

## **Workplace Health and Safety (WHS) Policy**

<b>POLICY TITLE:</b>	Workplace Health and Safety (WHS) Policy
<b>INTRODUCED:</b>	August 2008
<b>REVIEWED:</b>	September 2018
<b>REVIEW FREQUENCY:</b>	Annually
<b>RESPONSIBLE:</b>	ANDRA

## **Policy Statement**

The Australian National Drag Racing Association Ltd (ANDRA) is committed to providing, so far as it is practicable, its stakeholders with a structured environment to minimise risks to health, safety and welfare. ANDRA recognises that motor sport is inherently dangerous and will continue to strive to minimise risk to those involved through a shared and integrated approach to health and safety, and maintain access to the appropriate resources should any injury or illness occur during competition and related activities. This policy outlines the organisational commitment and policy in achieving this objective.

## **Definitions**

Insofar as this policy is concerned the following definitions apply:

**ANDRA Designated Representative:** either a Steward, the Meeting Director or an Official otherwise nominated by ANDRA or the organiser of an event.

**ANDRA Representative:** any person who is a member of ANDRA staff or an ANDRA Board Member, volunteer, official or such other person who may be so nominated by ANDRA.

**ANDRA Stakeholder:** any person who is an ANDRA Board Member, Employee, Volunteer, Official, self-employed person or visitor. For the duration of events for which ANDRA has issued an Event Permit, this will also include persons who are members of or employed by ANDRA associated and/or affiliated organisations, ANDRA Competition Licence holders who may be competing in the event and persons or organisations to whom ANDRA has issued an Event Permit.

**Contractors:** persons who provide goods or services by contract or by way of a sub-contract.

**WHS Act:** the relevant Work Health and Safety Act or the Work Health and Safety (WHS) Regulations 2011, as amended within each state and/or territory within Australia.

**Official:** any person who is appointed by an Organiser to undertake a specific task at events under the control of an Event Permit issued by ANDRA.

**Plant:** any machinery, vehicle, appliance, implement or tool and any component fitted thereto.

**Self-employed person:** any person engaged to perform work under a contract e.g. builders.

**Senior Official:** any official who is so nominated by an Organiser at events under the control of an Event Permit issued by ANDRA.



**Senior Volunteer:** a volunteer who is designated as a Division Director of ANDRA or is otherwise appointed by ANDRA to a senior voluntary position.

**Spectator:** a person who attends an event (whether by personal invitation, or in response to general advertisements or public notices, or otherwise) under the control of an Event Permit issued by ANDRA (whether or not entrance to such an event is obtained in exchange for a fee) for the express purpose of viewing the event.

**Stakeholder:** any person or company directly associated with the business activities of ANDRA, or events sanctioned by ANDRA.

**Visitor:** - any person not normally assigned to work in that area e.g. new contractor.

**Volunteer or Voluntary Worker:** any person who holds a position on a Board, Committee, Working Group, Panel or otherwise and gives their time and effort for no financial reward is recognised by ANDRA as a volunteer.

**Workplace:** any location whether or not a building or a structure where ANDRA conducts its business activities including nominated venues whilst events under the control of an Event Permit issued by ANDRA.

## **Responsibilities**

ANDRA aims to meet its commitment by ensuring that work practices and procedures comply with or exceed the Acts and Regulations governing Workplace Health and Safety (WHS), Welfare and Rehabilitation.

As far as is reasonably practicable, ANDRA will achieve this by:

- Managing a comprehensive Health and Safety program which seeks to protect and enhance the health and safety of ANDRA stakeholders;
- Consulting with stakeholders on an ongoing basis regarding health and safety;
- Providing safe plant and safe systems of work;
- Providing written procedures and instructions to ensure safe systems of work;
- Identifying hazards, assessing risks and treating/controlling the hazards;
- Ensuring compliance with existing legislation, standards and where appropriate current industry practices;
- Providing information, instruction, education, training and supervision to personnel and contractors to the duties they perform, to ensure their safety;
- Encouraging ANDRA stakeholders to contribute and make suggestions about better ways to identify hazards and manage risks;
- Ensuring adequate health, safety, welfare and rehabilitation services are available;
- Allocating adequate resources to meet legislative responsibilities;
- Reviewing ANDRA records, accidents and near misses to identify opportunities for improvement;
- Reviewing the program at least annually.

All persons are required to take all practical measures to ensure a safe and healthy working environment.

## **Accountabilities**

Safety is a shared responsibility, and the following accountabilities apply to the implementation of this policy:

### **MANAGEMENT**

In accordance with the relevant requirements of the individual states and territories, managers have a responsibility to implement this policy in their respective areas. Management is responsible to ensure;

- the provision and maintenance of equipment in a safe condition;
- that any injured person is supported immediately after any accident and treated with dignity and respect at all times.
- the identification of hazards, and the assessment and control of risks and hazards;
- active involvement in the development, promotion and implementation of health and safety policies and procedures approved by ANDRA;
- that assistance or expert advice is sought when required;
- that personnel receive training in the safe performance of their duties and assigned tasks;
- that appropriate consultation with personnel and stakeholders within their area of responsibility is facilitated;
- that safety issues and incidents are reported in a timely manner;
- that the facilitation of support, welfare and rehabilitation for those affected by safety related issues is actively supported.

### **PERSONNEL / INDIVIDUALS**

In accordance with the relevant requirements of the individual states and territories, all personnel and individuals have a responsibility to implement this policy in their respective areas. All personnel are responsible for;

- following all health and safety policies and procedures;
- utilising all equipment provided for their protection;
- operating within their level of competence and experience;
- reporting all known or observed hazards to management;
- co-operating with any action taken by ANDRA to comply with its legislative and moral obligations with respect to safety.

## **Evaluation, Monitoring and Review**

This policy will be reviewed at least once annually or as required to ensure legislative compliance and continuous improvement.

## **Policy Application**

This policy applies to all personnel, patrons and all persons present at ANDRA activities, workplaces, locations and facilities.