



**Mawson Lakes
Golf Club**
A Country Feel in the City

WORK HEALTH & SAFETY POLICY MANUAL

Signed: _____ Position: _____

Print Name: _____ Date: ____/____/____

Review Due: **October 2020**

Mawson Lakes Golf Club Inc.

P.O. Box 4.
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Phone: (08) 8302 3412
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WORK HEALTH AND SAFETY AND POLICY

The Management of Mawson Lakes Golf Club Inc., (The Club) is committed to work health and safety (WHS) and in this workplace.

THE CLUB:

- Recognises that WHS ranks equally with all other financial and operational considerations
- Aims to remove or reduce risks to the health and safety of all workers, contractors, members and visitors to this workplace and anyone else who may be affected by our operations
- Aims to ensure all activities are done safely
- Recognises that health and safety is most effective when a collaborative approach is used to identify and solve problems
- Commits to continuously improving work health and safety by addressing hazards and reviewing outcomes

The Club as the *Person Conducting a Business or Undertaking (PCBU)* will:

- Ensure their responsibilities under the *Work Health and Safety Act 2012 (SA)* and *Work Health and Safety Regulations 2012 (SA)* are met
- Take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers and others
- Provide ways for workers and others to be informed about and involved in health and safety issues
- Provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- Conduct regular workplace inspections
- Ensure this policy and associated procedures are regularly reviewed and kept up-to-date
- Ensure appropriate systems and processes are in place to manage health and safety risks.
- Ensure mechanisms are in place to monitor and review outcomes of WHS systems and processes.

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WORK HEALTH AND SAFETY AND POLICY cont.

ROLES AND RESPONSIBILITIES

Management Board Members as Officers

Any officer of an organisation, volunteer or paid, must exercise due diligence to ensure that the organisation complies with its health and safety duties.

Management Board Members as *Officers* under the Work Health and Safety Act 2012 (SA):

- Continuously learn about and keep up to date with work health and safety matters
- Have an understanding of the nature of the work The Club does and stay aware of the risks workers and volunteers may face when working for the organisation
- Ensure and verify that The Club has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety
- Ensure and verify The Club has processes in place for communicating and considering information regarding WHS and responding to that information, and
- Ensure and verify The Club has, and implements, processes for complying with any duties and requirements under work WHS law

Club Management

Club management is responsible for the health and safety of workers (including contractors and volunteers) they supervise and for members and visitors, who are in their area of operation. Club Management must ensure:

- Workers are appropriately inducted
- The Club's WHS procedures and known hazards are communicated to workers and others
- Risks associated with any identified hazards are appropriately controlled.

Workers must:

- Take reasonable care for their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace
- Follow reasonable instructions given by The Club to protect their health and safety
- Identify and report any workplace incidents or hazards to their supervisor
- Not wilfully interfere with or misuse items or facilities provided.

Members and visitors must:

- Not put themselves or any other person at the workplace at risk

Comply with our safety procedures and instructions.

CONSULTATION

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The Club is committed to encouraging consultation and cooperation between management, workers and others on health and safety issues. Volunteers are encouraged at any time to approach their club management members to discuss matters of health and safety.

WORK HEALTH AND SAFETY AND POLICY cont.

DISSEMINATION OF WHS POLICY AND MANUAL

A copy of this Policy will be placed in a prominent position in the club premises and brought to the attention of all workers and members. All new workers will receive a copy of the policy.

DEFINITIONS:

Officer – An officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation’s activities. Their decisions may also have the capacity to significantly affect the organisation’s financial standing.

Others – others include Members and Visitors.

Person Conducting a Business or Undertaking (PCBU) - A person conducting a business or undertaking (PCBU) is the main duty holder under the Work Health and Safety (WHS) Act. They are usually the employer and may be a partnership, company, unincorporated body or association, a sole trader, a government department or statutory authority.

A volunteer organisation is a PCBU if it employs one or more paid workers.

Worker – any person who works for The Club as an Employee or Trainee or Volunteer or Work Experience Student or Contractor or Sub-Contractor and their employees and employees of a labour hire company assigned to work for The Club.

| Policy authorised by: | | | |
|------------------------------|-----------------------|--------------|------------------------------|
| Name: | | Name: | |
| Signature: | | Signature: | |
| Position: | Club President | Position: | Worker Representative |
| Date: | November 2019 | Date: | November 2019 |
| Review date: | October 2020 | Review date: | October 2020 |

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ACCIDENT REPORTING & INVESTIGATION PROCEDURE

Add first aid? E.g. process if first aid is required – recording first aid treatments.

ACCIDENT REPORTING

An **incident** is any unplanned occurrence or incident, which may result in or contribute to personal injury or damage (including damage to plant or equipment).

An **accident** is an undesired event or sequence of events causing injury, ill-health or property damage.

All incidents, regardless of their consequences, must be reported to club management as soon as possible, and within 24 hours of the accident occurring using the Accident/Incident Report Form.

All reports must be submitted to the Club President for review by the Management Board.

ACCIDENT INVESTIGATION

Accident investigation is carried out to establish what contributed to the accident in order to prevent the accident from happening again. Club management must investigate all reported accidents as soon as practicable. Consider what contributed to the accident. There is usually more than one contributing factor.

Consider the following when investigating an accident.

- Who?
- What?
- When?
- Where?
- Why?
- How?

NOTIFICATION TO SAFEWORK SA

Club management must ensure that Safe Work SA is advised of any serious injury, illness or notifiable dangerous incident under *Work Health and Safety Act 2012 (SA)*

Safe Work SA must be notified immediately, and the site preserved (other than to assist to those injured or make the site safe) until instructed otherwise by Safe Work SA.

Further information on Safe work SA Incident Notification can be found in the Forms Section of this Manual.

Safe Work SA contact number is: 1800 777 209 (24 hour service)

KEEPING RECORDS OF ACCIDENTS/INCIDENTS

All accidents and incidents must be recorded and maintained for a period of at least seven years.

Copies of the following forms are located in the *Forms and Attachments Section* of this manual:

- **Accident / Incident Report Form**

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- ***First Aid Record***
- ***Safe Work SA – Incident Notification Fact Sheet WHS003***

CONTRACTOR SAFETY PROCEDURE

Contractors, Sub-Contractors and their employees while working on The Club Grounds shall meet the requirements of all relevant Occupational Work Health and Safety legislation.

