

# Staff & Volunteer Induction

Updated August 2015



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## **Welcome to the Royal Sydney Yacht Squadron (Squadron).**

This induction manual is provided to all staff & volunteers to advise them of the rules and major policies for working in the various Operational Departments of the Squadron, and to ensure there is effective communication between managers, staff, volunteers and competitors.

The package provides the basic information necessary to enable staff & volunteers to carry out their role in a safe and efficient manner; provides details of major Squadron policies and procedures, and Workplace Health and Safety (WH&S) systems and processes. Additional information related to safe work procedures is available in Staff Induction Manuals.

The Squadron has general objectives, rules and statutory obligations with regard to the protection of the health and safety of employees, contractors, volunteers, members and their guests, and other visitors e.g., suppliers. In order to meet these objectives and obligations, staff & volunteer cooperation is required through observation of Squadron rules, practices, procedures and policies.

### **1 Scope of Operations**

House Operations:

Our House operation provides services to members and their invited guests and includes:

- a bar and fine dining facilities on level 4
- a bar, member's bar-b-que and dining area in the Careening Cove Anchorage bistro on level 3
- function rooms and facilities for up to 180 guests
- meeting and conference room facilities
- 7 in-house accommodation rooms, 1 with on suite, the rest with shared facilities
- 5 self-contained serviced apartments in the properties adjacent to the north western side of the Squadron in Peel Street and Elamang Avenue
- 2 kitchens located on level 4 and level 3 to support the related food offerings

Waterfront Operations:

The Waterfront operation provides a service to members and includes boat maintenance and repair. Services to non-members may be approved by the Committee where they assist the government, not-for-profit or volunteer boating community.

In addition to boat repair services, hardstand boat storage and in-water swing mooring, boat storage services are provided to members along with a tender service to swing moorings.

Sailing Operations:

The Sailing operation provides regatta and race management services to members and includes the conduct of Saturday racing, twilight racing on Friday nights (during daylight savings), Tuesday Ladies Twilights (during daylight savings) and Sunday

Youth Sailing Training. In addition the Squadron conducts various State, National and World Championships for various Yachting Associations.

#### Administration:

The Squadron's administration operations are located in the stand-alone building known as Wudyong House located to the south of the main club house. Wudyong House has two levels containing the following operational areas:

- a. Functions Manager (Level 1)
- b. Sailing Office (Level 1)
- c. Accounts Department (Level 2)
- d. Membership Administrator & CEO PA (Level 2)
- e. Chief Executive Officer (Level 2)
- f. Member Services Coordinator (Level 2)

The offices in Wudyong House are open from 9.30am till 5.30pm Monday to Friday. The Sailing office is often open at different hours depending upon the specific needs of the Squadron sailing program and various regattas.

## **2 Code of Conduct**

The RSYS Code of Conduct is relevant to all staff & volunteers and there are a number of important points that clarify what is accepted and unacceptable behaviour in the unique working and social environment of the Royal Sydney Yacht Squadron.

### **2.1 Sexual Harassment**

The Royal Sydney Yacht Squadron believes all staff & volunteers should be able to work in an environment free from sexual harassment which is not an acceptable part of the Squadron's work culture. A copy of the full *Sexual Harassment policy* is contained as an *Appendix 6* to this document and should be read in conjunction with the Royal Sydney Yacht Squadron Volunteers Code of Conduct.

### **2.2 Bullying in the Workplace**

The Royal Sydney Yacht Squadron believes all staff & volunteers should be able to work in an environment free from bullying which is not an acceptable part of the Squadron's work culture. A copy of the full *No Bullying Policy* is contained as an *Appendix 7* to this document and should be read in conjunction with the Royal Sydney Yacht Squadron Volunteers Code of Conduct.

## 2.3 Stores and Equipment Policy

All care must be taken when using RSYS plant and equipment. Abuse or misuse of any piece of RSYS equipment is not acceptable. All damage, faults or breakages must be reported the Sailing Office immediately. All equipment is to be returned to the store at the end of the day unless otherwise instructed. Under no circumstances is RSYS equipment to be taken off-site with written authority from the Sailing Manager.

## 2.4 Privacy Policy

The Royal Sydney Yacht Squadron is subject to the provisions of the *Privacy Act 1988* (Cth). The Act contains 13 Australian Privacy Principles that sets the standards for the handling of personal information. The Squadron has a commitment to privacy and the safeguarding of member, visitor and staff personal information.

Staff, volunteers and members must not disclose any personal member, volunteer or staff information to third parties. Please refer to *Appendix 9* for the full Privacy Policy.

## 2.5 Smoke Free Environment Policy

Under the *Workplace Health and Safety Act 2000* (NSW) the Royal Sydney Yacht Squadron has duty of care to protect the health and safety of its members, their guests, volunteers, the staff and contractors. To achieve this aim the Squadron has declared the club house to be a smoke free environment.

Smoking is prohibited within the club house including all rooms, corridors and access ways. In addition smoking is prohibited on all balconies and terraces and in front of the main entrances to the Squadron and on Squadron vessels

Smoking is only permitted on the Squadron lawn areas.

## 2.6 Children at the Squadron

### 2.6.1 *Child Protection*

Protecting children from abuse is a responsibility we must all undertake. Through the implementation of policy and associated strategies that assist in preventing child abuse from occurring, the Royal Sydney Yacht Squadron has taken a pro-active role in relation to child protection and intervention. This policy and strategies will help to foster a safe and positive environment for children and young people who participate in sailing activities. Refer to *Appendix 20* for the Child Protection and Intervention Policy.

### 2.6.2 *Supervision and Safety of Children*

The waterfront and operational environments of the Squadron (workshops, kitchens, vessels etc.) pose a number of significant potential risks and threats to the safety of children. For this reason members and their guests are required to keep their children

under close supervision at all times. Separate policies are in place for the presence of children in bar areas which should also be adhered to.

Particular attention should be paid to children on the waterfront. Under no circumstances should children be allowed to play on waterfront equipment or vessels.

### **3 Workplace Health & Safety**

The Royal Sydney Yacht Squadron considers the health and safety of all staff, volunteers, members, guests of members, visiting members and contractors to be of the utmost importance. The Workplace Health and Safety Policy is contained in *Appendix 15* attached to this document.

