



Work Health and Safety Management Plan

Nov 2018

Kosciusko Snow Revellers Club



KOSCIUSKO SNOW REVELLERS CLUB

**WORK HEALTH AND SAFETY
MANAGEMENT PLAN**

Issue: Final November 2018

A COPY OF THIS DOCUMENT IS TO BE KEPT AT THE LODGE FOR REFERENCE

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1. INTRODUCTION

The Kosciusko Snow Revellers Club lodge is situated in a magnificent but harsh natural environment; an environment that impacts on the safe operations of the lodge throughout the year, and not just in winter when the risks are significantly magnified. All visitors to the lodge including managers, guests, contractors, tradespeople and visitors are exposed to potential hazards and risks. It is the responsibility of the Club to provide a place that is as safe as reasonably practical for all who visit.

For the purpose of consistency and simplicity, all those attending the lodge will be collectively referred to as 'occupants'.

The aim of this document is to provide a proactive and systematic risk management plan for lodge occupants. The document will ensure the continued safe use of the lodge through the mitigation of risk and compliance with current legislation. While it is important to comply with legislation, it is equally important to demonstrate a commitment to place safety and ongoing management of risks, in the interests of our members.

There are three basic steps in a Work, Health and Safety Management Plan. Identify known and potential dangers, mitigate or eliminate the risks arising from these dangers, and monitor for ongoing compliance. It is a planned systematic process of identifying and analysing risks, determining the probability of an occurrence, the consequences that arise, and ultimately how to manage the risk. The Plan is subject to regular reviews to ensure it remains relevant to the club operations and is a true reflection of an evolving WHS profile.

The implementation of this WHS Plan is the responsibility of all those who visit the lodge for work or leisure. There must be a collective vigilance and an established culture to ensure proper place safety in all facets of lodge activities.

2. WORK HEALTH AND SAFETY ACT 2011

The objective of the Work, Health & Safety Act 2011 is *"to protect the health, safety and welfare of all workers at work and of other people who might be affected by the work"*.

The primary duty of care is to ensure, so far as "reasonably practicable" steps are taken and monitored on an on-going basis to eliminate or control safety risks arising from the operation and occupation of, and work carried out at, a place of work.

The WHS Act places the primary health and safety duty on a Person Conducting a Business or Undertaking (PCBU). KSRC is a PCBU under the Act as the lodge is a workplace and must therefore ensure, so far as is reasonably practicable, the health and safety of all occupants, be they members, guests or workers.

3. KSRC WORK HEALTH AND SAFETY POLICY

Kosciusko Snow Revellers Club is committed to providing all lodge occupants a healthy and safe environment and to complying with current Work, Health and Safety Legislation 2011.

Kosciusko Snow Revellers Club will, so far as is reasonably practicable, take action to improve and promote health, safety and wellbeing, and prevent workplace accidents and injuries.

4. WORK HEALTH AND SAFETY COMMITTEE

The Board will maintain a sub-committee convened for the purpose of focusing not only on our legal obligations to comply with the Work Health & Safety Act, but also to seek continuous improvement and ensure the lodge remains a safe place to work and visit.

The WHS Sub-Committee will have the following standings:

- **Membership:** Not less than three appointed by the Board at least one of whom is a Director.
- **Chair:** A Director appointed by the Board but, if any meeting is held at which the Chair is not present, then the sub-committee members present may appoint any of its members for that meeting.
- **Quorum:** Not less than two (in person or by telephone).
- **Meetings:** Meet (in person or by telephone) not less than twice a year. Minutes created and tabled at the following Board meeting.
- A dedicated KSRC_WHS email address has been created to capture and log all WHS matters.

5. COMMITTEE ROLES AND RESPONSIBILITIES

The roles and responsibilities in the implementation of the WHS Management Plan are:

1. **Board**—sets policy and monitors WHS management system and follow-up actions.
2. **WHS Committee**—administers policy and management systems and manages the follow-up actions.
3. **Operations Director**—ensures the building and contents are in safe working order.
Also communicates with the lodge managers to ensure they are following WHS systems.
4. **Building Director**—ensures contractor workers are appropriately insured and certified to undertake the work, and will have WHS induction and have safe work method procedures relevant to their tasks.
5. **Building Director**—manages member volunteer work days, holds tool-box meetings prior to work commencing and completes Incident Register on completion of each work party.
6. **Lodge Managers**—will manage safety matters relevant to lodge operations during the season and will consult with Lodge Captain should issues arise, and will take immediate appropriate actions to remedy or stabilise the incident or risk.
7. **Lodge Managers**—will provide weekly feedback to the Lodge Captain and WHS Committee regarding safety issues arising and complete an Incident Notification Form. Refer to 8.5
8. **Lodge Captain**— informs each membership week of WHS requirements and all matters relevant to maintaining a safe and healthy lodge environment.
9. **Lodge Captain** - Will work with the Lodge Managers to advise the WHS Committee of any safety matters arising during their ski week.
10. **Winter members and temporary members**—compliance with WHS system and notification to Lodge Managers and Lodge Captain of any incidents arising.
11. **Summer members and temporary members** - compliance with WHS system and notification to WHS Committee of any incidents arising.

6. ASSESSING AND MANAGING LEVELS OF RISK

The rationale and methodology for documenting risk and appropriate management controls is described as follows:

1. List the hazards/risks of each activity for their **Likelihood and Consequence**.
2. Rate their **Assessed Risk Level** from low to high.
3. Detail the **Control Measures** you will implement to eliminate or minimise the risk.

The universal criteria for assessing and rating risks for person injuries in the workplace, is describe in the three matrixes below:

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level		Description of Risk Level	Actions
<input type="checkbox"/>	Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/>	Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed
<input type="checkbox"/>	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/>	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Once the level of risk has been determined from low to extreme, it is a matter of managing the risk appropriately.

7. LODGE HAZARD REGISTER AND CONTROL PLAN

Risks to the KSRC lodge and its members/visitors generally divide into four activity groups:

- Building and Major Maintenance Works
- Operating Plant and Equipment
- Lodge Manager Activities
- Member and Visitor Activities

Applying the rationale of measuring risk levels and defining the means of mitigating risk, a table of hazards and their management specific to KSRC are developed in the following tables.

7.1 BUILDING AND MAJOR MAINTENANCE WORKS

NOTE: Building or major maintenance works that involve structural modifications to the building, works associated with the structural integrity of the building or works requiring a builder to be engaged under contract, will require the contractor to provide all relevant licenses, insurances and a WHS plan for the project works.

Minor maintenance works that involve the engagement of a local tradesman, will require a license relevant to the trade, but will not require the submission of insurances nor a WHS plan.

Hazard	What is the consequence that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What are the current controls?	How effective are the current controls?	What further controls are required?
Falls while working on the roof	Major	Possible	High	No members or visitors are permitted onto the roof. Access and work by appropriately skilled and licensed contractors only.	Work parties are aware of this requirement. Adequate.	None
Falls while on the external walls of the buildings	Major	Possible	High	Members are no longer permitted to operate ladders over 1.8m height. Work by appropriately skilled and licensed contractors only.	Work parties are aware of this requirement. Adequate.	None

7.2 OPERATING PLANT AND EQUIPMENT

Hazard	What is the consequence that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What are the current controls?	How effective are the current controls?	What further controls are required?
Fire services control panel, alarms and building exit fire signage systems fail.	Critical	Unlikely	High to extreme	Annual fire systems compliance certification carried out prior to the opening of the season in May/June by independent certifier. Heat and Smoke alarms are checked twice a year in May and November.	Effective and compliant with lease requirements.	Potential for 'back to base' fire alarm linked to Perisher Fire Station – to be further investigated.
Fire exit ways blocked or otherwise restricting clear egress.	Critical	Possible	High	Easter work parties check and clear preseason and Lodge Managers monitor and clear passageways at all times.	Adequate. All work parties are to be diligent in maintaining clear fire egress to all passageways and to ensure on their departure that the escapes are cleared.	Install signage instructing above with: "clear egress to be maintained at all times. The storage of furniture or materials is not permitted".
Fires or electrocution while operating electrical circuit breaker and distribution board.	Major	Unlikely	High	During the season, only the lodge managers access the DB. Out of season there is a summer startup procedure with instructions, which are kept in the distribution board cabinet.	Adequate	None