INDUCTION

~~Prior to commencement of work, the Contractor shall report to the club management for a WHS induction. The Contractor shall give this induction to all of their employees and sub-contractors who will be working at the site before commencing work on the site. The Contractor shall keep records of the participants and the induction process.~~

*Copies of this form are located in the **Forms and Attachments Section***

- 1/11/19 – Amended to be Any Contractors carrying out work at the club must report to the UNISA Security Office & complete their Induction & OH&S Policy before commencing any work

SECURITY

Contractors are responsible for security arrangements in relation to plant, tools and equipment and materials required on site during the contract.

SAFE WORK

Contractors shall provide a safe system of work for the duration of the contract. They may be required to produce evidence of safe work procedures, training records and their work health and safety policies. All personnel on site will be expected to follow safe work procedures and comply with all relevant safety legislation.

PORTABLE ELECTRIC EQUIPMENT

All contractors' portable electrical equipment must be tested and tagged in accordance with Australian Standard AS 3760 prior to use on site. Testing and tagging of portable electrical equipment is the responsibility of the contractor.

HAZARDOUS WORK

Contractors are required to implement safe working systems and may be required to produce documentary evidence of: safe work procedures, training records, competency accreditation and licences relevant to specific hazards associated with the contract. All personnel on site will be expected to follow safe work procedures.

POTENTIAL HAZARDS

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Club Management shall advise the Contractor of any potential hazard or hazardous activity being carried out in the vicinity of the workplace where the Contractor, its employees, sub-contractors and employees are performing work or services in relation to the contract.

Contractors and/or their representatives are to immediately report any hazards identified so that appropriate actions can be implemented to reduce the risk of injury or risks to health.

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CONTRACTOR SAFETY PROCEDURE cont.

CHEMICAL SAFETY

Safety Data Sheets (SDS) must be on site for every chemical used. The SDS must be readily available on request by Club Management and for use in any emergency. An assessment of the use of hazardous chemicals must be undertaken and the chemical used in the least hazardous manner for the work practice and working environment. Assessments and the procedure for using the hazardous chemical must be documented.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Contractors must issue their employees with appropriate personal protective equipment for the work being undertaken. The Contractor is responsible for ensuring the correct use of personal protective equipment.

HOUSEKEEPING

The Contractor shall ensure that all means of access and egress in the vicinity of the site are free from obstruction. Any surplus or scrap material must be regularly removed from site in a manner that will not harm the environment. In the event of any spillage of any substance in the vicinity of the workplace, the contractor must take immediate appropriate action in accordance with safety and environmental requirements.

The contractor shall ensure that at all times there is free and unobstructed access and egress around the worksite.

FIRE PREVENTION

To guard against the risk of fire it is essential to shut off all oxy/acetylene, welding and heating equipment at least thirty minutes prior to leaving the worksite. Prior to vacating the worksite a visual check around the worksite must be undertaken. Suitable fire extinguishers of sufficient capacity must be provided when undertaking any work involving welding, grinding, heat treatment or any work requiring the use of flame. The Contractor is responsible for ensuring hot work procedures and permits are in place where required.

All combustible materials that are not part of the work must be removed from site at the end of each workday.

PLANT AND EQUIPMENT

The Contractor is responsible for ensuring that all plant and equipment is maintained in a safe condition and make available to club management upon request, records of equipment maintenance.

Equipment must be stored safely and securely when not in use. Only trained operators shall be permitted to use equipment. Operators must hold relevant licenses/certificates where appropriate.

All club members and visitors shall give way to grounds staff at all times.

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CONTRACTOR SAFETY PROCEDURE cont.

REPORTING ACCIDENTS

The Contractor is responsible for reporting all incidents occurring at the golf club, which result in injury to a person or damage to property immediately to Club Management. The Contractor shall also keep detailed and timely records of any accidents and shall make those records available to the club president when requested (and copied if necessary).

WORKPLACE INSPECTIONS

The Contractor shall grant club management access to the contractor's work or services for the purpose of conducting a WHS inspection. Where club management brings to the attention of the Contractor any activity or omission of the Contractor, the Contractor shall immediately take all necessary steps to rectify such breach.

SMOKING

No smoking will be permitted where food can be consumed this includes outside areas nominated by the club.
Smoking is permitted outside of the clubrooms only in the dedicated area.

DRUGS AND ALCOHOL

Contractors are responsible for ensuring that they or their employees are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health and safety at or the health and safety others.

VEHICLES

The drivers of all motor vehicles are to observe the speed restrictions, road signs, traffic flows and pedestrian traffic requirements for the club. All operators of vehicles on the worksite are to hold appropriate licences.

WORKING ALONE

If the contractor is required to work alone, it is the responsibility of the contractor to provide suitable systems of communication to ensure that assistance can be provided should an emergency occur.

WORKING AT HEIGHTS

Working at Heights shall be carried out in accordance with the Work Health and Safety Regulations 2012 (SA) Chapter 4 – Hazardous Work, Part 4 – **falls**.

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HOT WEATHER POLICY

The Policy of the Mawson Lakes Golf Club in relation to Hot Weather is that you believe you shouldn't be playing then **DON'T** or change your time to the morning when conditions can be cooler.

We do not stop play or competitions because the definition of hot varies from one person to the next, we have provided guidelines adapted from the Sports Medicine Australia Policies & Guidelines per below.

As a club on Competition days we will offer a 9 hole competition in addition to the 18 hole competition when the forecast temperature is 38 degrees & over on the day before on the channel 9 news at 6:00pm. There will be no reduction in the competition fee for the day & the format of the game will be the same as posted, prize points will be awarded depending on the number of participants.

*Note a full copy of this policy is kept in **Forms and Attachments Section** & will be displayed on our web site.*

HOT WEATHER GUIDELINES

Introduction

Mawson Lakes Golf Club's Hot Weather Guidelines have been adapted from Sports Medicine Australia policies and guidelines regarding the prevention of heat illness in sport in children and adults. It should be noted that these are purely guidelines. They should be considered not just for competitors, but also for caddies, officials and volunteers involved in the game.

The risks involved with heat illness from vigorous exercise are significant. While the lower activity levels of golf compared to athletics mean that the risks are somewhat reduced, the individual response to heat varies from person to person and therefore no hard and fast guidelines will suit every member of a population.

Those who need to be especially vigilant include children, overweight people, those not acclimatised (having come from cooler climes), and those who are unwell or otherwise at risk.