#### **3.1 Legislation Framework**

In NSW the *Work Health and Safety Act 2011*, *Workers Compensation Act 1987* (NSW), *Work Injury Management and Workers Compensation Act 1998* (NSW) and *Workers Compensation Regulation 2010* (NSW) are the main WH&S (replace OH&S) pieces of legislation that affect our operations. Both private and public businesses and State government departments observe the legislation. Compliance with this legislation is mandatory and fines may be imposed on employers and or, employees for breaches of these Acts and associated regulations. Under the *Work Health and Safety Act 2011* Volunteers have the same rights and responsibilities as an Employee, and are called Workers. The Employer is now called a 'Person Conducting a Business or Undertaking' or PCBU.

#### **3.2 WorkCover**

Under the *Work Health and Safety Act 2011* staff & volunteers are required to take reasonable care for their own health and safety; take reasonable care for the health and safety of others; comply with any reasonable instruction by the PCBU, and cooperate with any reasonable policies and procedures of the PCBU." Failure to do so may result in disciplinary procedures, and possibly prosecution and fines by WorkCover NSW.

WorkCover has also issued many Codes of Practice that govern the way businesses are to manage their on-site safety. These have been taken into account in the way the Squadron has organised work; when safety equipment has been purchased, and within the measures taken to provide for a safe work place for staff, volunteers, members, guests and other visitors.

WorkCover inspectors have the right to enter our workplace to inspect our activities, take photographs and air quality or noise readings at any time without prior notification.

They also have the authority to impose 'on the spot' fines for breaches of the legislation on employers and employees. Some typical offences for on the spot fines are:

- not wearing personal protective equipment (PPE) such as gloves, respiratory equipment, overalls and eye protection
- not using a ladder safely
- not providing adequate safety equipment
- working without a safety induction
- not having electrical leads tagged and/or having leads dragging on the ground
- not working according to the safe work procedures established by Squadron management

### 3.3 Work Health and Safety Policies

The Royal Sydney Yacht Squadron has developed a number of policies to help ensure compliance with Work Health and Safety and Workers Compensation Acts and Regulations and a safe and healthy work environment. These policies include:

- Workplace Health and Safety Policy                      (*Appendix 15*)
- Return to Work Program                                      (*Appendix 16*)
- Return to Work Policy                                        (*Appendix 17*)
- WH&S Consultation Policy                                 (*Appendix 18*)

### 3.4 WH&S Committee

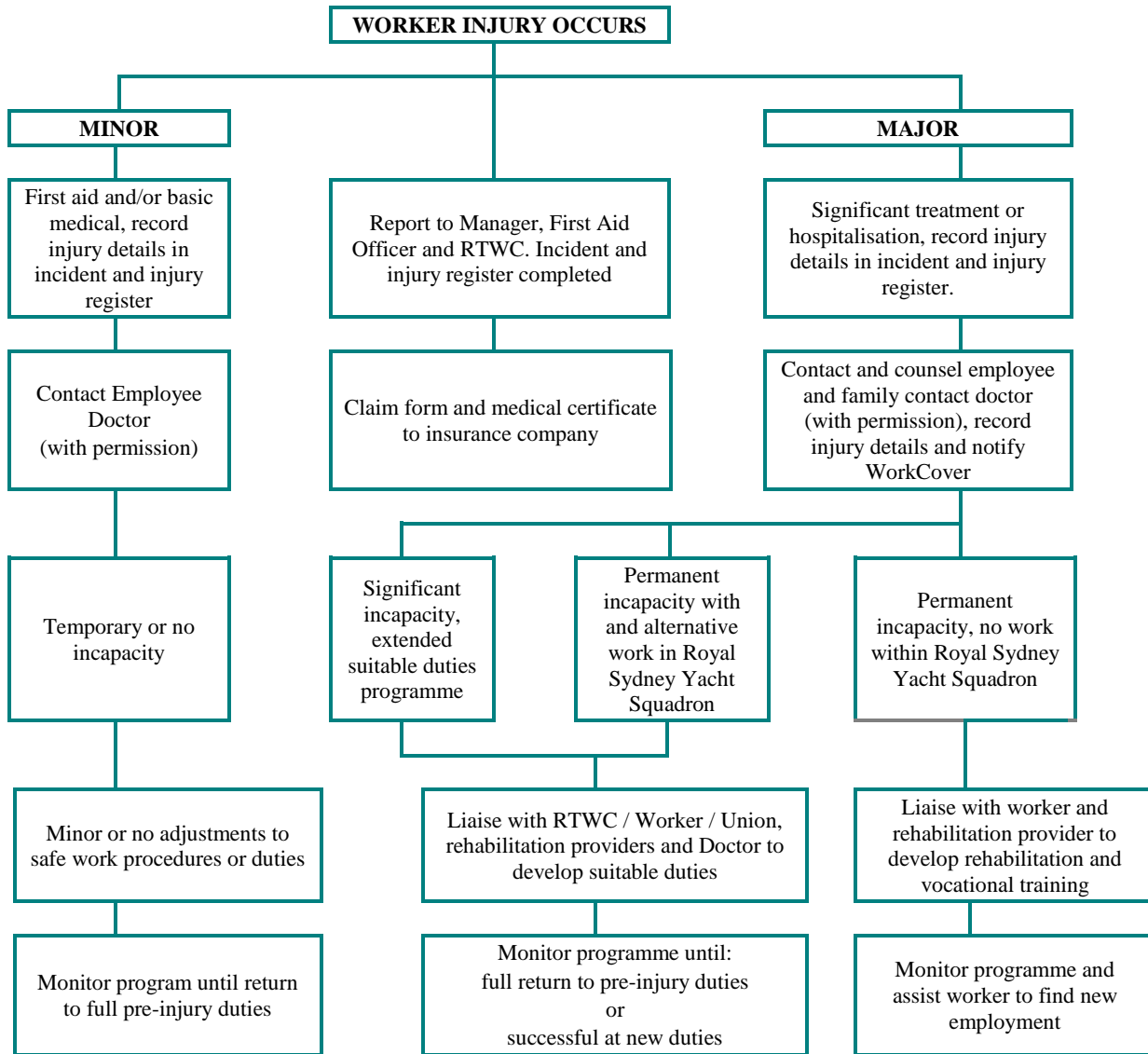
The WH&S Committee operates under the WH&S Consultation Policy.

A WH&S Committee with WH&S representatives has been established to promote health and safety in the workplace. WH&S representatives have volunteered to be part of the WH&S Committee.

