering health and safety as an integral part of our work.

Cooper Park Tennis Pty Ltd promotes a work environment and safety management system that is characterised by:

- A systematic approach to controlling health and safety hazards and risks through the development and implementation of suitable policies and procedures;
- Effective management demonstrated by commitment and direct involvement at all levels of the company;
- Outperforming teamwork with effective two-way communication as an integral part of every job and
- Provision of appropriate facilities, equipment, education, training and supervision for employees and contractors to ensure healthy and safe working conditions and methods.

In its activities Cooper Park Tennis Pty Ltd provides and maintains so far as practicable a working environment that is safe and without risks to health, eliminates or controls work-related hazards and risks by:

- Ensuring as far as practicable all operations conducted by employees and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- The application of a systematic approach to identifying, assessing and controlling workplace hazards and risks and



- Facilitating continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance.

## **Work Method Statement Preparation and Procedures**

### **Objective**

Cooper Park Tennis Pty Ltd has an active method that systematically identifies, assesses and manages the actual and potential hazards in the workplace, over which it has authority or influence. Cooper Park Tennis has procedures by which all hazards will be identified, including all situation or events that could give rise to potential injury, illness or damage to plant or property. Potential hazards, which have been identified are notified to our management team for resolution.

### **Process to Assess and Identify Significant Hazards**

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 or property. Hazard control is the process of implementing measures to reduce the risk associated with a hazard. Significant hazard control is the process of implementing measures to reduce the risk associated with significant hazard. Our control process follows the control hierarchy, in order, as prescribed in health and safety legislation.

### **Our Hierarchy of Control:**

1. Remove the hazard completely;
2. Separate people from the hazard (guards, barriers, enclosure etc);
3. Advise Woollahra Council in regards to any engineering controls (earth leakage device, mechanical lifters etc);
4. Change of work practices (training, Safe Work Method Statements, procedures etc) and
5. Personal protective equipment (hearing protection, eye protection, gloves etc)

### **Clear Marking of Designated Areas to Minimise Hazards**

Other work areas where workers, visitors or the public at large are exposed to some risks or hazards are identified with proper markings. Cooper Park Tennis Pty Ltd ensures that visitors and employees to our sites are informed of the risks involved and ways to avoid those risks.



## Company Safety Rules and Instructions

### General

- All coaching staff undergo the NSW Government Working with Children Check and a National Police check.
- All coaching staff are members of Tennis Australia, thereby holding relevant public liability and professional indemnity insurance

### Tennis

#### Courts and surrounds

- Maintain the working order of gates into courts;
- Ensure court playing surfaces are safe;
- Provide garbage bin access to each court for the disposal of rubbish, in particular sharp tennis ball ring pull lids;
- Maintain fences to avoid sharp protrusions of wire;
- Ensure no sharp edges on net posts, and minimise the length and protrusion of the net winder

#### Attire

- Appropriate footwear (no bare feet, thongs, heels, etc.) must be worn at all times
- Participants (particularly children) are encouraged to wear a hat and sunscreen whilst using the tennis courts

#### Equipment

- No sport other than tennis should be played on the courts (e.g., no kicking footballs)
- Participants (especially children) are encouraged to use a tennis racquet of the correct size and weight, with recommendations being available in the pro-shop

#### Extreme weather

- Play will be cancelled by management in the event of extreme weather (e.g., rain, electrical storm, extreme heat)

### COVID-19

Have a COVID-19 safety plan and reduce risk of contamination wherever possible.

### Cooper Park Café

#### Food Handling Certification Currency in:

- Participate in safe food handling practices (SITXFSA002)
- Use hygienic practices for food safety (SITXFSA001)



#### Food contamination:

- Ensuring appropriate use of detergents and sanitisers to avoid contamination of food
- Preventing items such as screws, bristles, hair, adhesive bandages and jewellery from falling into food whilst cleaning equipment and processing food
- Avoiding cross-contamination with other food items when preparing food to avoid exposure to unexpected allergens (e.g., milk, nuts, eggs, seafood and cereals)

#### Food temperature:

- Ensure correct temperature control (below 4°C for cold foods or above 60°C for hot foods) to avoid the growth of pathogens and formation of toxins in food
- If potentially hazardous food has been stored in the temperature danger zone (5-60°C) for up to 2 hours, it must be either used immediately, returned to cold storage or re-heated to at least 75°C and kept above 60°C
- If food has been stored in the temperature danger zone (5-60°C) for between 2 and 4 hours, it can only be used immediately (cannot be returned for temperature control storage or hot handling)
- If food has been stored in the temperature danger zone (5-60°C) for more than 4 hours, it must be disposed of and cannot be used or stored for later use

#### Food suppliers:

- Sourcing all ingredients from reputable suppliers and keep details of their business name and address
- Ensuring the supplier uses a clean and appropriate food transportation vehicle and is temperature controlled for potentially hazardous foods
- Keeping records of what has been received to ensure any recalled food can be accounted
- Not accepting any food that does not meet basic requirements and documenting any food that has been rejected from the supplier