*Note a full copy of this policy is kept in **Forms and Attachments Section** & will be displayed on our web site.*

REMEMBER, IF YOU FEEL YOU SHOULDN'T PLAY, THEN DON'T!

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RESPONSIBLE SERVING OF ALCOHOL

The Mawson Lakes Golf Club is bound by its Liquor License & must adhere strictly to the requirements, the club is fully aware of the consequences of Alcohol related incidents & requires all of the Board of Management & Room Stewards to have completed the necessary Responsible Serving of Alcohol Course.

A copy of all records for completion of the course will be kept in a prominent position in the clubrooms & available when required.

A copy of the **maximum numbers of patrons & boundaries of the liquor license** must be displayed in a prominent position within the club.

Supply of liquor to **underage patrons** is strictly not permitted & the appropriate notice must be displayed within the clubrooms.

Cool **fresh water** must be on hand to any members or the public at all times.

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INCLEMENT WEATHER PROCEDURE

The Club is committed to providing an environment, which is, as far as is reasonably practicable, safe. The protection of all Club officials, volunteers and players during inclement weather is paramount.

At the discretion of The Club play may be suspended due to inclement weather conditions as outlined below:

SUSPENSION OF PLAY

In the event of heavy rain, lightning or for any other reason, The Club will be responsible for deciding whether to suspend play.

- > The signal for suspending play will be **three short siren blasts**.
- > The procedure when play is suspended is outlined under Rule 6-8b.
- > When the course is ready for play, players will be advised to return to their various locations.
- > The signal for resumption of play will be **one long siren blast**.

DANGEROUS SITUATION

If during play it becomes necessary to suspend play due to a **dangerous situation** (eg lightning), players must discontinue playing immediately.

- > A suspension of play for a **dangerous situation** will be **a continuous blast of the siren**

During non-competition days it is up to the discretion of all players to make their own judgement & stop play, we highly recommend to stop play during thunderstorms & lightning, an information sheet will be prominently displayed on the clubrooms notice board in relation to this matter.

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WHS INDUCTION INFORMATION

Inexperienced and new workers, including volunteers, face particular safety hazards associated with their and environment.

WHS legislation requires the club to provide adequate training and supervision for new workers and workers who undertake a new task.

HOW MUCH INDUCTION TRAINING IS ENOUGH?

The needs of each new worker undertaking new work must be assessed. Particular attention must be paid to each individual's overall knowledge of hazards and associated risks.

The following examples may provide some guidance on what may be considered as suitable induction:

New Worker (unskilled) who performed unrelated work only provide:

- Information on the clubrooms and environment
- Instruction of the nature of the work and work process
- Training in the task, hazards, risks and controls
- Direct supervision until Worker is competent.

New Worker with skills relating to the work (e.g. tradesperson) provide:

- Information on the workplace and environment
- Instruction, training and supervision on procedures and limits of their authority

New Worker in training provide:

- Information on the workplace and environment
- Instruction on the nature of work and work process
- Training in the task, hazards, risks and control (use SOPs)
- Direct supervision until Worker is competent.

Existing Worker being retrained or changing function provide:

- Instruction on the nature of work and work process
- Training in the task, hazards, risks and controls
- Direct supervision until competent.

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WHS INDUCTION INFORMATION Cont.

GENERAL INDUCTION INFORMATION

In addition to providing workplace and job specific health and safety information to new Workers, they should also be provided with general information about the clubs policies.

General WHS information should include:

- A copy of the WHS policy and an explanation of its intent;
- Club rules or guidelines explained;
- Consultation procedures and the resolution of issues – who to see about an issue, what happens if the issue is not resolved, types of issues which should go through a consultation process etc.;
- Procedures for the reporting to of accidents and incidents, and hazards;
- Any other information of a general WHS nature eg. Security, cash handling, food-handling hygiene.

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SMOKE FREE POLICY

The Club is committed to providing a safe and healthy environment for all workers, members and visitors.

The Club acknowledges that smoking:

- Whether active or passive damages health;
- Is directly associated with the vastly increased risk of respiratory disease, cardio vascular disease and various forms of cancer;
- Aggravates the symptoms of those affected by respiratory diseases;
- During pregnancy is directly associated with an increased risk of, low birth weight and neonatal death;
- Is irritating and offensive to the non-smoker and causes physical discomfort;
- Is unlawful in food preparation areas and in any area where smoking presents an immediate hazard.

POLICY OBJECTIVES

To protect all persons from the effects of environmental tobacco smoke, the clubroom interiors are smoke free.

POLICY

- The Club will not permit smoking in any of its owned or rented buildings.
- This Policy will apply to all, contractors, visitors and other persons while in the clubrooms.
- No smoking will be permitted where food can be consumed this includes outside areas nominated by the club.
- Smoking is permitted outside of the clubrooms only in the dedicated area.

*Note this policy includes all types of tobacco, cigars, pipes & cigarettes including **E-Cigarettes**.*

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CLUBROOMS INSPECTION GUIDELINES AND CHECKLIST

The Club is committed to providing clubrooms, which are safe for all workers, members and visitors and which is conducive to good work health and safety.

HOUSEKEEPING

Good housekeeping is an integral part of good safety. Club Management and workers have a shared responsibility for maintaining high housekeeping standards. These include providing safe access and egress, fire prevention, storage and clubrooms cleanliness and hygiene.

EVACUATION PLAN

The clubrooms of the Mawson Lakes Golf Club is leased to the University of South Australia an Evacuation Plan has been provided by them & is to be displayed in prominent positions as required. Ensure the evacuation meeting point is clearly identified.

FOOD & HYGIENE

Hand Washing Facilities must be provided & a sign displayed in a prominent position.

Storage of washing/cleaning chemicals must be separated from food preparation areas.

All food must be kept in the appropriate storage or refrigeration facility.

All benchtops & food preparation areas are to be kept clean & tidy to maintain hygiene & a safe work area.

CLUBROOMS INSPECTION

The Club will identify assess and control all reasonably foreseeable hazards and associated risks in the clubrooms.

This will be achieved through periodical clubroom inspections, which will be recorded, and an action plan for rectifying the hazards will be developed and implemented: This is to be managed by the Board of Management

Where practicable, control measures will be implemented which eliminate or minimise the danger.