The WH&S Representatives are responsible for raising specific health and safety issues that arise in relation to employees in their work groups. Staff & volunteers should always feel able to approach Management directly with WH&S concerns. However, they may also raise concerns with RSYS staff for referral to the committee.

### 3.5 Workplace Injury Management Process

Listed below is the flowchart for the Royal Sydney Yacht Squadron if an injury occurs.



The Return to Work Program is contained in *Appendix 16* attached to this document. The Return to Work Policy is contained in *Appendix 17*.

## 4 Accident/Incident and Hazard Reporting

To assist in the prevention of future accidents that may cause serious injury or death, it is imperative that all persons including members, contractors and visitors report to RSYS management all personal injury and property damage, accidents / incidents, all events that may have an adverse effect on the environment and or, any hazard, no matter how small.

This will enable RSYS management to examine the issues and take appropriate corrective action. By reporting these items, it will assist us to prevent a similar occurrence from occurring that, through different circumstances, may lead to disastrous consequences.

A Hazard Report Form is attached to this document as *Appendix 5*.  
An Injury Reporting Form is contained as *Appendix 5b* to this document.

## **5 Emergency Response Procedures**

### **5.1 Initial Response**

In the event of an emergency, whether it is a medical emergency, a fire or an explosion, you must act immediately by initially providing assistance to any injured person(s) but, only if safe to do so. You must then immediately summon help by attracting the attention of others nearby, who will contact the emergency services and the Senior First Aid Officer. If you have a mobile phone, you may ring the external emergency services number 000. If you are near a RSYS phone, you may ring emergency services by ringing 0-000. In both cases you must also inform RSYS management eg: Fire Warden and or the House Duty Manager, as soon as possible, after the accident / incident. The names of Fire Wardens are posted on staff notice boards and should be checked regularly as they may change.

Refer to *Appendix 2* for more detailed Emergency Contact Procedures.

### **5.2 Fire Fighting Equipment**

There are numerous Fire extinguishers and Fire Hose Reels located within the House. Staff & volunteers should familiarise themselves with the location of these firefighting appliances, and be aware of the type of fire that each type of extinguisher is designed for.

If you have not used them or have not been trained in their use, advise House management. The procedure for dealing with a Fire Fighting Emergency is detailed in *Appendix 1* attached to this document. Details of Fire extinguishers and their uses are contained in *Appendix 4* to this document. Information on how to use a fire extinguisher is contained in *Appendix 4a*.

### **5.3 Evacuation**

When there is an emergency and the RSYS Emergency Management Team decides to evacuate the site, due to the nature of the emergency e.g: fire, bomb threat or a chemical spill you must follow the instructions given by the RSYS Warden and or Duty Manager. When told to do so, go directly to the designated evacuation assembly point located on the grassed area in front of the Wudjong House (Administration Building) or, as directed by the House Duty Manager. You will wait at this location until the RSYS Chief Warden decides that the conditions are safe to return to normal duties.



## 5.4 First Aid

RSYS has appointed a number of trained Senior First Aid Officers in order to provide medical assistance and care after an accident / injury has occurred. A list of the staff qualified in first aid is located on the staff notice board in the Duty Manager's Office. Please acquaint yourself with the names of staff that are qualified in first aid. You should acquaint yourself with the location of your nearest First Aid Box. A list of First Aid kit locations is contained in *Appendix 3*.

The procedure for dealing with a medical emergency is detailed in *Appendix 1* Attached to this document.

First Aid personnel are required to record on an Accident Report Form the accident / injury, the name of the person treated and the details of the injury.

Report all injuries, near-miss accidents and property damage to your supervisor. This will ensure a proper investigation can be conducted into the causes of the event.

## 5.5 Fuel and Oil Spills

The Royal Sydney Yacht Squadron is committed to being a responsible and safe waterfront operator by ensuring that practices and policies are employed that minimizes its impact on the environment as much as possible.

The Squadron has developed a spill management plan to achieve these objectives. This spill management plan approaches these objectives in three ways:

- avoiding spills
- having adequate spill equipment
- having adequate spill response procedures

The best way to deal with spills is to avoid them all together. All staff and volunteers should be on the lookout for any incidents or practices that may lead to a spill.

Detailed below is a list of procedures that will assist in reducing the likelihood of a spill occurring at the Royal Sydney Yacht Squadron Waterfront.

- fuel hoses are free from cuts and abrasions
- fuel tank on/off valves are free and not seized
- no fuel leaks around the fuel bowser
- fuel lines running underneath the hardstand are clear of signs of corrosion or damage
- containers in dangerous goods store show no signs of leakage
- bunding to hardstand shows no signs of breach

When responding to a spill there is four main steps that need to be followed:

- stop the source
- contain the spill
- clean up the spill
- report all spill

For further information on preventing spills and responding to spills please refer to the Royal Sydney Yacht Squadron Spill Management Plan.

## **Appendix 1**

### **EMERGENCY PROCEDURES**

#### **Medical Emergencies**

2. Remain calm
3. Assess the injury
  - a. If the injury is serious (e.g. injury to head, loss of blood, black out or broken bones, nausea, etc) dial '000' for emergency services then call staff with first aid qualification.
  - b. If the injury is minor call a staff member with first aid qualifications (see list of qualified first aid staff).
4. Contact the House Duty Manager (extension 199 or 90170199) to advise there is a medical emergency and an Ambulance has been called.
  - a. The Duty Manager will send a staff member the street to direct the Ambulance to the hardstand.
  - b. The Duty Manager will phone the RSYS Chief Executive Officer, or if unavailable, the General Manager Operations to inform that a medical emergency has occurred.
5. Commence first aid whilst awaiting Ambulance and constantly monitor the casualty.
6. Following the emergency ensure that incident report forms are completed and given to the duty manager.

#### **Emergencies on the Water**

1. The Squadron does not have sufficiently trained staff or facilities to respond to many on-water emergencies. These emergencies include:
  - a. sinking yacht.
  - b. yacht on fire.
  - c. man overboard.
  - d. yacht capsize.
  - e. yacht adrift from mooring.
2. The Dock Master or RSYS staff may play a role in resolving these emergencies by assisting emergency services staff as directed.

3. In the case of an emergency staff should give as much assistance as possible providing it is safe to do so.
4. Staff should not perform any task that they are not trained to perform or comfortable in their ability to perform.

