



Swimming Northern Territory

Work Health & Safety Policy

Version	Reviewed by	Board Approval Date	Next Review Date
4	SNT Board		May 2026
3	SNT Board	26 May 2020	May 2022
2	SNT Board	11 Feb 2013	Feb 2015
1	SNT Board	29 Nov 2010	May 2012

Document No.: SPNT-POL-013



1. Introduction

The Swimming Northern Territory (SNT) Board of Directors is committed to achieving high standards of health and safety. SNT supports a co-operative and open work environment that promotes excellence in health and safety and provides a safe and healthy work environment for all employees, contractors, volunteers and visitors, ensuring that our operations and/or activities do not place them, or the wider community, at undue risk.

2. Scope

This policy applies to all SNT staff, volunteers, contractors and members while they execute duties on behalf of Swimming Northern Territory.

3. Our Commitment

The Board and Management of SNT are dedicated to:

- a) Providing and maintaining healthy and safe workplaces and ensuring, as far as is reasonably practicable, the provision and maintenance of safe working areas, safe systems and procedures of work without causing risks to the health and safety of all workers.
- b) Ensuring compliance with all relevant legislative requirements as a minimum.
- c) Operating a risk management framework that ensures that workplace hazards are identified, assessed, controlled and reviewed where they are not able to be eliminated.
- d) Providing such induction, information, instruction, training and supervision to employees, contractors and visitors as is necessary for their continued health and safety.
- e) Creating an environment which encourages open communication and consultation.

All employees, contractors, volunteers and visitors who assist/attend SNT in any capacity, as a minimum, agree to:

- a) Come to work in a fit and healthy state.
- b) Act in accordance with work, health and safety legislation, regulations and all SNT procedures and instructions.
- c) Ensure their own safety and that of their fellow employees, contractors, volunteers and visitors by following safety directives and communicating hazards which may affect the health and safety of themselves and others.
- d) Report all incidents and concerns to SNT staff, management and/or Board, however minor, immediately.
- e) Actively co-operate in any early return to work and resumption of full duties following a work-related illness or injury; and
- f) Genuinely co-operate to share ownership and accountability for health and safety.



4. Related Policies

SNT will implement policies and procedures as required by the Department of Territory Families, Housing and Communities, Sport, Recreation and Strategic Infrastructure to ensure compliance with departmental recommendations for OH&S standards including:

- a) SNT Risk Management Policy
- b) Swimming Australia Member Protection Policy
- c) Australian National Anti-Doping Policy (Swimming Australia)
- d) SNT Non-Smoking Policy
- e) SNT Drug and Alcohol Management Policy
- f) SNT Working with Children Policy
- g) SNT Code of Conduct Policy
- h) Swimming Australia National Integrity Framework

All employees are expected to:

- a) Follow all Association safety requirements and relevant Codes of Practice
- b) Maintain a clean and orderly work area.
- c) Report all injuries and safety incidents.
- d) Actively participate in safety improvement activities.

SNT seeks to establish a safe and productive environment for all participants in any and all of our activities. As such, we enthusiastically encourage all participants to report any hazard that may present a WHS risk to SNT as well as any of our stakeholders.

5. Rehabilitation/Return to Work Provisions

In the event of employees suffering a work-related injury, every endeavour will be made to return the injured worker to the workplace through a rehabilitation process. This process will give injured workers the opportunity to stay in the workforce by returning to the job for which they were originally employed or, through retraining, to start a new job.

If your treating medical practitioner indicates on the Certificate of Capacity that you have capacity a return to work on modified or alternative duties, then you will need to speak with the Swimming Northern Territory Chief Executive Officer (CEO) before commencing work.



If you are totally incapacitated for work for 10 days or more, a return-to-work plan including an offer of suitable employment will be established by the CEO. In some cases, this will mean that a Rehabilitation Provider will be engaged prior to the lodgement of a Workers Compensation claim.

5.1. The role of the Rehabilitation Providers is to:

- a) Provide rehabilitation to the injured/ill workers where required.
- b) Liaise with the CEO, the injured employee, the injured worker's manager, the treating medical practitioner, and the Insurer and to assist in the development of a written rehabilitation plan.
- c) Injured staff have a choice of at least 3 Rehabilitation Providers where such a service is required. The choice must be made within 14 days otherwise the decision will be made by the CEO.

SNT will advise the preferred Rehabilitation Provider, where required.

5.2. The Process:

- a) The CEO must notify the SNT President immediately if the injury is likely to result in time loss, rehabilitation intervention or work restrictions.
- b) On receiving notification of any injury or illness, the CEO will contact the injured/ill employee where practicable. If rehabilitation is required, the CEO will facilitate a rehabilitation/return to work program in conjunction with key parties.
- c) The nature and type of rehabilitation will be based on:
 - I. The nature of the injury/illness.
 - II. Work restrictions.
 - III. The nature of pre-injury work.
 - IV. The availability of suitable duties.
- d) If there are no suitable duties available within the job description, other duties will be assessed for suitability.
- e) Agreed rehabilitation/return to work details will be specified in writing. Suitable duties will be reviewed on a regular basis until the employee returns to his/her pre-injury duties or is permanently placed in suitable employment. Reviews will be documented. Copies of all documentation will be given to the injured/ill employee, their supervisor/manager and the treating medical practitioner.
- f) If the employee is assessed as being unfit for any duties, the CEO and/or SNT's nominated Rehabilitation Provider will maintain regular contact with the employee and the treating doctor until capacity for suitable duties is identified.
- g) Any disagreement over rehabilitation/return to work plan will be negotiated by the CEO, in consultation with the injured staff member.

5.3. Refusal to Participate in a Return-to-Work Program

If an employee refuses to take part in rehabilitation or training, or does not seek suitable employment, the employee benefits may stop and the employee may be terminated.



6. Policy Promotion

This policy will be made available to all members via the SNT website. This policy will be communicated to all staff members, board members, committee members and members, where necessary.

7. Review

This policy will be reviewed by the Board of Swimming Northern Territory every 2 years from the date of approval by the SNT Board.

8. Additions Or Amendments

In addition to the scheduled review of this policy recommended changes to the policy may be submitted to the Board of Swimming Northern Territory for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

9. Related Links

[SNT Risk Management Policy](#)

[Swimming Australia Member Protection Policy](#)

[Australian National Anti-Doping Policy \(Swimming Australia\)](#)

[SNT Non-Smoking Policy](#)

[SNT Drug and Alcohol Management Policy](#)

[SNT Working with Children Policy](#)

[SNT Code of Conduct Policy](#)

[Swimming Australia National Integrity Framework](#)

[Work Health and Safety \(National Uniform Legislation\) Act 2011](#)

[Return to Work Act 1986](#)

[Dangerous goods Act 1998](#)

[Work Health Administration Act 2011](#)

[Workers Rehabilitation and Compensation Legislation Amendment 2015. No 9](#)

[Return to work Regulations 1986](#)

[Work Health and Safety \(National Uniform Legislation\) Regulations 2011](#)

[Dangerous Goods Regulations 1985](#)

[Electricity Reform \(Safety and Technical\) Regulations 2000](#)

[Fair Work Commission Australia](#)