The clubrooms will be inspected on an annual basis by the **President & Secretary Manager**

BULLYING & SEXUAL HARRASMENT POLICY

Purpose

- A. Bullying and harassment in the workplace are acknowledged as significant occupational health and safety issues and are a major cause of stress, illness and poor morale.
- B. Sexual harassment is unlawful under the South Australian Equal Opportunity Act and the Commonwealth Sex Discrimination Act.
- C. Mawson Lakes Golf Club (MLGC) accepts the legal obligation to take all reasonable steps to ensure that the workplace is free from all forms of bullying and harassment. This means that, as far as practicable, MLGC will ensure that any employee or contractor does not subject a fellow employee or contractor to bullying or harassment.
- D. MLGC will not tolerate bullying or harassment at any level.
- E.

Application

This Policy applies to all MLGC club members, employees, volunteers, general public (green fee players) and contractors. (Defined as **Members**)

Policy

1. What is sexual harassment?

The key word to be stressed in any definition of sexual harassment is that it is unwelcome behaviour. Behaviour constitutes sexual harassment if it is reasonable in the circumstances to view it as unwelcome and if it either offends, humiliates or intimidates the person it is aimed at. This can include:

- leering, patting, pinching, or intentionally brushing against another person;
- requesting sexual favours or outings after being refused;
- persistently telling jokes and making comments of a sexual nature;
- displaying sexually explicit material in the workplace;
- commenting on or questioning a person about his or her personal life;
- commenting on a person's personal appearance (particularly with sexual connotations);
- using a position of authority or power in order to obtain sexual favours; or
- Making a remark with sexual connotations relating to another person.

It is necessary to understand the difference between sexual relationships and sexual harassment. Sexual harassment is sexual behaviour directed at someone who does not welcome it and who is often not in a position to be able to stop it. Humour, friendship and relationships based on mutual consent are not sexual harassment.

BULLYING & SEXUAL HARRASMENT POLICY cont.

2. What is workplace bullying?

Bullying is broadly defined and can be experienced as psychological or physical harassment. It can include anything from inappropriate comments and manipulative behaviour to more explicit forms of intimidation and abuse, including threats and violence.

Harassment includes behaviour or actions on the part of an individual or a group that:

- another person does not want and does not return;
- is likely to offend, humiliate, victimise, undermine or intimidate; and
- In the circumstances, a reasonable person should have expected that such behaviour would offend, humiliate or intimidate and is likely to put at risk the mental or physical health of the person.

Bullying may be explicitly directed at an individual or occur through the creation of a hostile environment. It may also constitute criminal assault or discrimination.

3. What to do if you are bullied or harassed

Any employee, volunteer or club member with a concern or complaint of bullying or harassment has the right to choose what action (if any) they wish to be taken.

However in the first instance they are encouraged to try to resolve any differences/problems using the internal procedure detailed in this policy.

Anyone who makes a complaint is protected from retribution under both this policy and at law.

No action will be taken without their consent.

MLGC is committed to making every effort to resolve complaints of sexual harassment. However everyone has the right to take their complaint to the Equal Opportunity Commission or the Human Rights Commission.

4. Complaints procedures

Internal methods

Approach one of the “Designated Persons” to seek information and advice on how to deal with the situation. “Designated Persons” include the any Executive Members of the Board of Management.

Confront the person/s whose behaviour is causing offence, tell them their behaviour is offensive and ask them to stop. This may be done alone or in the presence/with the support of one of the “Designated Persons”.

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BULLYING & SEXUAL HARRASMENT POLICY cont.

If this does not resolve the problem or is not seen as a possible option, approach one of the “Designated Persons” and ask them to intervene informally to attempt to resolve the matter.

If a club member, employee, volunteer contractor considers that informal intervention is not appropriate, or believe that it has not resolved the complaint to their satisfaction, a formal written complaint can be lodged with one of the “Designated Persons”.

External methods

In respect of sexual harassment, contact the Equal Opportunity Commission or the Human Rights Commission for advice.

Employees have the right at all times to choose which option to take and to decide upon any action to be taken.

5. Confidentiality

All parties concerned in the investigation of a complaint of bullying or harassment should observe strict confidentiality while the procedures are being pursued. The consent of the person with the complaint must be obtained before divulging their name to any person not concerned in the investigation.

6. Complaint resolution objectives

- Stop any behaviour which has given offence.
- Minimise the risk of recurrence of the behaviour.
- Raise the awareness of the person/s causing offence as to what is at fault in their behaviour.
- Ensure that no disadvantage is caused to the person with the complaint through the terms of the settlement of the complaint.
- Address any disadvantage the person with the complaint may already have experienced as a result of the bullying or harassment.

7. MLGC’S Responsibility

MLGC is committed to providing all **members** with an environment that is free of bullying and harassment. To achieve this, MLGC will:-

- Ensure that all employees are aware of what constitutes proper standards of conduct in the workplace.
- Make clear to all staff that bullying and harassment will not be tolerated.

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BULLYING & SEXUAL HARRASMENT POLICY cont.

- Ensure that information about bullying and harassment, its prevention and the resolution of complaints is available throughout the workplace.
- Treat all complaints of bullying and harassment in a prompt, sensitive, impartial and confidential way with the aim of reaching a just and appropriate resolution for the person with the complaint.
- Take action to resolve complaints only in accordance with the wishes of the person making the complaint.
- Provide confidential support, advice and assistance to anyone with a complaint of bullying or harassment
- Ensure that employees with a complaint of bullying or harassment or witnesses are not subjected to victimisation.
- Make every effort to ensure there is not recurrence of any offence to the person with the complaint or anyone else in the workplace.

8. Breach of Policy

A breach of this policy will result in disciplinary action, which may include termination/cancellation of membership, contract or removal from the course.

USE & HIRING OF MOTORISED GOLF CART POLICY

- As a club we have a responsibility for the safety of all Members, Staff, Volunteers & Visitors that play or visit our Golf Course & surrounds
- Motorised Golf Carts can be dangerous if not used responsibly & cause serious injury to oneself their passenger or other people on the course.
- Members or Visitors that hire & drive club motorised Carts must hold a current Australian or recognised International Driver's License.
- Members that have their own Carts must also adhere to these rules i.e. only current license holders will be permitted to drive the Cart.
- If a member lends their Cart to someone then it is their responsibility to make sure the person also holds a current license.
- If any club member sees any Carts being used irresponsibly then report this immediately to one of the Board of Management or the Room Steward.