### **Fire Fighting Emergencies**

1. Rescue any person in immediate danger but only if it is safe for you to do so.
2. Close any doors to enclose the fire or shut off the supply of fuel if the fuel bowser or pipes etc. are on fire.
  - a. The fuel pump shut off is located between the fuel pump and the Sanivac at ground level.
  - b. The fuel flow shut off valves for the fuel supply lines running under the hardstand are located at the back of the hardstand on the wall (as shown in the attached photo).
3. Ring the Fire Brigade on '000' (see attached sheet on emergency calls).
4. Ring the House Duty Manager (extension 199 or 90170199) to advise that there is a medical emergency and that the Fire Brigade has been called.
  - a. The Duty Manager will send a staff Member the street to direct the Ambulance to the hardstand.
  - b. The Duty Manager will phone the RSYS Chief Executive Officer or if unavailable the General Manager Operations to inform that a medical emergency has occurred.
5. Fight the fire if it is safe to do so. There are a number of firefighting tools on the hardstand including:
  - a. Hand held extinguishers for different fire types (see attached information).
  - b. Water fire hoses
  - c. Foam firefighting attachment for use with fire hoses for on-water fuel/oil based fires.
6. Following the emergency ensure that incident report forms are completed and given to the duty manager.

## Appendix 2

### EMERGENCY CONTACT PROCEDURES

#### Emergency Contacts

Emergency Service	'000' or call on VHF Channel 16.	
Water Police	'000' for emergencies.	
Water Police (less urgent issues)	93207499 Water Police Balmain base.	
Oil and Fuel Spill Emergencies	9296 4000 Sydney Ports Authority Emergency Response 24 hours.	
NSW Maritime Authority	13 12 56.	
North Sydney Police Station	9956 3199.	
RSYS Waterfront Manager	Tom Giese	9017 0161.
RSYS Chief Executive Officer	William Pettigrew	901 70131.
RSYS Duty Manager		9955 7171.

#### Who to contact for advice out of business hours

If you need advice outside on what to do in a certain situation out of business hours the following Management Personnel should be contacted in the following order:

1) Tom Giese	Waterfront Manager	0412 895 526
2) Ned Brown	Dockmaster	0412 205 050
3) William Pettigrew	Chief Executive Officer	0406 993 107
4) Chris Stone	Sailing	0404 808 370

#### Who to contact in the case of an emergency

If an emergency occurs involving damage to property, injury to individuals, fire or fuel/oil spill, etc. the following personnel should be called until contact is achieved.

William Pettigrew	Chief Executive Officer	0406 993 107
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The above management personnel will then notify the Commodore.

## **Appendix 3**

### **LOCATION OF FIRST AID EQUIPMENT**

#### First Aid Kits

House Manager Office, Main Clubhouse Level 4  
Sailing Office, Wudjong House  
Main Kitchen, outside dry goods store, Main Club House Level 4  
Careening Cove Anchorage, bar area stereo end in cupboard  
Workshop, hardstand Waterfront  
Dockmaster Office, hardstand Waterfront  
Committee Vessel 'Gitana'  
Committee Vessel 'Mischief'  
Youth Sailing Equipment Room, beneath Wudjong House

#### Advance Air Resuscitation and Defibrillation Equipment

House Manager Office, Main Clubhouse Level 4  
Dockmaster Office, Waterfront

## Appendix 4

### SELECTION OF FIRE EXTINGUISHERS

There are a number of types of portable fire extinguishers available in Australia. Each type of extinguisher may be rated for one or more classes of fire. In some cases, particular extinguishers are not only considered ineffective against certain classes of fire, they can be dangerous if used in those circumstances. The classes of fire are:

- Class A Ordinary Combustibles
- Class B Flammable and combustible liquids
- Class C Flammable gases
- Class D Combustible metals
- Class E Electrically energised equipment
- Class F Cooking oils and fats

Portable fire extinguishers are distinguishable by their labels and their colouring.

The most common types of extinguishers are:

**Water** - solid red Suitable for Class A fires.  
Not considered effective for Class B and Class C fires, and dangerous if used for electrically energised equipment or cooking oils or fats.

**Foam** - red with blue band or label (previously solid blue) suitable for Class A and Class B fires, with limited effectiveness for Class F fires.  
Not considered effective for Class C fires, and dangerous if used for electrically energised equipment.

**Powder** - red with a white band or label. These extinguishers are rated as either ABE or BE. ABE rated extinguishers are considered suitable for Class A, Class B, Class C and Class E fires. BE rated extinguishers are considered suitable for Class B, Class C and Class E fires, and may be used with limited effectiveness on Class F fires. They are not considered effective for Class F fires. They are considered effective for Class A fires.

**Carbon Dioxide (CO<sub>2</sub>)** - Red with a black band or label suitable for Class E fires.  
Has limited effectiveness on Class A, Class B and Class F fires.

**Vaporising Liquid** - Red with Yellow band or label suitable for Class A and Class E fires. Has limited effectiveness on Class B fires. Not considered effective for Class F fires.

**Wet Chemical** - Red with an Oatmeal band or label (previously oatmeal colour) suitable on Class F fires and may be used on Class A fires. Not considered effective for Class B or Class C fires and dangerous if used on Class E fires.

**Class D fires require special purpose extinguishers.**

## Appendix 4a

### HOW TO USE A FIRE EXTINGUISHER

**Pull the Pin** at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

**Aim at the base of the fire**, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

**Squeeze the lever slowly.** This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

**Sweep from side to side.** Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances.

**Remember: Aim at the base of the fire, not at the flames!!!!**

#### Note:

- Always test the extinguisher before proceeding to the fire.
- Remember you only have seconds to extinguish the fire, not minutes, **but** only do so if it is safe and you are trained in use of the extinguisher.
- The rule of thumb is if you cannot put a fire out with one extinguisher then the fire is too big to fight