Fires or damage arising while operating gas fired heating system.	Major	Unlikely	Medium	<p>System is serviced annually by technicians prior to season opening.</p> <p>During the season, only the lodge managers access the heating system.</p> <p>Out of season, a checklist is provided to start and close down the system.</p>	Adequate	None
Fires or gas escapes while operating main gas stove.	Moderate	Possible	High	<p>Stove is serviced annually by technicians to ensure it is in proper operating condition.</p> <p>During season only the Lodge Managers operate the stove, and provide instructions to members on use for staff days off.</p> <p>Out of season the stove is offline. Not required as an electric stove and oven is provided.</p>	Adequate controls	None
Electrocution arising from damaged or failing electrical cables to all plant and Equipment.	Major	Unlikely	Medium	Annual Tag and Testing of cables as per the standard.	Adequate	None
Fuels and chemicals spills.	Minor	Unlikely	Minor	<p>Very little fuel is kept on the premises and stored in the Inflammable Storage Cabinet.</p> <p>No hazardous chemicals are kept on the premises.</p>	Adequate	None

7.3 LODGE MANAGER ACTIVITIES

Hazard	What is the consequence that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What are the current controls?	How effective are the current controls?	What further controls are required?
Leakage from improper connection of gas cylinders.	Moderate	Unlikely	Medium	Lodge Managers and gas provider only service the cylinders at change over, and are trained accordingly. Members are not permitted to interfere with the cylinders.	Adequate	None
Manual lifting Injuries arising from moving garbage, food and firewood into and out of the lodge.	Moderate	Possible	Medium	Managers are professional employees with requisite training and experience. Manual lifting guidelines are provided as an Addendum to this Plan.	Adequate	Manual lifting training is available if requested.
Food safety	Moderate	Possible	Low	Food safety accreditation Supervisors Certificate confirmed	Adequate	Annual check of accreditation only

7.4 MEMBER AND VISITOR ACTIVITIES

Hazard	What is the consequence that the hazard could cause?	What is the likelihood of harm occurring?	What is the level of risk?	What are the current controls?	How effective are the current controls?	What further controls are required?
Injury arising from slips and trips on stairs to ceiling space.	Moderate	Possible	Minor	Children are not permitted into the ceiling space as per <i>Lodge Rules and Captains Responsibilities</i> .	Not Adequate	Place sign at base of stairs advising 'No children permitted into roof'.
Fires or damage arising while operating gas fired heating system.	Major	Unlikely	Medium	Gas heater is serviced annually by technicians to ensure it is in proper operating condition. During the season, only the lodge managers operate the heating system. Out of season, there is a 'start up' procedure.	Adequate	None
Fires or gas leakages while operating the gas stove.	Major	Possible	High	Stove is serviced annually by technicians to ensure it is in proper operating condition. During season Lodge Managers operate the stove and provide instructions to members on use for staff days off. Out of season the stove is offline. Not required as an electric stove and oven is provided.	Adequate	None

Injury arising to children in the kitchen area during meal preparation.	Moderate	Possible	High	Children are not permitted in the kitchen during meal preparation times. Active management by parents and carers is essential. Referred to in the <i>Lodge Rules and Captains Responsibilities</i> .	Adequate	None
Injury arising from spills in kitchen or elsewhere	Moderate	High	Medium	Any spills are to be cleaned up immediately or the Lodge Manager/Lodge Captain are to be advised for their action.	Lodge Rules do not adequately address this matter	Add relevant clause to <i>Lodge Rules and Captains Responsibilities</i> .
Fires arising from safety around the fireplace.	Major	Possible	High	Fire shield is closed whenever members are not in the common room. Children are fully supervised at all times and not permitted to 'play' with the fire. Referred to in the <i>Lodge Rules and Captains Responsibilities</i> .	Adequate	None
Injuries arising from volunteer working party activities.	Major	Possible	High	Volunteers are only permitted to undertake activities for which they are suitably skilled or physically capable. At the Building Directors' discretion a 'tool box' talk is held prior to each activity and appropriate for that activity. Minimum of boots and gloves for all activities.	Adequate	None

8. CHECKLISTS

Checklists document the key safety mechanisms for ensuring lodge activities are being carried out in the proper fashion, and as a reminder to those managing the activity of what is required. The principal checklists are addressed to:

1. Contractors – this refers to all externally employed contractors undertaking projects that involve structural works or major building works only and when a formal contractual arrangement is required. Contractors such as electricians and plumbers undertaking minor works are not subject to checks. The application of WHS Management System remains at the discretion of the Director Building.
2. Lodge Managers – refers to contracted winter staff.
3. Volunteer Work Parties – refers to club members and visitors who participate in work party activities.
4. Lodge Captain – refers to the nominated lodge member delegated to manage other members on behalf of the club.

