

WORKPLACE HEALTH & SAFETY POLICY

At Fernwood Womens Health Clubs we believe we have a duty of care to provide a safe and healthy working environment for all employees. Employees also have a duty to act in a safe and healthy manner while at work and on the way to and from work. Please refer to the Fernwood Occupational Health and Safety Policy (or your club's OH&S Policy) for further information.

Report all accidents

If you do have an accident (even if there is no injury), you must report it immediately to your Club Manager or Club Coordinator where an incident, and or investigation, report must be filled out. It is a legal requirement that, if there is an injury, this report must be completed within 30 days of becoming aware of your injury.

First Aid

If you are not feeling well, or have hurt yourself, inform your Club Manager or Club Coordinator immediately. First Aid boxes are located in the Club, familiarise yourself with their location.

Workers Compensation

If you suffer a work-related injury or illness and receive medical assistance, and wish to make a claim for compensation, you must request a Work cover certificate from your Doctor, and complete a Workers Compensation form within 7 days of becoming aware of the injury.

Rehabilitation

Should you suffer a work related injury, every effort will be made to assist you to an early and safe return to work. We will arrange for consultation between you, your doctor and your Club Manager to ensure suitable duties are provided.

Correct Lifting Techniques.

The best cure for back problems is prevention, so you should use correct lifting techniques at all times. When lifting heavy weights, remember the principle: "Knees Bent and Back straight."

Wet and Slippery Floors.

Wet and slippery floors can be the cause of many serious accidents in the workplace. It's for this reason that we insist that all staff wear sensible footwear. To avoid accidents through slipping, watch out for water on the floors. Any spills should be mopped up immediately and wet floors should be sign posted.

Once Health and Safety becomes a natural part of our working day, take a moment to think about the environment too. Not only are we being economically responsible for our business, but also socially responsible for our future.

Turn off the air conditioner and all the lights at the end of the day. Group Fitness Instructors are also encouraged to turn off the lights at the end of their class (where there is no class immediately after).

Take the blinkers off for a minute and really consider your surroundings:

- Does it feel inviting?
- Does it smell fresh and clean?
- Are we being wasteful?

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Fernwood Womens Health Clubs recognises the importance of staff health and safety and is committed to providing a working environment that is safe and without risks to health. Recognising the hazards that may occur in the health and fitness industry, we will take every practicable step to provide and maintain a safe and healthy work environment for all employees.

Management seeks cooperation from all employees in realising our health and safety objectives and creating a safe work environment.

We will achieve this aim by:

- Providing and maintaining safe facilities, systems of work, access and exit from the workplace;
- Making and monitoring arrangements for the safe use, handling, storage and transport of substances;
- Providing adequate facilities to protect the welfare of all employees;
- Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner;
- Maintaining information and records pertaining to employee's health and safety.

Management:

- Will observe, implement and fulfil its obligations under Acts and regulations which apply to the health and fitness industry in addition to any general obligations;
- Will ensure that the agreed procedures for regular consultation between management and elected health and safety responsibilities are followed;
- Will make regular assessments of health and safety performance and resources in cooperation with those with designated and elected health and safety functions;
- Will ensure that all specific policies operating within Fernwood Womens Health Clubs – fire and explosion, purchasing dangerous goods, noise, training, first aid and systems of work – are periodically revised and consistent with Fernwood Womens Health Clubs overall health and safety objectives;
- Will provide information, training and supervision for all employees in the correct use of facilities, equipment and substances used throughout the Club; and
- Must be informed of incidents and accidents occurring on the premises or to company premises or to company employees so that health and safety performances can be accurately measured.

Employees:

- Have a duty to take all reasonably practicable steps for their health and safety and of others affected by their actions at work;
- MUST comply with the safety procedures and directions agreed between management and employees with nominated or elected health and safety functions;
- Must NOT wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of Fernwood Womens Health Clubs employees; and
- MUST in accordance with agreed Fernwood Womens Health Clubs procedure for accident and incident reporting, report potential and actual hazards to their elected health and Safety representatives.

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We are all equally responsible for the maintenance of all emergency facilities and procedures. In the event of an emergency situation, such as fire, yours and the members' welfare can only be assured through the following:-

1. A thorough emergency and evacuation plan;
2. Training, awareness and practice of the Club's emergency procedures and facilities;
3. Familiarity with the Club's Emergency Procedures.
4. The precise execution of trained procedures in the event of an emergency.

All employees should work together to constantly reinforce training and awareness of systems. Only constant evaluation and compliance to procedures will ensure success if we are ever tested.

- In any fire emergency the Club Manager/Franchisee shall be known as the Chief Fire Warden, she will have final and absolute authority for the Club, members and employees. She will be responsible for the decision to evacuate the immediate area of a fire or the entire club – pending arrival of the Fire Brigade;
- The Club Coordinator shall be known as Deputy Chief Warden, all other employees shall be known as Floor Wardens;
- NEVER use the elevators in an emergency situation;
- Your assembly area will be indicated on the Club's emergency procedures, please ensure you are familiar with the map and club emergency exits. Upon evacuation all members and staff are to be led to this area and remain there until further instruction from the Chief Fire Warden or Fire Brigade.

THE 6 BASIC STEPS IN A FIRE EMERGENCY:

1. **A**ssist any person in immediate danger, ONLY if safe to do so;
2. **C**lose all doors and windows;
3. **C**all the Fire Brigade - on 000
4. **A**ttack Fire, ONLY if safe to do so;
5. **E**vacuate to Assembly area - make sure you know where ALL your exits are.
6. **R**emain at Assembly area and ensure everyone is accounted for.