## Appendix 5

### HAZARD REPORTING FORM

<b>Instructions</b>			
1) This form is designed to be used by any staff member or manager to help our club identify hazards - but the Department Manager and the CEO must complete the section marked "Office Only" on this cover sheet.			
The person who is reporting the hazard must complete Section 1 and Section 2 of the form.			
Complete a separate form for each hazard identified.			
Assign hazard a priority number using the table below.			
Return this form to WH&S Co-ordinator (Iain Craw) who will ensure that Section 2 is filled out correctly and allocate actions and responsibilities.			
This form must be completed and forwarded to the CEO within 24 hours of the hazard being observed or identified.			
<b>SECTION 1</b>			
Reported by:			
Department:			
Phone:			
Date reported:			
What is the Hazard?			
Location:			
<b>HAZARD ASSESSMENT TABLE - FOUND A HAZARD? ASSESS THE PRIORITY FOR THE HAZARD</b>			
How severely could it hurt? → How likely is it to happen? ↓	!!! Kill or disable	!! Several days off	! First Aid
++ Very likely - Could happen regularly	1	2	3
+ Likely - Could happen occasionally	1	3	4
Unlikely - Could happen but rarely	2	4	5
Very unlikely - Could happen but probably never will	3	5	6
<b>OFFICE ONLY</b>	<b>MANAGER'S COMMENTS</b>		
Action to Fix:			
Who is responsible for the hazard?			
Priority:	Due by:     /     /	Signature:	
Date signed:   /     /	Date Completed:   /     /		
<b>OH&amp;S CO-ORDINATOR'S COMMENTS</b>			
OH&S Co-ordinator's Name	Signature	Date signed	



## Appendix 5b

### INJURY REPORTING FORM

<b><u>Instructions</u></b>			
2) This form is to be completed by Injured Person, First Aid Officer or WH&S Co-ordinator			
All sections are to be completed. Please print clearly.			
Forward completed form to the WH&S Co-ordinator.			
<b>INJURED PERSON'S DETAILS</b>			
Name of injured person:			
Area:			
Position:		Phone:	
Designation (please circle):		Employee	Contractor      Member
<b>DETAILS OF THE ACCIDENT</b>			
Date of accident:		Time:	am / pm
Exact location of accident:			
Who was the accident reported to:			
Date accident reported:		Time:	am / pm
Were there any witnesses:      Yes / No (if yes, list names below)			
Name:		Contact Phone:	
Name:		Contact Phone:	
Is immediate action required to prevent a reoccurrence (please circle)?		Yes	No
If yes, please detail			
<b>ABOUT THE INJURY (TICK APPROPRIATE BOX)</b>			
<b>CAUSE OF INJURY</b>		<b>NATURE OF INJURY</b>	
<input type="checkbox"/> Pushing / Pulling	<input type="checkbox"/> Hit by	<input type="checkbox"/> Cut	<input type="checkbox"/> Puncture
<input type="checkbox"/> Fall	<input type="checkbox"/> Hit against	<input type="checkbox"/> Bruise	<input type="checkbox"/> Burn
<input type="checkbox"/> Falling object	<input type="checkbox"/> Other (describe)	<input type="checkbox"/> Sprain	<input type="checkbox"/> Abrasion
<input type="checkbox"/> Vehicle		<input type="checkbox"/> Electric shock	<input type="checkbox"/> Other (describe)
<input type="checkbox"/> Chemical		<input type="checkbox"/> Fracture	
<b>Comments</b>			
<b>ABOUT THE INJURY (TICK APPROPRIATE BOX)</b>			
<b>WHAT BODY PART WAS AFFECTED?</b>			
<input type="checkbox"/> Head	<input type="checkbox"/> Hand (right)	<input type="checkbox"/> Hand (left)	<input type="checkbox"/> Fingers
<input type="checkbox"/> Face	<input type="checkbox"/> Knee (right)	<input type="checkbox"/> Knee (left)	<input type="checkbox"/> Ankle(right)
<input type="checkbox"/> Eye (right)	<input type="checkbox"/> Leg (right)	<input type="checkbox"/> Leg (left)	<input type="checkbox"/> Ankle (left)
<input type="checkbox"/> Eye (left)	<input type="checkbox"/> Nose	<input type="checkbox"/> Ears	<input type="checkbox"/> Other (describe)
<input type="checkbox"/> Trunk / Back	<input type="checkbox"/> Foot (right)	<input type="checkbox"/> Foot (left)	
<input type="checkbox"/> Neck	<input type="checkbox"/> Arm (right)	<input type="checkbox"/> Arm (left)	
<b>Comments</b>			
<b>DETAILS OF TREATMENT</b>			
What treatment was provided (please circle)?      Nil      First Aid      Medical (Doctor's name and phone if known)			
Details of treatment			
Was there any time lost (please circle)      Nil      Remainder of day			
<b>Person reporting's name</b>	<b>Signature</b>	<b>Date signed</b>	

## Appendix 6

### SEXUAL HARASSMENT POLICY

The Royal Sydney Yacht Squadron believes all staff and volunteers should be able to work in an environment free from sexual harassment which is not an acceptable part of the Squadrons work culture. This policy should be read in conjunction with the Royal Sydney Yacht Squadron Code of Conduct.

Sexual harassment occurs when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, or engages in other unwelcome behaviour or conduct of a sexual nature which may be reasonably seen to offend, humiliate or intimidate another person. Sexual harassment is non-consenting sexual behaviour between two people. Examples may include:

- ♦ Unwelcome sexual flirtations, advances or propositions.
- ♦ Verbal abuse of a sexual nature.
- ♦ Using sexually degrading words to describe an individual
- ♦ Staring, leering and unnecessary familiarity.
- ♦ Deliberate and unnecessary physical contact such as touching, patting, pinching or fondling.
- ♦ Displays of offensive or sexually explicit posters, pictures, graffiti or computer screen savers.
- ♦ Sexual jokes or comments, suggestive behaviour, sexual innuendo, swearing, offensive telephone calls and obscene gestures.
- ♦ Intrusive questions regarding an employee's private life, sexual or physical appearance.
- ♦ Public displays of nudity.
- ♦ Direct or implied requests, threats or expectations of sexual activity in exchange for favours or promises or as an implied condition of employment.

Incidents of unreasonable behaviour can also create a risk to health and safety. Managers and supervisors must ensure workers are not sexually harassed.

Sexual harassment in the workplace may cause the loss of trained and talented workers, and reduce productivity or morale. If you are being harassed, or see others being harassed at work, you must report it as soon as possible. Report to William Pettigrew the Club Chief Executive Officer.

No one who reports harassment will be victimised and reports will be investigated quickly, confidentially and fairly. Disciplinary action may involve mediation, formal investigation by the CEO and or Board, issue of a warning, counselling, demotion or dismissal.

Sexual Harassment is not an acceptable part of the Royal Sydney Yacht Squadrons culture.

## **Appendix 7**

### **NO BULLYING POLICY**

The Royal Sydney Yacht Squadron believes all its workers should be able to work in an environment free from bullying.