8.1 CONTRACTOR UNDERTAKING STRUCTURAL BUILDING AND/OR MAJOR MAINTENANCE WORKS

Item	Procedure	Comments
1	Contractor provides an established WHS management system.	
2	Contractor lodges a Work Method Statement WMS for the project works?	
3	All trade licenses been checked for currency?	
4	Provide copy of Public Liability Insurance policy to \$10m.	
5	Provide copy of Workers Compensation Insurance policy.	
6	Director Building completes a WHS INCIDENT AND HAZARD NOTIFICATION FORM at the completion of the project and return to WHS Committee at : whs@ksrc.com.au	

8.2 LODGE MANAGERS CHECKS

Item	Procedure	Comments
1	Lodge Managers fully familiarised themselves with the current lodge fire and emergency exit plans and checked on their condition?	
2	Lodge Managers checked and confirmed that the fire systems are active at the commencement of their services?	
3	Lodge Managers have inspected the lodge and advises the Director Operations of any WHS issues.	
4	Lodge Managers checked the gas bottles and confirm they are connected correctly and operational.	
5	Lodge Managers check the hot water systems are operational.	
6	Food safety Supervisors Certificate provided to Manager Operations annually	

8.3 VOLUNTEER WORK PARTY CHECKS

Item	Procedure	Comments
1	The project task, is discussed, the requisite skills, risks and hazards considered (tool-box meeting) and safety measures applied where applicable	
2	Members have been instructed not to work on ladders over 1.8m in height.	
3	Members instructed not to access the roof including chimney at any time.	
4	Building Director to complete a WHS INCIDENT AND HAZARD NOTIFICATION FORM at the completion of the week and return to WHS Committee at : whs@ksrc.com.au	

8.4 LODGE CAPTAIN RESPONSIBILITIES CHECKS

Item	Procedure	Comments
1	<i>Are the Lodge Rules and Captains Instructions</i> current for managing the members and their temporary members during their stay?	
2	Lodge Captain delivers <i>the Lodge Rules and Captains Instructions</i> at the commencement of the week for all members attending and at other times during the week when new members arrive.	
3	Lodge Captain to complete a WHS INCIDENT AND HAZARD NOTIFICATION FORM at the completion of the week and return to WHS Committee at : whs@ksrc.com.au	

8.5 WHS INCIDENT AND HAZARD NOTIFICATION FORM

This form is to be pinned to the Members Information Board near the Common Room.

For the use of Director Building, Director Operations, Lodge Managers, Lodge Captains and Members.

This form should be completed to document any specific health and safety incidents that occur or hazards that arise and need rectification to the building, plant or operational procedures.

Date	Incident or Hazard Arising	Actions Taken	Status

To be forwarded to the WHS Committee by:

- Lodge Managers and/or Lodge Captains – a copy of this form is to be forwarded at the end of each week, even if no incidents or hazards have occurred.
- Director Building, Director Operations – during any project works by external contractors as incidents arise.
- Director Building – at the completion of the volunteer work parties even if no incidents or hazards have occurred.
- Members and their temporary members - during the off-season lodge visits, but only as incidents arise.

The email address for all WHS matters is: whs@ksrc.com.au

8.6 MONITORING AND REVIEW

Item	Procedure	Status
1	WHS Plan checked and updated annually.	
2	WHS Committee meet twice a year to review any incidents arising.	
3	Lodge Captains Responsibilities and Fire Safety check lists reviewed and updated as necessary.	

ADDENDUM

A: LODGE RULES

The following rules & precautionary measures have been devised to ensure, as practical as possible, the preservation of our lodge facilities. They are also intended to maximise members enjoyment on this their skiing holiday in a communal & friendly atmosphere, a characteristic feature of the club since inception.