#### Food preparation:

- Keeping ingredients safe by storage them appropriately in separate, clean and sealed containers
- Checking use by and best before dates, and rotating stock to use the oldest first (as long as it is in date) and disposing anything that is out of date
- Washing ingredients where necessary
- Regularly inspecting ingredients for any sign of spoilage or contamination, and disposing anything that is affected
- Ensuring the same utensils and preparation surfaces are not used when handling raw food, and ready to serve food unless they have been cleaned and sanitised between uses
- Ensuring clothing and aprons are clean, even from other food stuffs, to avoid contamination



- Removing jewellery to prevent it breaking and falling into food and from providing harbourage for bacteria by preventing adequate cleaning of hands
- Keeping hair tied back and covered to prevent contamination of food
- Do not sneeze or cough around food and food preparation areas; avoid touching hair, nose and mouth while preparing food
- Washing hands immediately after smoking, handling waste and other potentially hazardous foods, and after using the toilet
- Washing hands by applying an antibacterial soap for a minimum of 20 seconds, ensuring that up to the elbows is covered, then rinsing off thoroughly in warm running water before drying with disposable towels
- Minimising direct contact with food wherever possible
- Food handlers wearing disposable gloves and using wraps and utensils with disposable gloves being changed regularly and not being reused after removing from hands
- Avoiding hand to mouth contact such as tasting food with your fingers or biting nails
- Ensuring cleaning equipment, chemicals, personal belongings and administrative items are stored away from the food preparation areas
- Maintaining pest control measures to keep the area free from unwanted pests
- Thawing food in a controlled environment (refrigerator or microwave) and never refreezing fully thawed food to avoid food poisoning bacteria
- Using a temperature measurement device to ensure food is brought up to temperature or is chilled outside of the temperature danger zone
- Storing cooked and raw food separately with raw food kept below cooked food to prevent bacteria spreading or dripping down and contaminating cooked food
- Keeping hot food that is not going to be consumed immediately at above 60°C and hot food that is to be consumed immediately being brought to at least 75°C

#### Food disposal:

- Storing food that is to be returned to the supplier in a separate location and ensuring it is clearly identified to avoid mistakenly using it to prepare food and serve unsafe meals
- Disposing food that has been served to a customer and has not been eaten
- Only passing a meal that has been mistakenly served to a customer onto the correct customer if it has not been touched or altered in any way
- Ensuring rubbish bags and lidded bins are emptied regularly
- Keeping waste away from food areas and ensuring waste collection is adequate (at least daily or more frequently is required)
- Not leaving old food in the refrigerator to avoid spreading of bacteria

#### Health of food handlers:

- Avoiding engaging in food preparation and take measures to ensure food is not contaminated if suffering from a contagious disease
- Documenting infected staff and actions taken



- Covering any areas with cuts, sores, boils or infected skin
- Taking medication for discharge from the eyes, ears or nose

Cleaning and sanitising:

- Cleaning and sanitising all equipment and areas that come in contact with food
- Sanitising items when used between raw and cooked food, potentially hazardous and normal food, and at time intervals on machinery that is processing food
- Cleaning and sanitising by following the following steps: clean, rinse, sanitise, final rinse if necessary, drip dry (do not dry using tea towels as these can harbour bacteria)
- Ensuring the kitchen is well maintained and clean, including vents and exhausts, floors, benches and tables
- Separating food contact cleaning tools from bathroom and other area cleaning tools / cloths



## **Emergency Procedures**

### **Objective**

Cooper Park Tennis Pty Ltd has an effective general emergency plan to manage emergencies likely to occur within any part of the operations and to comply with the legislative requirements. To provide the emergency control, structure and directions which will prevent injury to personnel, visitors and neighbouring people/premises in the event of an emergency. The procedures also aim to minimise damage to the organisation's equipment, plant and installations.

All new employee/contractors have to go through an emergency induction. An emergency diagram showing exit points, fire extinguisher, hose reels and muster points and we have trained our staff to take control of emergency procedures in time of an emergency.

Emergency evacuations and tests of procedures are conducted by our staff at regular intervals.

### **Consultative Review of Emergency Response Procedures after Practice Drills and Actual Emergency Event**

- All risks will be continually monitored in order to minimise the potential of an emergency;
- The safety of personnel is foremost
- Emergency plans will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements
- Plans should be simple but effective
- Emergency control personnel will be trained in their appointed duties
- All personnel will be regularly trained in appropriate response procedures.

### **System for Reporting, Recording and Analysing Incidents, Injuries and Work-related Illness**

Cooper Park Tennis PtyLtd has a documented procedure for reporting, recording and analysing incidents, injuries and work-related illnesses.

- All injuries are to be reported;
- Incidents where a person could have been injured or equipment damaged must be reported and will be investigated by a senior staff member;
- Training in the accident investigation process is provided to all employees;
- The report is to be completed within 24 hours of the incident and forwarded to the Cooper Park Tennis management; and
- Each investigation should have attached to it a copy of the Injury/Incident Report. Additionally, all Workcover claims must have an investigation report completed.