Bullying is repeated, unreasonable behaviour directed towards a worker, or group of workers, that creates a risk to health and safety. Single incidents of unreasonable behaviour can also create a risk to health and safety. Managers and supervisors must ensure workers are not bullied.

Bullying in the workplace may cause the loss of trained and talented workers, and reduce productivity or morale. If you are being bullied, or see others being bullied at work, you must report it as soon as possible. Report to William Pettigrew the Club Chief Executive Officer.

No one who reports bullying will be victimised and reports will be investigated quickly, confidentially and fairly. Violence between workers is not tolerated under any circumstances. Disciplinary action may involve a warning, counselling, demotion or dismissal.

Bullying is not an acceptable part of the Royal Sydney Yacht Squadrons culture.

## **Appendix 9**

### **PRIVACY POLICY**

The Royal Sydney Yacht Squadron (Squadron) is subject to the provisions of the *Privacy Act 1988* (Cth). The Act contains 13 Australian Privacy Principles that set standards for the handling of personal information. The Squadron has a commitment to privacy and the safeguarding of member, visitor and staff personal information.

Any personal information provided by you to the Squadron (e.g. name, address, date of birth and contact details), including information collected as a result of an entry in a Squadron Regatta, volunteer application, or an entry on the Squadron Yacht Register will be protected.

The Squadron does not usually disclose your personal information to any other organisation or person unless there is a legal requirement to do so. The Squadron may disclose personal information to relevant authorities if it reasonably believes that there is a threat to an individual's life, health or safety, or public health or safety. If the Squadron has reason to suspect that unlawful activity has been, is being or may be engaged in, personal information may be used or disclosed as a necessary part of any investigation and reporting to relevant persons or authorities.

The Squadron may disclose your information to third parties that provide services under contract to the club. These contracts require the third party to keep your personal information confidential and secure.

You have a right to access any personal information that the Squadron may hold about you, including a right of correction of your information. The Squadron will generally not charge a fee for you to access your personal information.

Your personal information may be used by the Squadron for internal marketing purposes to improve our services and to provide you with the latest information about those services, and any new related services and promotions.

If you do not wish to receive information about services and promotions, the Squadron, on request, will remove your name from mailing lists.

If you require any further information, please contact the Squadron Secretary.

## **Appendix 15**

### **WORKPLACE HEALTH AND SAFETY POLICY**

#### General Policy

The Workplace Health and Safety of all employees, volunteers, contractors, members, guests of members and visiting members is considered to be of the utmost importance. Resources in line with the importance attached to the Workplace Health and Safety will be made available to comply with all relevant Acts and Regulations and to ensure that the Royal Sydney Yacht Squadron is a safe place to work for employees and to be enjoyed by members and their guests without risk to health.

#### Workplace Health and Safety Committee

An employee Workplace Health and Safety Committee meets each month to raise and discuss any issues or concerns employees may have in relation to Workplace Health and Safety in the workplace. The Employee Workplace Health and Safety Committee is made up of an employee representative from each department. Comments and requests may be made at the Committee Meetings on a confidential basis.

The minutes of the Employee Workplace Health and Safety Committee containing issues, requests and suggestions raised are given to Management to address at the Senior Management team meetings for review. Senior Management will provide responses and action plans to the issues raised to the next Employee Workplace Health and Safety Committee.

#### Workplace Health and Safety Program

A program of activities and procedures that will be continually reviewed and updated supports this policy. The program involves:

- WH& S Training and education
- Work place design and standard work methods
- Safety rules, including penalties
- Emergency procedures and drills
- Provision of WHS and first aid equipment, services and facilities
- Workplace inspections and evaluations
- Reporting and recording of incidents, accidents, injuries and illnesses
- Procedures for dealing with contractors and sub-contractors
- Procedures for identifying and reporting of potential hazards and risks
- Provision of return to work programs and support by qualified external specialists

#### Management's Responsibility

The promotion and maintenance of Workplace Health and Safety is primarily the responsibility of Management. Management at all levels is required to contribute to health and safety of all persons in the workplace.

Each Manager is required to ensure that this policy and the WH&S Program is implemented in their area of control, and to support supervisors and hold them accountable for their responsibilities.

### Supervisors and Duty Managers

Each supervisor and duty manager is responsible and will be held accountable for:

- Detecting any unsafe or unhealthy conditions or behaviour in the workplace under their control, and
- Taking all reasonable and practical measures to eliminate any unsafe or unhealthy conditions or behaviour in the work place under their control.

If the supervisors or duty manager does not have the necessary authority to fix a problem then he/she will be held accountable for reporting the matter promptly to a senior manager who does have the necessary authority, with any recommendations for action, as soon as possible.

### Employees

All employees are required to cooperate with the OH&S Policy and programs to ensure the health and safety of themselves, their work colleagues, Members and their Guests and Contractors and Sub-Contractors. All employees must report any work place injury, workplace hazard and unsafe or unhealthy practice as soon as possible.

## Appendix 16

### RETURN TO WORK PROGRAM

The Royal Sydney Yacht Squadron (Squadron) is committed to the return to work of injured staff and will:

- Prevent injury and illness by providing a safe and healthy working environment
- Participate in the development of an injury management plan and ensure that injury management commences as soon as possible after a worker is injured
- Support the injured worker and ensure that early return to work is a normal expectation
- Provide suitable duties for an injured worker as soon as possible
- Ensure that injured staff (and anyone representing them) is aware of their rights and responsibilities – including the right to choose their own doctor and approved workplace rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause
- Consult with staff and, where applicable, their unions to ensure that the return to work program operates as smoothly as possible
- Maintain the confidentiality of injured staff records
- Not dismiss staff as a result of a work related injury within six months of becoming unfit for employment.

#### **Procedures:**

##### 1. Notification of injuries

- Notify all injuries to the supervisor as soon as possible.
- Record all injuries in the Register of Injuries.
- Notify the Squadron's Workers Compensation Insurer of all injuries within 48 hours.

##### 2. Recovery

- Ensure that injured staff receives appropriate first aid and/or medical treatment as soon as possible.
- Consult with the doctor nominated by injured staff and who is responsible for the medical management of the injury, and assist in planning return to work.

##### 3. Return to work

- Arrange a suitable person to explain the return to work process to injured staff.
- Ensure that injured staff are offered the assistance of a WorkCover approved workplace rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.
- Nominated WorkCover approved workplace rehabilitation providers:

- Arrange for the staff member's early return to work (subject to medical and rehabilitation provider advice).