1. Members and temporary members in residence are responsible to the Lodge Captain who has been appointed by the Directors to act as their representative.
2. Only members & their approved temporary members are allowed to stay overnight.
3. Members and temporary members may stay overnight only for the week booked and approved by the Booking Officer in Sydney. The normal booking period is from 10.00am on a Saturday to 10.00am on the following Saturday. Similarly, shorter periods are booked and approved when available.
4. The Lodge Captain will allocate the sleeping accommodation & housekeeping duties.
5. Lodge Managers will make up the beds prior to the arrival of members and temporary members. It is responsibility of members and temporary members to take used linen (but not doona covers unless dirty) to the laundry or as directed by the Lodge Managers before leaving the Lodge. (N.B. Towels are not provided).
6. Members and temporary members are required to record their arrival & departure in the Visitors Book located in the Common Room.
7. The operation of the drying-room heater is the sole responsibility of the Lodge Manager and therefore members and temporary members are not to interfere with any of the heating settings.
8. The operation of the kitchen stove is the responsibility of the Lodge Manager. When members and temporary members need to use the stove on the "staff day off" they should seek guidance from the Lodge Manager for safe operating instructions.
9. Members and temporary members should also be familiar with the correct operation of the dish washing machine by reading the instructions. Incorrect operation could lead to inadequate cleaning of utensils and be a health issue. A similar requirement applies to the audio equipment. If in doubt seek guidance from the Lodge Manager or the Lodge Captain.
10. The lounge/common room fire place must be maintained and kept in a safe condition at all times. Over-stacking & unstable stacking of wood must be avoided. It is a safety requirement that the fire screen be closed by the last member on retiring at night or during the day when few if any members or temporary members are present in the lodge. No food preparation is permitted in the fire place.
11. There will be no burning of rubbish of any kind in the fireplace.
12. Any spills of food or liquids are to be cleaned up immediately to prevent potential dangers to

other guests, or alternatively and based on specific circumstances, advise the Lodge Managers/Lodge Captain for their action.

13. Clothes should not be left in the Drying Room any longer than is necessary for adequate drying and in consideration of other lodgers.
 14. The laundry facilities provided on the ground floor can be used for washing clothes. Washing clothes in the bathrooms or kitchen is not permitted.
 15. Skis & stocks when not in use should be placed in the racks provided.
 16. Members and temporary members in residence should maintain a warm & suitable environment by carefully controlling the use of exhaust fans & minimising the opening of windows & external doors.
 17. Energy consumption should be kept to a minimum and members and temporary members can assist by turning off their room heaters on leaving their room and ensure windows are down or at small openings when their heater is on.
 18. Lodgers must vacate the Lodge at the end of the period in which they have been booked. Rooms must be cleaned & vacated by 10:00am on the day of their departure and new lodgers for the following week do not access the upstairs areas prior to 10:00am.
 19. Smoking is neither permitted within the Lodge nor within 4m of the lodge building.
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ADDENDUM

B: LODGE CAPTAIN'S INSTRUCTIONS

The following are the Captain's responsibilities and the practical information to ensure the safety of members and temporary members. The aim is to minimise risk while ensuring the smooth operation of the Lodge for the enjoyment of those present. A close working relationship with the Lodge Managers is important.

Advise all members and temporary members of the following: -

- Code of Conduct is available on the Notice Board and members and visitors should familiarize themselves the details.
- Fire safety instructions and Emergency Exit Plans are on the back of each bedroom door.
- At no time is the wood fire to be left unattended. The fire screen is to be closed if no one is in attendance, either day or night.
- Fire safety precautions – refer to Addendum (as outlined following under "Fire Precautions") and that should an alarm sound and an evacuation becomes necessary they meet on the other side of the road, outside the front of the Lodge.
- Members and temporary members to sign the Register noting the dates and times of arrival & departure.
- The lodge now has Wi-Fi access (see more information below). There is a monthly download limit and for cost reasons, the club requests that use be limited to online Perisher centre related bookings for ski lifts, lessons etc. and also for the download of email messages and information. Please ensure children do not engage in downloading movies and other high band width content.
- Members and temporary members need to have consideration of others with the use of computers and electronic devices in the lounge/common room.
- Parents are reminded to supervise their children at all times and not leave them unattended in the Lodge. Parents are to note in particular that children are not permitted into the roof space at any time.
- Members and temporary members are to leave bathrooms clean after use and to take all personal effects back to their rooms.
- Any spills of food or liquids are to be cleaned up immediately to prevent potential dangers to other guests, or alternatively and based on specific circumstances, advise the Lodge Managers/Lodge Captain for their action.
- Should members and temporary members invite guests for a meal it must be arranged with the Lodge Captain & Lodge Managers to ensure sufficient quantities of food are in stock.
- As Lodge Captain please collect money owing for extra meals on the last night of the week (Friday) or, when individual parties leave mid-week, on their last day.