### **Notification to Workcover when Serious Harm Occurs**

In the case of harm Cooper Park Tennis will notify the Statutory Authority by telephone or email within 24 hours of becoming aware of the accident.



## **Procedure to Investigate Injuries, Incidents that Harmed or might Harm Employees**

The investigation of accidents/incidents provides an opportunity to examine many aspects of our operations. The key of the investigation is to identify control measures that will prevent a recurrence of the same incident/accident. The focus is to identify the deficiencies in the system and to make changes if necessary to prevent a recurrence.

The procedure starts with an investigating team nominated to conduct the investigation.

The main stages of the investigation are: -

- Gather objective information and establish facts. Collect data that relates to environment and the human factors
- Isolate the contributing factors
- Determine corrective and preventative actions
- Prepare a report (contain a proposed action plan for management consideration and implementation).
- Initiate determined corrective action.

**Plant and equipment on the workplace will also be considered.**

### **Electrical testing and tagging**

Service testing is necessary for the safety of persons using the equipment and for the proper discharge of the obligations of employers and employees, as listed in legislation covering occupational health and safety matters. AS/NZS 3760: 2001 specifies the procedures for safety inspection and testing of electrical equipment and shall be used as the standard for electrical equipment owned, leased and used by Cooper Park Tennis PtyLtd .

### **Assessment**

Cooper Park Tennis PtyLtd will conduct assessments of all plant and equipment including identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of workers. This process will include plant and / or equipment itself and its impact on the surrounding workplace and environment.

When identifying potential hazards, consideration will be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, repairs, cleaning, use, operator competencies, dismantling and disposal.





## **Hazardous Substances Storage, Handling, Recording and Risk Assessment Procedures**

Cooper Pak Tennis PtyLtd has procedures relating to the storage and handling of Hazardous Substances or Dangerous Goods by:

1. Identifying hazards of the substance
2. Assessing the risks associated with the hazard by considering the exposure of the worker to the substance
3. Controlling or reducing the risk by minimising exposure to the substance

## **Manual Handling Risk Management Procedures**

Cooper Park Tennis PtyLtd advises staff to follow our lifting procedure to minimise the risk of injury:

1. Assessing the weight of an item before you lift;
2. Asking for assistance if the item is too heavy;
3. Using a trolley wherever possible to save yourself unnecessary strain;
4. Storing medium to heavy items on middle shelves to minimise crouching;
5. Standing close to the load with your feet apart to create a stable lift base;
6. Ensuring bending at the knees and keeping a straight back;
7. Placing your hands so that you have a firm grip as you move the item close to your body;
8. Letting your leg muscles lift the weight as you move to a standing position;
9. Keeping your arms and the load close to your body and smoothly turning using your feet rather than twisting your spine; and
10. Using your body weight as a counter balance when necessary.

## **OH&S Training**

### **Objective**

Cooper Park Tennis ensures that all employees are informed of their own responsibilities for health and safety in the workplace. We ensure that employees have specific knowledge concerning the management of hazards to which they are exposed. This will be achieved through training in workplace procedures, environment, equipment and materials.

### **Procedure**

1. Cooper Park Tennis PtyLtd will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.
2. Cooper Park Tennis PtyLtd will undertake training / competency needs assessment of all employees prior to the commencement of work or alteration of task allocation.



3. Where skill deficiencies are detected appropriate training will be provided prior to commencement of work so employees can perform their designated duties safely.
4. Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.
5. Casual labour will be used only when the nominated worker/s satisfies the level of competency required to undertake the task or when appropriate training can be provided prior to commencement of the work.

## **General Health and Safety Induction and Work Activity Based Health and Safety Induction Recording Procedures**

### **Health and Safety Induction Programme for New Employee**

“First Day Induction” for a new employee is to be provided by our manager or supervisor. The induction is a verbal explanation, observation of the task in a safe working environment with supervision and will cover:

- Hazards associated with the job and appropriate controls;
- Safe way to do the job;
- Emergency procedures and equipment, facilities such as toilets, meal rooms and first aid kit; copy of health and safety policies and procedures;
- Explain safety signs, symbols and safety controls;
- Safety equipment and how to use them; and
- Procedures and forms for reporting injury and near miss; etc.

### **Consultation Statement or Procedures for Consultation**

#### **Objective**

Cooper Park Tennis PtyLtd will ensure that all employees have ongoing opportunities to be involved and to have their interests represented in the development, implementation and evaluation of safe workplace practices.

#### **Forum for Communication between Employer & Employee Representatives**

Cooper Park Tennis PtyLtd encourages employees to participate in discussions regarding safe work practices and O.H.&S. issues. Cooper Park Tennis has an open door communication arrangement and encourages employees to discuss any concerns, O.H.&S. issues and offer any suggestions on O.H.&S., work safe practices and injury management. We recognize the importance of employee involvement in the process and we consult with our employees concerning the development, assessment of risks, identification of hazards, monitoring of performance and reviewing of objective targets against performance.

