

# Occupational Health and Safety Manual

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ACTIVITY: OUTDOOR BEACH VOLLEYBALL

LOCATION: ALL LOCATIONS

DATE: 12<sup>th</sup> September 2019

VERSION: 5.0

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## 1. Purpose

- 1.1. The purpose of this manual is to create a safe workplace for our employees and a safe environment for the participants of our sport.
- 1.2. This can never be seen as a definitive document. We encourage all employees and participants to be vigilant in identifying and reporting possible health risks.

## 2. OH&S Committee

- 2.1. The OH&S Committee will consist of the Director(s) of Vic Beach, the Tournament Manager, our sports trainer and one member of the MBVA committee.
- 2.2. Members for the 2019/20 season are:
  - 2.2.1. Allister Lyne
  - 2.2.2. Kate Longley
  - 2.2.3. Matt van Rensburg.
- 2.3. The committee is scheduled to meet as required by OH&S incidents.

## 3. References:

- 3.1. The following publications must be made available online to all employees at all time:
  - 3.1.1. Emergency Management Plan
  - 3.1.2. Players Manual
  - 3.1.3. Worksafe Guidance Note – Working in heat
  - 3.1.4. Code of Practice for Manual Handling
  - 3.1.5. Worksafe Publication – Preventing Bullying
  - 3.1.6. Emergency incident Report Form
  - 3.1.7. First Aid Incident Report Form
  - 3.1.8. Worksafe poster “If you are injured at work”

## 4. Procedures – General

- 4.1. First Aid Kits to be available at all events, competitions, coaching, corporate and training sessions. All participants are to be aware of its location.
- 4.2. A suitably qualified First Aid Officer is to be in attendance at all times during activities.
- 4.3. All employees and participants to acknowledge awareness and understanding of the Vic Beach Drugs and Alcohol policy.
- 4.4. Pre-existing conditions, illness or injury, must be reported to a member of the OH&S committee before work or participation.
- 4.5. Reporting of Incidents of Illness, Injury or fatigue to a member of the OH&S committee as soon as practicable.
- 4.6. Changes in weather conditions can cause people to be at risk of injury or illness. If an employee or participant feels as though they are at all threatened by a possible weather change, they are to report it to an OH&S committee member and will be immediately relieved of any further obligations.

## 5. Procedures – Location

### 5.1. Hazards in Sand

5.1.1. Before any set-up or playing activity, the sites must be carefully inspected to identify hazardous or potentially dangerous objects. Constant surveillance is necessary by all participants.

### 5.2. Sun protection

5.2.1. Due to the harmful effects of extreme exposure to the sun, employees and participants MUST implement the following recommendations to avoid illness or injury:

5.2.1.1. Protective headwear: caps/hats

5.2.1.2. Protective Sunscreen to be applied and repeated in accordance with manufacturer's instructions.

5.2.1.3. Suitable protective clothing to be worn

5.2.1.4. Sunglasses are essential for protection of the eyes.

5.2.1.5. Note: The sun can still cause damage on overcast and seemingly cooler days

### 5.3. Heat policy

5.3.1. Vic Beach reserves the right to reduce the scoring formats to ensure competitions can be completed during days of extreme heat.

5.3.2. The BOM website will be the official source of temperature and wind information.

5.3.3. Stage 1 – Forecast above 36 Deg – Scoring reduced – Pool of 3 or 4 – 15:15:12. Pool of 5 or 6 – 12:12:7

5.3.4. Stage 2 – Temperature recorded at 36 Deg – Scoring reduced – Pool of 3 or 4 – 12:12:9. Pool of 5 or 6 – 9:9:5

5.3.5. Stage 3 – Temperature 38 Deg – Tournament postponed for an hour and then to be re-assessed.

5.3.6. Re-commencement will be at the tournament manager's discretion.

5.3.7. The tournament manager also has the discretion to alter the match format to ensure the completion of the event, should this be deemed the most appropriate outcome after considering player safety. If at the end of the 1 hour break, play is still not possible, the Tournament Manager will review the situation and inform the players whether a further break is required (not longer than 4 hours) or if the tournament will be cancelled.