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NOTES:

A Review of the OH&S Policy was carried out on during the month of October 2019 by Brett Strickland (Vice President) & the Peter Thomson (President) we found the policy to still meet our objectives in providing a safe & secure workplace. Some minor changes were included per below:

- Any Contractors carrying out work at the club must report to the UNISA Security Office & complete their Induction & OH&S Policy before commencing any work.
- Minor spelling & grammar changes

It was agreed that further reinforcing of Induction Procedures are required & a meeting will be held between the Board of Management Representatives & the Volunteers at a date TBC

On inspection of the Clubrooms no major issues presented themselves other than a power board to be placed off the floor & secured to the wall behind the bar area, this was carried out to avoid a tripping hazard & in case any spillages occurred that could have tripped the safety switch.

We note that the switchboard was upgraded by the UNISA during this period

It was agreed that Testing & Tagging of all electrical equipment would take place at the beginning of the New Year.

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CLUBROOMS INSPECTION CHECKLIST

| | | | | |
|--|-----------------------------|-----------------------------|------------------------|--------------------------------|
| DATE: ____/____/____ | PERSON INSPECTING: _____ | | | |
| | Signature _____ | | | |
| | RESULT OF INSPECTION | | ACTION REQUIRED | |
| INSPECTION ITEM | GOOD | UNSATIS- FACTORY | WHO WILL FIX | DATE TO BE FIXED BY |
| | | | | |
| SITE ENVIRONMENT | | | | |
| Gutters clean and sound | | | | |
| Roof not leaking | | | | |
| No external cracking | | | | |
| Posted speed limit | | | | |
| | | | | |
| PESTS | | | | |
| No Sign Of Rodent Activity | | | | |
| Millipede Level Controlled | | | | |
| Bird Activity Controlled | | | | |
| | | | | |
| ELECTRICAL | | | | |
| No Broken Plugs Or Outlets | | | | |
| No Frayed/Damaged Leads | | | | |
| Portable Power Tools In Good Condition | | | | |
| No Temporary Extension Leads On Floor | | | | |
| Emergency Shut Down Procedures In Place | | | | |
| Items Correctly Tested, Tagged And Dated | | | | |
| RCD's For Power Tools Etc. | | | | |
| Power Board Overload Switch | | | | |
| No Multiple Double Adaptors | | | | |
| No Overloading Of Power Points | | | | |

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CLUBROOMS INSPECTION CHECKLIST *cont.*

| INSPECTION ITEM | RESULT OF INSPECTION | | ACTION REQUIRED | |
|--|----------------------|-----------------|-----------------|---------------------|
| | GOOD | UNSATIS-FACTORY | WHO WILL FIX | DATE TO BE FIXED BY |
| FIRE CONTROL | | | | |
| Extinguishers In Place & Signed | | | | |
| Extinguishers Within Service Date | | | | |
| Exits Clear Of Obstructions | | | | |
| Fire Equipment In Working Order | | | | |
| | | | | |
| Walkways, Stairs And Ladders | | | | |
| Floors Have Even, Undamaged Surface | | | | |
| No Loose Boards/Carpet Tears | | | | |
| Walkways Kept Clear | | | | |
| Use Of Appropriate Ladders In Good Condition | | | | |
| | | | | |
| Lighting | | | | |
| Adequate Lighting For The Job | | | | |
| Light Fittings Clean And In Good Condition | | | | |
| Emergency Lighting Operable | | | | |
| All Lights Protected Where Required | | | | |
| | | | | |
| Chemicals In The Workplace | | | | |
| SDS's For All Chemical Products Used | | | | |
| Containers Clearly Labelled | | | | |
| Flammable Substances Stored Appropriately | | | | |
| Hazardous Substances Register Available | | | | |

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CLUBROOMS INSPECTION CHECKLIST cont.

| INSPECTION ITEM | RESULT OF INSPECTION | | ACTION REQUIRED | |
|--|----------------------|-----------------|-----------------|---------------------|
| | GOOD | UNSATIS-FACTORY | WHO WILL FIX | DATE TO BE FIXED BY |
| First Aid | | | | |
| First Aid Box/Cabinet Available And Contents Clean, Not Locked | | | | |
| Volunteers Aware Of Location Of First Aid Box/Cabinet | | | | |
| Adequate Stocks Available | | | | |
| Records Kept On Use Of Contents | | | | |
| | | | | |
| General Housekeeping | | | | |
| Clear Of Rubbish | | | | |
| Tools Not In Use Kept In Place | | | | |
| Rubbish Cleared At Regular Intervals | | | | |
| | | | | |
| Office Safety | | | | |
| Clean And Tidy | | | | |
| Furniture Appropriate And Sound | | | | |
| Air-Conditioning Maintained | | | | |
| Work Station Layout Suitable | | | | |
| Floor Coverings Sound | | | | |
| | | | | |
| Storage | | | | |
| Items Stored Correctly | | | | |
| Manual Handling Minimised | | | | |
| Racks In Sound Condition | | | | |
| Hazardous Substances Segregated From Food Products | | | | |
| No Blocking Of Fire Equipment Or Doors | | | | |
| | | | | |
| Welfare Matters | | | | |
| Toilets Cleaned Regularly | | | | |
| Smoke Free Environment | | | | |
| Drinking Water Available | | | | |
| Hand Washing Facilities | | | | |

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ACCIDENT REPORT FORM

| Particulars of accident: | | |
|--------------------------|-------|-----------|
| Date: | Time: | Location: |

| Injured Persons Details: |
|--|
| Name: |
| Age: |
| Injury type: <i>(e.g. strained right shoulder)</i> |
| |
| |
| |

| Accident Description: |
|--|
| Describe what happened <i>:(e.g. lifting carton of beer)</i> |
| |
| |
| |

| |
|---|
| What contributed to the accident: <i>(e.g. weather, lighting, housekeeping, tools etc?)</i> |
| |
| |
| |
| |
| |
| |

| |
|--|
| Steps to take to prevent it happening again: |
| |
| |
| |
| |
| |
| |

| | | |
|-------|------------------|------------|
| Date: | Who will fix it: | Signature: |
| | | |

| Investigation of accident: | |
|----------------------------|-------|
| Accident investigated by: | Date: |
| Club President name: | Date: |
| Club President signature: | Date: |

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FIRST AID RECORD

| Name of person being treated | Date | What Happened? | First Aid Supplies Used | First Aid only or referred to doctor |
|-------------------------------------|-----------------|-----------------------------------|--------------------------------|---|
| <i>e.g. F. Smith</i> | <i>01/05/06</i> | <i>Cut finger on broken glass</i> | <i>2 Band Aids</i> | <i>First Aid treatment only</i> |
| | | | | |
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FACT SHEET



INCIDENT NOTIFICATION

Under the Work Health and Safety Act 2012 (SA) (the WHS Act), the procedures involved in notifying workplace incidents remain largely unchanged.

