

## OCCUPATIONAL HEALTH & SAFETY POLICY

Adopted or Amended	By Whom	Date
Adopted	Board of Directors	Monday 29 <sup>th</sup> November 2010
Endorsed	Board of Directors	Monday 11 <sup>th</sup> February 2013

### INTRODUCTION

The Swimming Northern Territory Board of Directors is committed to ensuring that our workplace protects the health, safety and welfare of people at work. This includes the rights of all employees, visitors, volunteers and contractors to work in an environment free of risks.

### STATEMENT OF PRINCIPLE

Our goal is to prevent all occupational injuries and illness. Swimming Northern Territory will seek to achieve this by:

- Identifying and reducing the risks of all type of work activities that have the potential to produce personal injury or occupational illness.
- Providing instruction, training and supervision to improve individual's understanding of workplace hazards, including safe work practices and emergency procedures.
- Involving individuals in Occupational Health and Safety matters and consulting with them on ways to recognise, evaluate and control workplace hazards.
- Ensuring that everyone (including visitors and contractors) complies with appropriate standards and workplace directions to protect their own and others health and safety at work.
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.

### POLICIES

Swimming Northern Territory will implement policies and procedures as required by the Department of Sport & Recreation to ensure compliance with Departmental recommendations for OH&S standards including:

- Risk Management Plan
- Member Protection Policy
- Anti Doping Policy
- Smoke Free Environment Policy
- Responsible Alcohol Management Policy
- Child Protection Policy
- Conflict of Interest Policy
- Code of Conduct

All employees are expected to:

- Follow all Association safety requirements and relevant codes of practice
- Maintain a clean and orderly work area
- Report all injuries and safety incidents
- Actively participate in safety improvement activities

Swimming Northern Territory understands that the Occupational Health & Safety Act 2000 makes it unlawful to dismiss an employee for making a complaint about the health and/or safety matter or for performing his or her duties as an OHS representative.

## **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 Executive Officer 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 Executive Officer. In some cases this will mean that a Rehabilitation Provider will be engaged prior to the lodgement of a Workers Compensation claim. The Role of the Rehabilitation Providers is to:

- Provide rehabilitation to the injured/ill workers where required
- Liaise with the Executive Officer, 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.
- 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 Executive Officer.

Swimming Northern Territory will advise the Preferred Rehabilitation Provider:

### The Process

1. The Executive Officer must notify the President immediately if the injury is likely to result in time loss, rehabilitation intervention or work restrictions.
2. On receiving notification of any injury or illness, the Executive Officer will make contact with the injured/ill employee where practicable. If rehabilitation is required, the Executive Officer will facilitate a rehabilitation/return to work program in conjunction with key parties.
3. The nature and type of rehabilitation will be made on the basis of:
  - a. The nature of the injury/illness;
  - b. Work restrictions;
  - c. The nature of pre-injury work; and
  - d. The availability of suitable duties.
4. If there are no suitable duties available within the job description, other duties will be assessed for suitability.
5. 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.
6. If the employee is assessed as being unfit for any duties, the Executive Officer and/or Swimming Northern Territory's nominated Rehabilitation Provider will maintain regular contact with the employee and the treating doctor until capacity for suitable duties is identified.
7. Any disagreement over rehabilitation/return to work plan will be negotiated by the Executive Officer, in consultation with the injured staff member.

8. 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.

**SCOPE**

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

**POLICY PROMOTION**

This policy will be made available to all members via the Swimming NT website at [www.nt.swimming.org.au](http://www.nt.swimming.org.au) and through the annual handbook, or its equivalent publication. This policy will be communicated to all staff members, board members, committee members and regional committees annually.

**REVIEW**

This policy will be reviewed by the Board of Swimming Northern Territory in July every even year (i.e. 2014, 2016, 2018).

**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.

