



Lindfield Bowling & Bridge Club

Serving the Community Since 1952

WORKPLACE HEALTH AND SAFETY POLICY

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Version Control

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Mar 2026	Draft	Sharon Thompson	Initial adoption — adapted for LBBC
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Policy Owner: Board of Directors

WORKPLACE HEALTH AND SAFETY POLICY

Lindfield Bowling & Bridge Club

A Registered Club under the Registered Clubs Act 1976 (NSW)

1. About This Policy

Lindfield Bowling & Bridge Club (we, our, us) is committed to providing a safe and healthy workplace for all our Workers, Members and Visitors. It is our aim to integrate Workplace Health and Safety (WHS) considerations into all aspects of our club operations, and to comply with all applicable WHS legislation and regulations (WHS Laws).

This Workplace Health and Safety Policy (Policy) sets out the general principles that guide the management of WHS at Lindfield Bowling & Bridge Club. As a licensed club operating under the Registered Clubs Act 1976 (NSW), we have specific obligations to members, guests, staff, and volunteers that are reflected throughout this Policy.

2. Status of This Policy

This Policy does not form part of any contract of employment or any other contract for work or services. However, compliance with this Policy is a condition of engagement for all Workers.

3. Applicable Legislation

We are committed to complying with all applicable WHS Laws including, but not limited to:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- Workers Compensation Act 1987 (NSW)
- Registered Clubs Act 1976 (NSW)
- Liquor Act 2007 (NSW)
- Relevant SafeWork NSW Codes of Practice

4. Our Health and Safety Principles

Through the implementation of this Policy, we aim to create a safe club environment by ensuring:

- All reasonable and practical steps are taken to safeguard the health, safety and welfare of all Workers while at work.
- The safety and health of members, guests and visitors to our premises is protected so far as is reasonably practicable.
- Sufficient measures are implemented to prevent accidents and work-related ill health by managing WHS risks in the workplace.
- Clear and adequate information, instructions and training are provided to all Workers to ensure they can carry out their work safely.
- Workers are engaged and consulted on a regular basis in relation to health and safety conditions.
- Emergency procedures are implemented in case of significant events such as fires that threaten the health and safety of Workers and others.

- Safe and healthy working conditions are maintained, and all necessary equipment and tools are provided and maintained.

We expect all Workers to comply with the principles set out in this Policy. People in leadership, management or supervisory roles are expected to take responsibility for upholding and promoting these principles.

5. Person Conducting a Business or Undertaking (PCBU)

For the purposes of the WHS Laws, the PCBU is Lindfield Bowling & Bridge Club.

Under the WHS Laws, the PCBU has a primary duty to ensure the health and safety of Workers while they are at work in the business or undertaking, and others who may be affected by the carrying out of work, such as members and visitors.

6. Officers

A person is an Officer under the WHS Laws only if they make, or participate in making, decisions that affect the whole, or a substantial part, of the business; or who has the capacity to significantly affect the organisation's financial standing.

Unless otherwise determined by the Board, the Officers at Lindfield Bowling & Bridge Club for the purposes of the WHS Laws are:

- The Club Chairman
- The Club Secretary
- The Bridge Club Manager
- The House Manager
- Any Director designated by the Board with WHS oversight responsibility

7. Duties of Officers

Under the WHS Laws, an Officer has the duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations. Our Officers must:

- Ensure the club complies with all WHS obligations under WHS Laws and applicable codes of practice.
- Take proactive steps to identify and avoid workplace hazards.
- Look out for workplace hazards that have arisen and take steps to manage and minimise the risk they pose.
- Consult with Workers and involve them in matters relating to health, safety and wellbeing.
- Add to Register any noted non compliance or identified risk and resolution
- Provide guidance, information and instruction to Workers to help them maintain a safe workplace.
- Supervise Workers to ensure they are working safely.
- Ensure Workers clearly understand their health and safety obligations and have the skills, knowledge and resources to safely perform their work.
- Provide Workers with appropriate resources including personal protective equipment where required.

8. Workers

This Policy applies to any people who perform work for Lindfield Bowling & Bridge Club, including all employees, contractors, subcontractors, employees of contractors and subcontractors, apprentices, trainees, volunteers, interns, work experience students, and labour hire employees (Workers).

9. Duties of Workers

All Workers have a duty to cooperate in the implementation of this Policy and to assist in ensuring that we maintain safe working environments. All Workers must:

- Work and conduct themselves in a manner that promotes their own safety and the safety of others.
- Take reasonable care for their own health and safety, including both physical and mental wellbeing.
- Follow all applicable WHS rules, laws, policies, guidelines, procedures, directions and training.
- Ensure they fully understand WHS rules and raise questions with their manager or supervisor if they do not.
- Participate actively in any health and safety training as directed.
- Use machinery, equipment, tools and safety devices in accordance with product instructions and training.
- Report any accident, injury or unsafe working condition to a manager or supervisor immediately.
- Notify the club of any injury, illness or other matter which may increase the risk to the safety of the Worker or any other person.
- Take reasonable care to ensure they do not, by any act or omission, adversely affect the health, safety or wellbeing of any other Worker.
- Assist with any necessary investigations of accidents.
- Only perform tasks for which they are authorised, qualified, trained and licensed.
- If they believe a task would be unsafe, refuse to undertake it and contact their manager or supervisor as soon as possible.
- Use any personal protective equipment provided for safety purposes.

