



WORK, HEALTH AND SAFETY POLICY

12x12 GYMNASTICS BALLINA INCORPORATED

1. Introduction

12x12 Gymnastics Ballina Incorporated (12x12) is committed to providing a safe and healthy environment for all members, staff, volunteers, and participants. Our Work Health and Safety (WHS) Policy aims to minimise risks, prevent injuries, and ensure compliance with relevant safety laws and best practices.

2. Policy Statement

- The health, safety, and well-being of all individuals involved in 12x12 are our top priority.
- We will actively identify, assess, and manage risks to create a safe environment.
- All members, staff, and volunteers have a responsibility to uphold safety standards.
- We will comply with all relevant WHS laws and regulations.
- Continuous improvement in safety measures will be a priority.

3. Scope

This policy applies to all club activities, including training, competitions, events, and off-site activities. It covers members, staff, volunteers, spectators, contractors, and visitors.

4. Responsibilities

12x12 Management:

- Ensure compliance with WHS legislation.
- Provide appropriate training, resources, and supervision.
- Conduct regular safety inspections and risk assessments on all equipment and facilities.

Coaches & Volunteers:

- Promote a culture of safety.
- Ensure equipment and facilities are safe for use.
- Report any hazards or incidents promptly.

Members & Participants:

- Follow safety rules and instructions.
- Use equipment responsibly.
- Report any safety concerns or incidents immediately.

5. Risk Management

- Regular risk assessments will be conducted to identify potential hazards.
- Risk control measures will be implemented following the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, and personal protective equipment).
- Emergency response plans will be in place and reviewed periodically.

6. Incident Reporting & Investigation

- All incidents, near misses, and injuries must be reported immediately to the designated WHS Officer and/or Manager.
- An investigation will be conducted to determine the cause and implement corrective actions.
- Records of all incidents will be maintained and reviewed to prevent future occurrences.

7. Training & Education

- All staff, volunteers, and members will receive WHS training relevant to their roles.
- Safety briefings will be conducted regularly.
- Updates on WHS policies and procedures will be communicated to all stakeholders.

8. Emergency Procedures

- Emergency response plans will be clearly communicated and displayed.
- First aid kits will be accessible and trained first aid personnel will always be available.
- Evacuation procedures will be tested and reviewed regularly.

9. Equipment & Facility Safety

- All equipment will be maintained and inspected regularly.
- Unsafe or faulty equipment must be reported and removed from use immediately.
- Facilities will be maintained to ensure a safe and clean environment.

10. Monitoring & Review

- This policy will be reviewed annually or as required by changes in legislation or 12x12 operations.
- Safety audits and member feedback will be used to improve WHS measures.

11. Contacts

- 12x12 WHS Officer / Manager: Michelle Harris 0412 676 267
- SafeWork NSW: 13 10 50
- Emergency Services: 000

This policy is endorsed by the 12x12's management and will be upheld by all members of 12x12 Gymnastics Ballina Incorporated.



Date: 4th April 2025

Signed: Michelle Harris

Position: Secretary