Incidents such as fatalities, serious injuries and illness, and dangerous occurrences must still be notified to SafeWork SA immediately and incident records must still be kept for five years.

WHO SHOULD READ THIS?

This fact sheet should be read by a 'person conducting a business or undertaking' (PCBU), and persons with management or control of a workplace.

YOUR OBLIGATIONS

As a PCBU, you must notify SafeWork SA of fatalities, serious injuries and illnesses, and dangerous incidents that arise out of the conduct of the business or undertaking, as soon as you become aware of the incident.

The notification to SafeWork SA must be by the fastest available means and can be made by phone or in writing (such as by fax, email or other electronic means). If the notification is by phone this must be followed up in writing within 48 hours if SafeWork SA requests it.

The person with management or control of a workplace must, so far as is reasonably practicable, preserve the incident site until an inspector attends the site, or directs otherwise. You may disturb the site to move a deceased person, assist an injured person, make the site safe, or assist with a police investigation.

If someone suffers an injury or illness where workers' compensation is, or may be, payable then appropriate notification must be made to WorkCoverSA or Employers Mutual – for more information visit www.workcover.com.

WHAT IS A SERIOUS INJURY OR ILLNESS?

A serious injury or illness includes:

- an injury or illness that requires immediate treatment as an 'in-patient in hospital' (an 'in-patient in hospital' is a person who has been admitted to hospital and requires at least one overnight stay)
- amputation
- serious head, eye or burn injury
- degloving or scalping
- spinal injury
- loss of bodily function
- serious laceration
- exposure to a substance, which requires medical treatment within 48 hours.

Notification is also required for the following prescribed serious illnesses:

- any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
 - o with micro-organisms; or
 - o that involves providing treatment or care to a person; or
 - o that involves contact with human blood or body substances; or

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o that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

▪ the following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:

- o Q fever
- o Anthrax
- o Leptospirosis
- o Brucellosis
- o Hendra Virus
- o Avian Influenza
- o Psittacosis

WHAT IS A DANGEROUS INCIDENT?

A dangerous incident exposes someone to a serious risk to their health or safety, such as:

- the uncontrolled escape, spillage or leakage of a substance
- uncontrolled implosion, explosion or fire
- uncontrolled escape of gas, steam or of a pressurised substance
- electric shock
- falls from height of any plant, substance or the like
- the collapse, overturning, failure or malfunction of, or damage to any plant (that requires authorisation in accordance with the Work Health and Safety Regulations)
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- an inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel
- the unplanned loss of control of heavy earthmoving machinery (including brake or steering failure) at a mine.

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CONTRACTOR INDUCTION – CHECKLIST

Location:

Date:

| | |
|--|---|
| Name of Contractor: | Commencement Date |
| Contract Work: | Club Representative |
| Work area Orientation | |
| <input type="checkbox"/> Emergency Procedure <input type="checkbox"/> Emergency Exits <input type="checkbox"/> Fire extinguisher location <input type="checkbox"/> Parking requirements | <input type="checkbox"/> Speed limits <input type="checkbox"/> Washing and toilet facilities <input type="checkbox"/> Drinking water facilities <input type="checkbox"/> Restricted areas |
| Work Health & Safety | |
| <input type="checkbox"/> Licenses/certification requirements <input type="checkbox"/> Smoke Free Club Rooms <input type="checkbox"/> Resolution of Issues <input type="checkbox"/> Accident Reporting Procedures <input type="checkbox"/> Hazards present in work area <input type="checkbox"/> Safe practices to be followed | <input type="checkbox"/> Standard Operating Procedures <input type="checkbox"/> Safety Data Sheets (SDS) <input type="checkbox"/> Location of SDS <input type="checkbox"/> Hot work (welding etc.) <input type="checkbox"/> Roof Access |
| Emergency Procedures | |
| <input type="checkbox"/> Fire <input type="checkbox"/> Bomb threat <input type="checkbox"/> Building evacuation <input type="checkbox"/> Clean up | First Aid |
| | <input type="checkbox"/> First Aid Officer <input type="checkbox"/> First Aid kit location |
| FOLLOW-UP AFTER ONE WEEK | |
| <input type="checkbox"/> Review work practices & procedures with contractor or contractor's representative <input type="checkbox"/> Answer contractor's questions | Record |
| | <i>Provide a copy of this completed checklist to the Contractor and retain this original with Club WHS records</i> |
| Club representative's signature: | Contractor signature: |
| Date: | Date: |

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WHS INDUCTION TRAINING – CHECKLIST

| | |
|---|---|
| Worker/Volunteer Name | Start Date |
| Job Assignment | Person inducting |
| Club Name | Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> |
| GENERAL INDUCTION TRAINING (To be conducted on the first day) | SPECIFIC INDUCTION TRAINING |
| <p>Working Conditions</p> <input type="checkbox"/> Hours of operation <input type="checkbox"/> After hrs enquires <input type="checkbox"/> After hrs emergencies <input type="checkbox"/> Contact telephone numbers | <p>First day in work area Orientation</p> <input type="checkbox"/> Introduce staff <input type="checkbox"/> Work areas and staff amenities <input type="checkbox"/> Emergency exits <input type="checkbox"/> Fire extinguisher location |
| <p>Work Health & Safety</p> <input type="checkbox"/> WHS Policy <input type="checkbox"/> WHS Responsibilities <input type="checkbox"/> Consultation procedures <input type="checkbox"/> Resolution of Issues <input type="checkbox"/> Incident, Accident, Injury reporting procedures | <p>Security Procedures</p> <input type="checkbox"/> Premises <input type="checkbox"/> Personal <input type="checkbox"/> Personal effects <input type="checkbox"/> Cash |
| <p>Other Issues</p> <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Telephone System <input type="checkbox"/> use <input type="checkbox"/> procedures <input type="checkbox"/> etiquette | <p>Work Health & Safety Hazards present in work area</p> <input type="checkbox"/> Type of hazard <input type="checkbox"/> Safe practices to be followed |
| <p>Inclement weather procedures</p> <input type="checkbox"/> Sounding of the abandon play siren | <p>Work practices for job</p> <input type="checkbox"/> Hazards <input type="checkbox"/> Food handling |
| <p>Food Handling</p> <input type="checkbox"/> Food storage principles <input type="checkbox"/> Kitchen hygiene <input type="checkbox"/> Personal hygiene <input type="checkbox"/> Waste disposal | <p>Safety Data Sheets (SDS)</p> <input type="checkbox"/> Location <input type="checkbox"/> Training in their use (if necessary) |
| | <p>Emergency Procedures</p> <input type="checkbox"/> Fire & Bomb threat <input type="checkbox"/> Building evacuation |
| | <p>First Aid</p> <input type="checkbox"/> First aid box location <input type="checkbox"/> First aid officer |
| <p>Follow-up after one week</p> <input type="checkbox"/> Review work practices & procedures with Worker <input type="checkbox"/> Answer Worker's questions <input type="checkbox"/> Repeat training or provide additional training if required <input type="checkbox"/> Return this checklist to file | |
| Conducted by: | |
| Date: | Date: |
| Club Representative Signature: | Worker's Signature: |