- Complete and give the weekly finances chart and money to the Lodge Managers on your last day.
 - In discussion with the managers at the end of the week make a record of the members and temporary members including the nights they actually stayed and any who may have left early so the club has an accurate account of lodgers and their attendances by night.
 - The Telstra lodge telephone is for local out-calls only. Incoming calls are unaffected. Payment for outgoing calls will be collected by the Lodge Captain on an honour system (50c a call).
 - Lodge Captain to liaise with Lodge Managers at the end of the week to complete the WHS INCIDENT AND HAZARD NOTIFICATION FORM and return to the WHS Committee email address.
 - Consult with Lodge Managers prior to the staff day-off so that in the simultaneous event of an alarm and the managers being absent from the lodge, the Lodge Captain can respond appropriately and inform the local fire brigade of the alarm status. Refer to Addendum Fire Precautions for further information
 - In relation to monitoring the usage of the Wi-Fi access, please liaise with Lodge Managers. The aim is to ensure the download limit of 250 GB is not exceeded, given the system may disconnect and members in the following weeks will be inconvenienced. Alternatively, to protect the connection, usage may need to be limited to the hours of 7:30 to 10:00 AM and only in the common room.
 - Lodge Captain to advise members of Wi-Fi status and limitations.
-

ADDENDUM

C: FIRE PRECAUTIONS

Although the risk of fire has been minimised as far as possible, a fire disaster is an ever-present & extremely dangerous hazard in the snow country. Accordingly, all members and temporary members must: -

- Familiarise themselves with the position & use of fire hoses & extinguishers.
 - Familiarise themselves with the EXIT points around the lodge and the evacuation meeting place.
 - Ensure the Common Room fireplace is supervised at all times day and night and if no one is in attendance, then the fire screen doors and locking bar are to be in place.
 - Exercise great care when handling flammable liquids, gases & any equipment associated with hazardous materials.
 - Ensure that no clothing, towels etc. are placed on the heater in the drying room or directly on the room heaters.
 - Ensure there are no obstructions preventing the closure of all doors. No door is to be chocked open especially the door at the bottom of main internal stairs.
 - Do not empty bathroom waste paper bins on the fire. There may be pressure pack cans in the bin.
 - FIRE AND SMOKE DETECTORS have been placed around the lodge in accordance with the annual fire audit and in compliance with the relevant codes. The detectors activate sirens and a back-to-base alarm to the local fire station when stimulated by heat or smoke. The safety of members and temporary members is paramount so evacuation of the lodge should proceed until the extent of the potential fire can be determined.
 - Action should be taken to locate the cause of an alarm if possible. If a false-alarm is determined, Lodge Captain or Lodge Manager to contact the local Fire Brigade immediately on 6457 5016 to advise them, in order to avoid the call-out fees incurred.
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MANUAL HANDLING

Techniques for safe lifting



The Recovre Group suggests following these general principles of lifting to ensure you minimise risk of injury.

Lifting Technique One:

Two-armed lift using squat



Assess and plan lift.
Stand with feet shoulder width apart over load.
Keep your natural spinal curves.



Look straight ahead.
Bend your knees by pushing your buttocks backward.
Try not to let your knees bend in front of your toes.



Get a good grasp of the object with both hands.
Bring the load close to your body and avoid twisting the upper body.

Ensure that your back is straight, keeping your natural spinal curves.



The buttocks and leg muscles are the largest and should be used when lifting.

Safe Lifting

General Guidelines for Your Workplace

1. Preparing to lift a load from floor height

- Assess the load. Is the load beyond your capabilities?
- Plan how to proceed.
- When lifting ensure a wide, steady base of support. Stand with your feet apart, either side and behind the load you are about to lift.
- Remember your posture. Try to keep your natural spinal curves.
- Look straight ahead.

2. Bending down to meet the load at floor height

- Bend your knees by pushing your buttocks backwards.
- Try not to let your knees bend in front of your toes.

3. Grasping the load

- Get a good grasp of the object.
- Hold the load close to your body.
- Tighten your stomach muscles as you begin the lift.

For more information, please contact the Recovre Group's Training and Consulting Team:

T: 1300 550 276

F: 1300 723 405

E: feedback@recovre.com.au

www.recovre.com.au