#### 4. Suitable duties

- Develop an individual return to work plan when the staff member, according to medical advice, is capable of returning to work.
- Undertake to provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured staff member's physical and psychological condition depending on the individual circumstances of the injured staff member. Suitable duties may be:
  - at the same worksite or a different worksite
  - the same job with different hours or modified duties
  - a different job
  - full time or part time.

#### 5. Dispute resolution

- Work together with injured staff and their union representative to resolve any disagreements about the return to work program or suitable duties.
- If disagreements cannot be resolved, involve other parties such as the staff member's treating doctor, the agent/insurer, an approved workplace rehabilitation provider or an injury management consultant.

### **Contacts:**

#### **Workplace contact for return to work program**

Name: William Pettigrew

Telephone: 90170131

#### **Workers compensation agent/insurer**

Name Club Employers Mutual

Club Employers Mutual Limited Ph: 02 8251 9062 | Fax: 02 8251 9495

L3/345 George Street, Sydney NSW 2000 |

GPO Box 4143, Sydney NSW 2001

[www.clubemployersmutual.com.au](http://www.clubemployersmutual.com.au)

### **Information for workers:**

#### **You have the right to:**

- Nominate your own treating doctor who will be involved in your injury management plan.
- Choose your own approved workplace rehabilitation provider if necessary.
- Be actively involved in the planning of your return to work.

#### **You must:**



- Take care to prevent work injuries to yourself and others.
- Notify your employer of an injury as soon as possible.
- Comply with your injury management plan.
- Provide accurate information about any aspect of your claim.
- Notify the agent/insurer if you get another job or if you earn extra income from another job while you are receiving weekly benefits.
- Attend medical and rehabilitation assessments.
- Cooperate in workplace changes that will assist other injured workers.

*If you do not comply with your injury management plan, the agent/insurer may suspend your benefits.*

## **Appendix 17**

### **RETURN TO WORK POLICY**

#### **Prevention of Workplace Illness or Injury**

The Royal Sydney Yacht Squadron is committed to the prevention of illness and injury by providing a safe and healthy working environment. We have implemented a systematic approach to managing health and safety in the workplace.

#### **Developing and Implementing the Return to Work Program**

The Royal Sydney Yacht Squadron has developed a return to work program in consultation and agreement with employees. The program has been developed to ensure all injured staff have opportunity to recover and return to work through the provision of appropriate medical and specialist treatment and the provision of suitable duties. The program also forms part of the Royal Sydney Yacht Squadron's operating procedure and is consistent with its insurer's injury management program.

#### **Consultation with Workers**

The Royal Sydney Yacht Squadron consults with employees about all matters relating to employee, contractor and visitor health, safety and welfare. We consult with staff, and where applicable, any industrial union representing them, through the return to work process. Employees are informed of their rights and responsibilities and of the Royal Sydney Yacht Squadron's responsibilities in regard to return to work.

#### **Early Commencement of Injury and Return to Work**

The Royal Sydney Yacht Squadron will ensure that the return to work process is commenced as soon as possible after an injury and in a manner consistent with the injured worker's medical fitness for work. The Royal Sydney Yacht Squadron is committed to ensuring that this is normal practice and that all employees understand this expectation.

#### **Provision of Suitable Duties**

The Royal Sydney Yacht Squadron is committed to returning injured staff to pre-injury duties as soon as practicable following an injury. If it is not feasible for an injured staff member to return to pre-injury duties, we will provide where possible, suitable duties for the injured staff member. The person responsible for arranging suitable duties is the trained return to work coordinator, or where applicable, the company providing return to work services.

#### **Return to Work not to Disadvantage Injured Workers**

The Royal Sydney Yacht Squadron will ensure that participation in a return to work plan will not disadvantage an injured staff member. Through discussions and cooperation, every effort will be made to resolve disputes about the return to work program or components of it.

## **Appendix 18**

### **WH&S CONSULTATION STATEMENT**

#### Company Commitment

The Royal Sydney Yacht Squadron is committed to Workplace Health and Safety and protecting the health and welfare of its employees and providing them with a safe work environment as far as is practicable. The Squadron is committed to consulting with employees to identify unsafe work practices and to develop and implement safe work practices and system. The Squadron recognises that the involvement of staff at all levels is critical.

The WH&S Committee with WH&S representatives were established to promote health and safety in the workplace.

#### WHS Representatives

The WH&S Representatives that have volunteered to be a part of the OH&S Committee, and the work groups they represent are:

- Rod Montgomery (Employer Representative)
- Michael Green (Kitchen)
- Ned Brown (Boatshed)
- Andrew Phillips (Sailing)
- Pierre Miller (Food & Beverage Service)
- Jamie Dickinson (Cellar and Bars)

The WH&S Representatives are responsible for raising specific health and safety issues that arise in relation to employees in their work groups. Employees should always feel able to approach Management directly with OH&S concerns. However, they may also raise concerns with their OH&S representative above.

If a WH&S Representative or Manager cannot resolve an WH&S issue it should be referred to the WH&S Committee for resolution.

#### WH&S Committee

The WH&S Committee shall consist initially of five employee members and one employer representative. The workgroup for the WHS Committee is all employees who work for Royal Sydney Yacht Squadron, 33 Peel Street, Kirribilli, NSW.

The WHS Committee will assist with the development and monitoring of safe work practices and systems, and discuss issues that affect the health, safety and welfare of all employees at the Royal Sydney Yacht Squadron. The Royal Sydney Yacht Squadron will respond to WH&S Committee recommendations within a reasonable time frame.

## Appendix 19

### SPILL MANAGEMENT PLAN

The Royal Sydney Yacht Squadron is committed to being a responsible and safe waterfront operator by ensuring that practices and policies are employed that minimize its impact on the environment as much as possible.

This spill management plan approaches these objectives in three ways; avoiding spills, availability of spill equipment, and spill response procedures. In addition emergency contacts are listed at the end of this plan.

#### Avoiding Spills

The best way to deal with spills is to avoid them all together. Detailed below is a list of procedures with staff responsibility and time frames attached to assist in reducing the likelihood of a spill occurring at the Royal Sydney Yacht Squadron Waterfront.