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HOT WEATHER GUIDELINES

Mawson Lakes Golf Club's Hot Weather Guidelines have been adapted from Sports Medicine Australia policies and guidelines regarding the prevention of heat illness in sport in children and adults. It should be noted that these are purely guidelines. They should be considered not just for competitors, but also for caddies, officials and volunteers involved in the game.

The risks involved with heat illness from vigorous exercise are significant. While the lower activity levels of golf compared to athletics mean that the risks are somewhat reduced, the individual response to heat varies from person to person and therefore no hard and fast guidelines will suit every member of a population.

Those who need to be especially vigilant include children, overweight people, those not acclimatised (come from cooler climates), and those who are unwell or otherwise at risk.

Factors which impair the body's ability to dissipate heat are:

- High ambient temperature
- Solar radiation
- Humidity (which compromises the efficacy of sweating)
- Dehydration

The recommendations set out below are intended to address each of these factors.

Temperature

The table below is taken from Sports Medicine Australia's policies.

Note: These guidelines are generally for more strenuous activities than golf.

| The table provides an approximate guide to weather conditions and appropriate individual responses. There are not clear demarcations in risk between temperature ranges. Ambient temperature | Relative humidity | Risk of thermal injury | Possible modifying action for vigorous sustained activity |
|---|-------------------|------------------------|--|
| 15 – 20° | | Low | Heat illness can occur in distance running. Caution over-motivation |
| 21 - 25° | > 60% | Low – mod | Increase vigilance. Caution over-motivation |
| 26 - 30° | > 50% | Moderate | Moderate early pre-season intensity. Reduce intensity and duration of training/play. Take more breaks. |
| 31 – 35° | > 30% | High – very high | Limit intensity; Limit duration of activity to less than 60 mins per session. |
| 36° & above | > 25% | Extreme | Consider postponement to a cooler part of the day or cancellation |

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HOT WEATHER GUIDELINES cont. - Strategies for Reducing Risk

Event scheduling

Where possible, golf events should be scheduled to avoid the hottest part of the day. This can be done by conducting competitions in the morning, during the summer months and by considering playing 9 holes rather than 18 holes on those days, subject to event type, field size and venue availability.

Acclimatisation

For most people acclimatisation will occur naturally as the daily temperature increases from winter to spring to summer. For competitors coming from colder environments (interstate or overseas) it can take 3-5 days before physiological adaptations occur. Full acclimatisation may take 10-14 days or even longer. Strategies to cope with heat should be made available to competitors coming from colder environments to compete in the heat, preferably in advance of the tournament.

Hydration

The more athletes sweat, the more fluid they must consume to avoid dehydration. Dehydration is fluid loss which occurs during exercise, mainly due to perspiration and respiration. High levels of dehydration may increase the risk of heat stress. To diminish the risk of heat stress fluid should be consumed before, during and after activity.

It is recommended participants drink at least 7-8 ml of fluid per kg of body mass (average is about 500 ml) no more than 2 hours before exercising to promote adequate hydration and allow time for excretion of excess water.

During exercise it is recommended that participants should drink fluid at regular intervals to replace water lost through sweating. Participants should aim to drink at least 3 ml per kg of body mass (about 250 ml for the average athlete of around 70 kilograms every 15 to 20 minutes or 500-750 ml every hour). However, this may vary dependent on the rate of sweating. Fluid taken should be cooler than the ambient temperature.

Water is considered an adequate fluid option for activities lasting up to one hour. Participants in events or activities exceeding one hour are recommended to use carbohydrate-based sports drinks as a means of replacing fluids, carbohydrates and electrolytes lost during prolonged activity. In high risk conditions players should be encouraged to drink fluids at scheduled drinks breaks and should be provided convenient access to fluids during activity without unnecessary interruption to the game or event.

Officials and event organisers should also consider including additional drinks breaks for players in conditions of high risk.

In regard to post-event re-hydration, it needs to be remembered that this can take 24 hours or more. Guidelines for post-event re-hydration include replacing fluid 150% of fluid lost through activity. This can be measured by having the participant weigh themselves before and after the activity. A loss of weight of 1 kg equates to 1 litre of fluid. The athlete should therefore aim to replace this with 1.5 litres of water, sports drink or a combination of the two.

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HOT WEATHER GUIDELINES Cont.

Points to consider:

Will your players and officials be able to consume enough water during the event?
Even a small degree of dehydration will cause a decrease in performance.
Take care not to over-hydrate. Drinking too much fluid can lead to a dangerous condition known as hyponatraemia (low blood sodium). Aim to drink enough to replace lost fluids, but not more than that.

Clothing

Light coloured, loose fitting clothes, of natural fibres or composite fabrics, with high wicking (absorption) properties that provide for adequate ventilation are recommended as the most appropriate clothing in the heat.
This should apply to the clothing worn by players, umpires, other officials and volunteers.

Shade and Drinks

Organisers of activities that are conducted in hot conditions must provide sufficient shade (when the players are not on the course) and regular drinking opportunities (if there are insufficient taps located around the golf course). This is particularly critical where the fitness and state of acclimatisation of the young participants are uncertain.
More fluid, however, appears to be consumed by young people when the drinks offered are perceived as palatable to them. Therefore, for children and adolescents having trouble drinking adequate tap water, flavoured drinks may need to be considered.