10. Visitors and Members at the Premises

This Policy also applies to any people who visit Lindfield Bowling & Bridge Club premises but do not meet the definition of a Worker. This includes club members, guests, service providers, couriers, and other visitors. The club will take all reasonably practicable steps to ensure the safety of all persons on its premises.

11. Consulting with Workers

Worker input and participation is a crucial part of our risk management. We recognise that our Workers have valuable experience and perspective in relation to health and safety at the workplace.

Workers are entitled to participate in consultations at all stages of our risk management process, and are entitled to be represented in consultations by an elected health and safety representative.

We encourage all Workers to raise any health and safety concerns immediately rather than waiting for a scheduled consultation.

12. Our Risk Management Process

We are committed to doing whatever is reasonably practicable to eliminate or minimise health and safety risks at our premises. To achieve this, we use the following four-step process:

Step 1 — Identify Hazards: Paying attention to what things at the workplace could cause harm to the health or safety of Workers, Visitors or other people.

Step 2 — Assess Risks: Understanding the nature of the risk, how serious it would be, and the likelihood of it occurring.

Step 3 — Control Risks: Taking steps to control the risk, ensuring those steps are the most effective and reasonably practicable steps available, and monitoring them to ensure they remain effective.

Step 4 — Review Hazards: Continuing to pay attention to identified hazards and implemented measures to ensure we are continuing to eliminate or minimise risks.

13. Hierarchy of Risk Controls

When controlling risks, we use a hierarchy of control measures from most effective to least effective:

- Eliminate the risk — avoid the hazard entirely if reasonably practicable.
- Substitute the hazard — replace it with something safer.
- Isolate the hazard — separate the hazard from people.
- Engineering controls — physical barriers, guards, ventilation systems.
- Administrative controls — rules, training, workplace procedures.
- Personal protective equipment (PPE) — the least effective control; relies on correct use.

14. Training

Workers shall be provided with necessary health and safety inductions and appropriate training before commencing work and on an ongoing basis. We will ensure that suitable training arrangements are in place for all Workers including those engaged in remote or offsite activities.

15. First Aid

First aid equipment is located at the following locations at the club premises:

- Clubhouse — near the Bar and in the Kitchen area

An emergency defibrillator (AED) is located at:

- Clubhouse — as posted on the emergency information board near the main entrance

If an ambulance is required, call 000. Please notify the Bridge Club Manager, House Manager or a Director if an ambulance has been called.

16. Emergency Evacuations

In the case of a required evacuation:

- Follow the directions of managers, supervisors or emergency support personnel.
- Move quickly, calmly and quietly to the designated meeting point: the main car park at the front of the Club.
- Do not use elevators.
- Report any persons unaccounted for, including any tenants to a manager, supervisor or emergency support personnel immediately.
- Leave personal belongings behind.
- Provide directions to any visitors or staff members who are unfamiliar with the layout.
- Do not re-enter the premises until instructed by a manager, supervisor or emergency personnel.

17. Fire

If you discover a fire at the premises:

- Raise the alarm immediately.
- If safe to do so, attack the fire with a fire extinguisher, fire blanket or other appropriate equipment.
- If the fire service is required, call 000.
- If unsafe to attack the fire, evacuate the area and follow evacuation procedures above.
- Notify the Bridge Club Manager, House Manager, Tenant or a Director if the fire service has been called.

18. Reporting Incidents and Concerns

We strive to create a workplace which is positive and supportive for all Workers. We encourage any Worker who needs to report an incident, raise a concern, make a complaint or seek support to come forward.

Workers may report incidents and safety concerns by:

- Speaking directly to the Bridge Club Manager or the House Manager .
- Completing an Incident or Safety Concern Report (available from the Bridge Club Manager or the Board).
- Raising the matter with any Director if the concern involves the Bridge Club Manager or the House Manager.

All reports will be treated seriously, investigated promptly, and handled in a manner that respects the confidentiality of those involved.

19. Public Health Emergencies

The club will always ensure that our working environment and spaces accessible to members and the public are kept clean and properly ventilated. Workers are reminded to maintain good standards of hygiene to minimise the spread of infectious diseases. In the

event of any public health emergency, the club will adjust working conditions accordingly and comply with all applicable government advice.

20. Policy Review

This Policy will be reviewed by the Board at least annually, or following any significant incident, change in legislation, or change in club operations. The Board is responsible for ensuring this Policy remains current and fit for purpose.

Further information or questions regarding this Policy should be directed to the Club Manager or any Director.

Board Approval

This Policy was adopted by the Board of Directors of Lindfield Bowling & Bridge Club Incorporated at a duly convened Board meeting.

Date of Adoption: 15th July 2026

Signed (Deputy Chairman): _____