



ABN 63 176 530 563

*Trading as Sydney PC & Technology User Group*

## **HEALTH AND SAFETY POLICY**

Sydney PC User Group Incorporated's policy aim is to provide and maintain safe, healthy, sociable conditions for all members and invited guests whilst attending club activities. It is the duty of all members to familiarise themselves with the *NSW The Civil Liability Act* and with this Health and Safety Policy.

### **RESPONSIBILITIES**

**The Committee** has overall responsibility for Health and Safety and shall:

- Ensure that health & safety are regular agenda items at committee meetings.
- Implement regular health & safety inspections and reviews of the club's activities and meeting facilities.
- Provide suitable instructions and notices to be adopted in emergencies.
- Ensure that the club maintains adequate public liability insurance.

**All members** must:

- Co-operate in achieving a healthy, safe environment, seeking help from the Committee if necessary and take reasonable care of themselves and all other members.
- Immediately render any hazardous situation safe if possible and seek the help of other members if necessary.
- Report all hazards for remedial action to the Committee and, if appropriate, to the building's administration officer (SMSA) on level 3.
- Exercise care and use safe lifting practices when moving, lifting or assembling equipment or furniture.

### **TREATING MEDICAL PROBLEMS AND INJURIES**

- An emergency telephone is situated to the left of the lifts on level 1.
- First Aid kit is available in the kitchen on level 1.
- Accredited First Aid personnel should be available where possible.
- If a member becomes incapacitated, a committee member should advise their spouse or other appropriate person (as recorded in the membership database) of the incident and action taken and secure the member's personal property if necessary.
- All accidents and medical problems must be reported and recorded in the Accident Book kept in the club's storage cupboard.

**IN A MEDICAL EMERGENCY - RING 000 - ASK FOR AN AMBULANCE**

*Club Address: Level 1, 280 Pitt Street, Sydney near Bathurst St*

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