Conversely, the high energy content of some flavoured drinks may be unnecessary during exercise in athletes who have a genuine rather than an aesthetic need to lower body fat levels.

It is recommended that young athletes begin regular drinking routines using water or fluids during training and competition. Regular and effective drinking practices should become habitual to young athletes before, during and after activity. Individuals should monitor weight changes before and after workouts and know the amount of fluid that they are likely to require.

Where possible all players, caddies and officials should seek the shelter of naturally shaded areas while on the course when not actually playing shots. In addition, players, caddies and officials are also encouraged to use other artificial means of shade such as umbrellas and on-course structures during a round in hot conditions.

Hats and Sunscreen

It is recommended that all players, caddies and officials wear hats to assist in the prevention of heat illness. Ideally, hats should be wide-brimmed and well vented.

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HOT WEATHER GUIDELINES Cont.

Sunscreen with a minimum SPF (Sun Protection Factor) rating of 30+ should be used by all players, caddies and officials. In addition, it is recommended that the sunscreen is reapplied periodically at approximately two-hour intervals.

Age and gender of participant

Female participants may suffer more during exercise in the heat because of their greater percentage of body fat.

Young children are especially at risk in the heat. Prior to puberty, the sweating mechanism, essential for effective cooling, is poorly developed. The ratio between weight and surface area in the child is also such that the body absorbs heat rapidly in hot conditions.

Although children can acclimatise to exercise in the heat, they take longer to do so than adults. NB: Children tend to have a more “common sense” approach to heat illness than adults. They “listen to their bodies” more and will usually slow down or stop playing if they feel distressed in the heat. On no account should children be forced to continue sport or exercise if they appear distressed or complain about feeling unwell.

Veteran participants may also cope less well with exercise in the heat. Reduced cardiac function is thought to be responsible for this effect.

Predisposed medical conditions

It is important to know if athletes, umpires, officials or volunteers have a medical condition or are taking medication that may predispose them to heat illness.

Examples of illnesses that will put the participant or official at a high risk of heat illness include asthma, diabetes, pregnancy, heart conditions and epilepsy. Some medications and conditions may need special allowances.

Participants and officials who present with an illness such as a virus, flu or gastro or who are feeling unwell are at an extreme risk of heat illness if exercising in moderate to hot weather.

Participants or officials who may be affected by drugs or alcohol may be at an extreme risk of heat illness if exercising in moderate to hot weather.

SMA has produced Pre-exercise Health Check Guidelines. These should be used if pre-existing medical conditions are suspected or if the participant has no recent record of activity.

The Guidelines can be downloaded from www.sma.org.au

Other factors to consider

Preventative measures can be undertaken to minimise heat injuries. Examples include the provision of shade, hats, appropriate sunscreen, spray bottles and drinking water.

As a club, our recommendation is that if you don't feel like you should play, then don't!

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HOT WEATHER GUIDELINES Cont.

These guidelines should be read with other resources available from Sports Medicine Australia which include:

1. Preventing Heat Illness in Sport
2. Hot weather guidelines
3. Beat the Heat brochure

All are available for download from www.sma.org.au

NOTE: The guidance relating to when to suspend or cancel play when operating in accordance with these guidelines is advisory and general in nature and should not be relied upon to meet individual or specific requirements. It is guidance for voluntary application by Clubs. It is not binding on any person or organisation and has no legal force. This guidance will not cover each and every circumstance nor can it, when adhered to, entirely eliminate the risk or possibility of loss or injury.

Consequently it should be used as a guide only. Whenever using the information contained in these clauses Clubs should carefully evaluate the risks associated with their Club. These clauses are made available on the express condition that Golf Australia, the authors, consultants and advisors who have assisted in compiling and drafting the guidance are not rendering professional advice to any person or organisation and make no warranties with respect thereto and to the maximum extent permitted by law disclaim all liability and responsibility for any direct or indirect loss, damage or liability which may be suffered or incurred by any person as a consequence of reliance upon anything contained in or omitted from this publication.

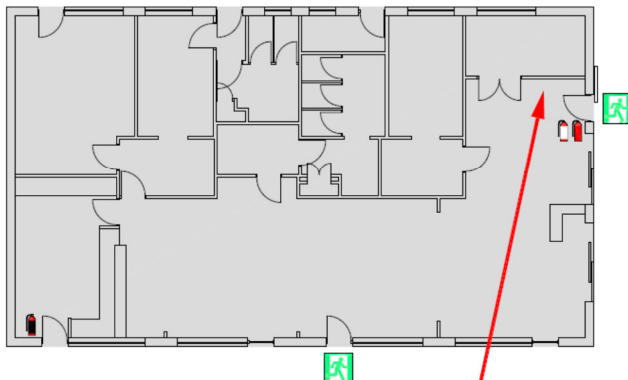
REMEMBER IF YOU FEEL YOU SHOULDN'T PLAY THEN DON'T!

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EVACUATION DIAGRAM

MAWSON LAKES - BUILDING Y GOLF CLUB - LEVEL 01



**YOU ARE
HERE**

EMERGENCY PHONE NUMBERS

Dial 000 { FIRE SERVICE
POLICE
AMBULANCE

AND

CONTACT SECURITY 
Direct Dial 88 888
Toll Free 1800 500 911

WHEN EMERGENCY EVACUATION IS NECESSARY

1. Proceed via safest route to the Assembly Area.
2. Assist mobility impaired persons as necessary.
3. Do not re-enter building until instructed to do so.

IN THE EVENT OF FIRE

1. **NOTIFY SECURITY (88888)**
2. **ALERT** other occupants
3. **FOLLOW** directions given by Emergency Personnel

















LOCATION PLAN



**ASSEMBLY
AREA**
25

LEGEND

| | |
|--|---|
|  Exit |  Extinguisher - Carbon Dioxide |
|  Manual Call Point/ Break Glass Alarm |  Extinguisher - Foam |
|  Emergency Warning Intercommunication System |  Extinguisher - Powder |
|  Warden Intercom Point |  Extinguisher - Water |
|  Fire Indicator Panel |  Extinguisher - Wet Chemical |
|  Hose Reel |  Fire Blanket |
|  Hydrant |  Refuge |



Validly date: 31/12/2017
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