



Health & Safety Procedures

Incident, Injury and Hazard Reporting

- **1. Procedure statement**

Mulgrave Combined Cricket Association (MCCA) is committed to the provision of a safe and healthy work environment for all officials, members, players, volunteers, contractors and visitors. Before matches and events a club official will complete Game Day & Training Checklist to identify risks. These are available through insurer and can either be done on a paper checklist or by using Insurers App. More information can be obtained at insurance broker site for MARSH <https://sport.marshadvantage.com.au/cricket/club/documents-information-facts>

MCCA will maintain records of all hazards, near misses, incidents and injuries for the purposes of minimising risk of injury and ill-health or the recurrence of an incident. Accordingly, all staff are expected to report hazards, near misses and incidents and managers are expected to address these in consultation with staff.

In doing so, this will ensure that MCCA complies with the requirements of the Occupational Health & Safety Regulations 2017, the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act).

2. Persons affected

All officials, members, players, volunteers, contractors and visitors.

3. Definition of terms

Hazard: something that has the potential to injure or harm people, property and equipment

Incident: an event that has the potential to or does lead to an injury or damage to property and equipment as result of losing control of a hazard

Near miss: any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so

Notifiable Incident: an incident for which you are legally required to notify Worksafe Queensland <https://www.worksafe.qld.gov.au/> Phone 1300 362 128.

Incidents that must be reported include those that result in:

- death
- a person needing medical treatment within 48 hours of being exposed to a substance



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- a person needing immediate treatment as an in-patient at a hospital
- a person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment).

COVID-19 incidents – Refer Field Sports <https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans>

You can find COVID-19 health advice on the Queensland Government website <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19> which includes the current status in Queensland and how to protect yourself and others.

If you are seeking clarification on a public health Direction or an enquiry about an exemption or have any questions, please call 134 COVID (134 268).

Visit Unite against COVID-19 for information about the Queensland Government response, including current requirements for social distancing, border closures and business restrictions.

4. Responsibility of officials, members, players, volunteers, contractors and visitors

- Report any hazard, near miss, incident or injury to club official.
- Club officials to report injuries to Queensland Cricket and Insurer MARSH
- Appropriate bodies including Worksafe Queensland to be notified of serious incidents.

Health and Safety Representative

- MCCA President will be primary representative but in conjunction with committee another representative can be appointed to form a Health & Safety Team.

Club Official / Committee

- Respond to hazard reports
- Investigate near misses and incidents
- Close all hazard, near miss and incidents reported to appropriate bodies and insurer
- Consult with the Health and Safety Representative with regard to incident investigation and risk control



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- Assist the injured/ill official, member, players volunteer, contractor or visitors and seek first aid medical attention if appropriate.
- Record hazards, identified near misses and incidents
- In the event of a serious incident, refer to WorkSafe Queensland site <https://www.worksafe.qld.gov.au/> Phone 1300 362 128

Health and Safety Team

- Provide support to club official / committee with risk control and injury management
- Retain records of notifiable incidents

5. Procedure

Hazard Reporting

- Hazards identified during day to day activity must be reported to the club committee / official. If the hazard can be remedied immediately appropriate action is to be taken.
- If a hazard requires greater investigation and the sourcing of risk controls, this should be recorded by the club committee and proposed risk controls identified in consultation with Health and Safety Representative.
- Hazards identified during formal inspections should be recorded with an action plan on the inspections checklist

Near Miss and Incident Reporting

All near miss / incidents should be recorded in incident reporting register.

If a person has been injured, the need for first aid should be assessed and action taken as appropriate.

If the near miss / incident is considered to be serious club committee / official should be contacted for advice.

The incident is deemed to be a "Notifiable Incident" and must be reported to WorkSafe if it resulted in:

- The death of a person or;
- A person requiring medical treatment within 48 hours of exposure to a substance or
- A person requiring immediate treatment as an in-patient or



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- A person requiring immediate treatment for
- The amputation of any body part or
- A serious head injury or
- A serious eye injury or
- De-gloving or scalping or
- Electric shock or
- A spinal injury or
- The loss of a bodily function or
- Serious lacerations

Notifiable incidents also include those involving

- collapse of a building structure (or partial collapse)
- implosion, explosion, or fire
- escape, spillage or leakage of any substance
- plant or objects falling from high places

If the incident is notifiable, the site of the incident is to remain undisturbed until a WorkSafe Inspector arrives on site or gives permission for disturbance.

The Head of Department/Unit Manager must report all notifiable incidents to WorkSafe via phone on 132 360 and then in writing within 48 hours by completing the [Worksafe Incident Notification Form](#).

The manager should undertake an incident investigation in consultation with the Health and Safety Representative and record the findings and recommendation within the VHIMS report of the incident

Complex investigations or investigations where there is uncertainty will be supported by the Club Committee.

COVID-19 incidents



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- From 28 July 2020, employers are required to notify WorkSafe immediately on becoming aware that an employee or an independent contractor or a contractor's employee has received a confirmed COVID-19 diagnosis and has attended the workplace during the infectious period.
- The infectious period begins on the date 14 days prior to the onset of symptoms or a confirmed COVID-19 diagnosis (whichever comes first), until the day on which the person receives a clearance from isolation from the Department of Health and Human Services.

Injury Reporting

- Any injury to officials, members, players, volunteers, contractors and visitors staff should be recorded within club register of incidents
- If a person has been injured the need for first aid should be assessed and action taken as appropriate

6. Reference documents (which may be referred to)

- The Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act).
- Occupational Health & Safety (Incident Notification) Regulations 2017
- Occupational Health and Safety Act 2004
- COVID-19 Field Sport Plan <https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans>

Insurance Programme Summary

The Cricket Australia National Club Risk Protection Programme ("The Programme") is a joint initiative of Cricket Australia and its State Bodies and has seen a number of benefits provided to cricket clubs throughout Australia. It is designed to save clubs time, effort and money and provide enhanced cover and services for the cricket community.

Coverage

This Programme provides coverage 365 days of the year with an annual renewal date of 30th June.

What's Covered



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In general, all cricket activities are covered. This includes matches, training, functions, meetings and the like (anywhere in Australia). The Programme provides competitively broad protection across the following areas:

<u>Public Liability*</u>	<u>Club Management Liability*</u>	<u>Personal Injury*</u>
Who is Covered?	Who is Covered?	Who is Covered?
All Australian Cricket Clubs, Affiliations and Associations participating within organised club competitions of each State and Territory including most club individuals.	All Incorporated Australian Cricket Clubs, Affiliations and Associations of each State and Territory.	Members of the Australian Cricket Discretionary Trust including players, umpires, volunteers etc.
Coverage Limits & Excess	Coverage Limits & Excess	Coverage Limits & Excess
General & Products Liability	Directors & Officers	Capital Benefits
\$50,000,000 (\$500 Excess)	\$10,000,000 (Nil Excess – in part)	\$100,000 maximum
Errors & Omissions	Employment Practices	\$250,000 maximum Quad/Para
\$10,000,000 (\$2,500 Excess)	\$10,000,000 (\$5,000 Excess)	Non-Medicare Medical
	Employee Theft	85% reimbursement
	\$1,000,000 (\$7,500 Excess)	Maximum \$5,000 per claim
		\$50 excess per claim
		Loss of Income
		Up to \$500 maximum per week
		<u>14 day elimination period^</u>
Insurer/Issuer	Insurer/Issuer	Insurer/Issuer
Liberty International Underwriters	Zurich Australian Insurance Limited	Australian Cricket Discretionary Trust Arrangement