Check Item	Responsibility	Time Frame
Fuel hoses are free from cuts and abrasions	Waterfront Manager	Monthly
Fuel tank on/off valves are free and not seized	Waterfront Manager	Monthly
No fuel leaks around the fuel bowser	Dock Master	Daily
Fuel line running underneath the hardstand are clear of signs of corrosion or damage.	Dock Master	Monthly
Containers in dangerous goods store show no signs of leakage	Waterfront Manager	Daily
Bunding to hardstand shows no signs of breach	Dock Master	Daily

#### Spill Equipment

The following equipment, and its location, is provided on the hardstand for dealing with spills.

<u>Spill Equipment</u>	<u>Location</u>
Red Bin	Red bin next to fuel bowser
- Absorbent booms	
- Absorbent pads	
- Absorbent pillows	
Blue large spill packs x 2	Dock Master's Office
- 44m surface boom	
- 25 sheets 430x480 oil sorbent cloth	

- written instructions	
Additional absorbent material	Storage behind Dock Master's Office
- 200 sorbent sheets 500 x 500	
Portable Spill Containment Pack	Dock Master's Office
- Contamination collection bag	
- 2m absorbent booms x 2	
- 50 sorbent sheets	
- protective gloves	

## Responding to spills

1. **Stop the source of the spill if it is safe to do so.**
  - a. The fuel pump shut off is located at the edge of the hard stand between the fuel pump and the Sanivac at ground level.
  - b. The fuel flow shut off valves for the fuel supply lines that run under the hardstand are located at the back of the hardstand on the wall as shown in the attached photo (see next page).
  
2. **Contain the spill.**
  - a. Use booms to surround the spill to enable clean-up.
    - i. Small spill containment booms and absorbent equipment is contained in the RED wheelie bin positioned between the fuel bowser and the Sanivac.
    - ii. Larger volume spill booms are contained in two spill containment packs located in the Dock Master's office.
  - b. Booms should be joined together before deployment.
  - c. If the spill is major and cannot be contained by Royal Sydney Yacht Squadron Resources the Sydney Ports Authority Emergency Response 24 hour line should be called on 9296 4000.
  
3. **Clean up the spill.**
  - a. The spill should be cleaned up as soon as possible to protect the local environment.
  - b. Oil selective absorbents will take up hydrocarbons without absorbing water. Apply absorbent pads to the spill surface and allow time for the spill to be absorbed.
  - c. Used spill control and absorption materials must be stored carefully for appropriate disposal to avoid secondary environmental contamination. The RED wheelie can be used for the storage of used materials.
  - d. If the spill is major and cannot be cleaned up by Royal Sydney Yacht Squadron Resources the Sydney Ports Authority Emergency Response 24 hour line should be called on 9296 4000.
  
4. **Report all spills**
  - a. All spills must be reported using the Royal Sydney Yacht Squadron Incident Report form and forwarded to the Club Secretary as soon as possible following the incident.
  - b. Following containment and clean-up of spills the spill should be reported to the Department of Environment and Climate Change on 131 555.



## **Appendix 20**

### **CHILD PROTECTION AND INTERVENTION POLICY**

The Royal Sydney Yacht Squadron (Squadron) is committed to ensuring that the safety, welfare and wellbeing of children are maintained at all times during their participation in activities run by the Squadron. The Squadron aims to promote a safe environment for all children and to assist staff, officials, coaches, members and volunteers to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.

This policy and guidelines promote the care and protection of children and provide information and direction for employees, official, coaches, volunteers and members of the organisation.

The focus of the policy and guidelines is the prevention of child abuse in the club and sporting environment.

This policy and associated guidelines will assist the Squadron in establishing coordinated strategies for dealing with the problem of child abuse and neglect in a responsible, effective and consistent manner.

Through the development of this policy the Royal Sydney Yacht Squadron objectives are to:

1. provide information to assist staff and volunteers in dealing with all forms of child abuse
2. provide comprehensive guidelines relating to risk minimisation and reporting/ notification procedures
3. provide direction to all staff and volunteers regarding their legal responsibilities under child protection legislation
4. promote and adopt principles for child protection and intervention amongst staff, volunteers, coaches, members and parents of children participating in the organisation's programs and competitions.

## **Appendix 21**

### **NEIGHBOURHOOD RESPONSIBILITY POLICY**

The Royal Sydney Yacht Squadron has stood at its current location since 1903. During that time it has developed a good relationship with its neighbours by being committed to conducting its activities in a manner that is responsible, courteous and respectful towards its neighbours and its environment.

To ensure that the Royal Sydney Yacht Squadron maintains its Neighbourhood Responsibility Policy the Management requires that all staff & volunteers adhere to the following requirements.

- Drive slowly and quietly when entering or leaving the premises.
- Do not stand outside the premises talking at the beginning or end of a shift. Leave the premises quietly and expeditiously.
- Do not enter neighbours properties or lean or sit on neighbours fences.
- Report any behaviour by Members or guests of Members that you believe is contrary to this policy immediately to your Supervisor or Manager.
- Dispose of rubbish in the bins provided.

The Squadron is used by the members and their invited guests for a variety of reasons. The performance of your duties at the Squadron may have an impact on the behaviour of members and their invited guests. Staff should always observe Responsible Serving of Alcohol (RSA) guidelines when serving alcohol.

If you are involved in the hiring of a taxi for a member please advise them that the taxi pick-up point is in the underground car park. This has been designed to minimise noise disturbance to neighbours.

Functions guidelines have been established at the Squadron so that last drinks are call at 11.00pm. This is to ensure that all functions attendees should have well and truly left the premises and the car parks by 12.00pm.

## **Appendix 22**



## STAFF QUALIFIED IN FIRST AID

The following staff members are qualified in first aid:

### Senior First Aid Certificate Holders

Ned Brown  
Rob Ridley  
Tom Geese  
Rod Montgomery  
Margaret Carney  
Hamish Green  
Paul Evans  
Jamie Dickinson  
Ed McCoy  
Sean Punch  
Paul Barbour  
Kamal Limbh

### Advance Resuscitation Techniques and Defibrillation

Jamie Dickinson  
Gordon Brice  
Rod Montgomery  
Rob Ridley  
Tom Mudronja  
Paul Evans

### Advance Resuscitation and Defibrillation Equipment is located in the following areas:

- House Duty Manager Office, Level 4, Main Club House
- Dock Master Office, Hardstand Level, Waterfront
- RSYS Committee Vessel, 'Gitana'.
- RSYS Committee Vessel, 'Mischief'.

\_\_\_\_\_  
Chief Executive Officer:

\_\_\_\_\_  
Signature:

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date:

*Updated August 2015.*