5.3.8. Note: Vic Beach reserves the right to postpone or cancel any event where extreme weather conditions pose a danger to participants. Players will receive an SMS or email notification to such effect and the details will be posted on [www.vicbeach.com.au](http://www.vicbeach.com.au) advising of the organiser's decision.

### 5.4. Hydration.

5.4.1. Due to the harmful effect of extreme exposure to the weather, employees and participants are advised to bring a suitable container of potable water. There is a filtered water drinking fountain at South Melbourne. If the fountain is not working for any reason, it is the responsibility of Vic Beach to ensure that water is available for replenishing of personal containers.

### 5.5. Court Hazards

5.5.1. To highlight possible hazards by enhancing peripheral vision, the following steps must be implemented:

- 5.5.2.Exposed pegs to or anchors to have some visible safety protection, ie split tennis balls, or small orange traffic cones.
- 5.5.3.Constant awareness of line ropes to be maintained.

## 6. Procedures – Participants

- 6.1. There are a variety of possible causes of injury or illness particular to beach/sand related sports such as:
  - 6.1.1.Fatigue
  - 6.1.2.Heat stroke
  - 6.1.3.Sunburn
  - 6.1.4.Sand in the eyes
  - 6.1.5.Dehydration
  - 6.1.6.These, or any other injuries or illnesses, must be reported to an OH&S member immediately so that preventative action may be taken and first aid administered as necessary.

## 7. Procedures – Manual Handling

- 7.1. Vic Beach endorses all procedures and practices outlines in the Worksafe publication “Code of Practice for Manual Handling”.
- 7.2. The following procedures are to be seen as additional guidelines due to the nature of our working environment.
- 7.3. Employees are to be very careful when climbing poles to attach or detach nets. Excess strain in such a position may cause injury. Assistance must be called for, before commencement, where weight, strength or height may be an issue.
- 7.4. There are a number of heavy items to be lifted and/or carried during set-up and pack-down. Good judgment is to be used as to whether one, two or more people are required to perform a task. Time or temporary lack of assistance, are not reasons why one should attempt anything beyond they comfortable capabilities. Lifting objects from the ground or from a low level is the most common cause of lifting related injury. The best approach for managing lifting injuries is to eliminate manual lifting, where possible. The following principles for reducing risk of injury from lifting apply:
  - 7.4.1.Reduce lifting by increasing the size of objects and using mechanical aids instead of lifting by hand.
  - 7.4.2.Do not lift objects from the ground, floor or low level, as far as is reasonably practicable.
  - 7.4.3.Reduce the need to lift objects by locating and storing objects at waist height.
  - 7.4.4.Minimise the impact of lifting by reducing the size and weight of objects to be lifted, while ensuring that a reduction in the size of the load does not increase the frequency of lifting.
  - 7.4.5.Carrying items in the sand can be dangerous due to the uneven levels of the surface. Employees must be aware to lift with their feet whist walking to minimise any risk of tipping or falling.

## 8. Procedures – Equipment

- 8.1. An RCD (residual current device) is to be used with generators.
- 8.2. Electrical cords to be tested and tagged according to Australian Standard on an annual basis.
- 8.3. Star spikes may only be driven into the sand/earth with a dedicated star spike driver.
- 8.4. Star spikes must have protective caps fitted
- 8.5. Do not run at any time whilst carrying equipment.
- 8.6. Antennas must be secure at the top and bottom of the net. If the net is too big or too small or the antenna clamps are broken, they must be firmly secured using electrical tape or similar.
- 8.7. Broken or worn items of equipment must be reported to an OH&S member before use. Any defective items detected cannot be used until approved by an OH&S member.

<b>Version</b>	<b>Date</b>	<b>Changes</b>
1.0	2010	New Policy
2.0	22 <sup>nd</sup> March 2011	Rebuilt
3.0		
4.0	19 <sup>th</sup> July 2019	Rebuilt
5.0	12 <sup>th</sup> September 2019	Re-formatted