



**Australian United Sportdog
Clubs**
Inc No. INC9885659



AUSC Inc Member Induction & Club Policies

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Australian United Sportdog Clubs

Inc No. INC9885659



Welcome to Australian United Sportdog Clubs Inc

The Purpose of this Handbook

The purpose of this handbook is to provide you with an understanding of how health and safety is managed at Australian United Sportdog Clubs Inc and affiliate clubs.

A minimum set of standards and expectations have been established in the form of Policies and Procedures. These are summarised in this Handbook.

The details given in this book are supported by our Health & Safety Management System. This system is available to you if you require further information, and you will also be asked to participate in the formulation of new documents from time to time.

Read this handbook as part of your induction into Australian United Sportdog affiliate Clubs, and make sure you understand what is expected of you. If you are not sure, or need some further explanation, please ask your Club representative or the person responsible for conducting your induction.

Do this before you sign the Induction Record to indicate you understand and agree to comply with these policies and procedures.



Australian United Sportdog Clubs

Inc No. INC9885659



Health & Safety – A Shared Responsibility

The health, safety and wellbeing of our members and dogs is a high priority for Australian United Sportdog Clubs Inc. Our commitment is to ensure a safe, healthy and happy training environment for our members. You have a critical role in ensuring your own safety, your dogs safety and that of others.

Your induction program includes specific safety information relevant to your position.

Club specific inductions will also be provided on Club affiliate grounds and for events as required to ensure safety at that location.

Australian United Sportdog Clubs Inc affiliate clubs are required to abide by the law governing Health and Safety under the incorporations act, and in particular the Occupational Health and Safety Act 2000, Regulation 2001 and other related codes and regulations. In its simplest form, the Act requires Clubs to take all available steps to ensure no harm comes to any person as a result of AUSC Incorporated affiliate Club operations. It also places obligations on members, who must not do anything that may harm themselves or others.

To achieve compliance with the Act, all hazards must be identified and all steps taken to eliminate, isolate and minimise them. Members are a key part of this process.

Signed:.....
President AUSC inc

Health and Safety Policy

The Board Of Management of AUSC Inc are committed to providing a safe Dogsport activity culture amongst our members. We recognise the importance of maintaining a safe and healthy Dogsport environment for our members and for those around us.

To achieve this, our management team will assist Affiliate clubs & members to:

- comply with all relevant health and safety laws and regulations, industry Acts, Regulations and Codes of Practice;
- consult with members and their Club representatives in matters relating to Club ground safety;
- communicate and inform members and Affiliate Clubs in matters relating to Club ground safety;
- provide and maintain a safe training/event and community environment;
- implement mechanisms that allow all members to participate in the development of a safe Dogsport environment that is as risk-free as possible;
- identify hazards, assess risk, eliminate risk and initiate risk control measures;
- develop and maintain safe training practices;
- provide relevant training to ensure members are competent to carry out their nominated duties from time to time;
- provide adequate resources to ensure the health and safety of members, dogs, visitors and those around us;
- provide appropriate supervision to ensure any Dogsport activity is carried out in a safe and healthy manner;
- regularly review all health and safety systems to maintain their effectiveness.

The Board Of Management of AUSC Inc will ensure that regulatory requirements pertaining to safety matters under the H&S Act are complied with, communicated with member clubs and that appropriate training is provided by the member clubs as required. In saying this it is the responsibility of the individual AUSC Inc affiliate club to ensure they comply with the act.

Ultimately we strive to ensure that our members are provided with a Dogsport environment that is safe and healthy and protects our membership from potential injuries, and illnesses.

Communication and Consultation Policy

The Individual AUSC Inc Affiliate Clubs Board of management maintains ultimate responsibility for the H&S system provided by AUSC Inc.

We recognise that member consultation and participation in our safety system is vital and improves decision-making about health and safety matters within our club environment. Consultation is also included in the process of risk assessments and the development of our safe training practices.

Members of AUSC Inc shall be actively involved in the H&S system. Suggestions for change and improvements to policies, procedures or safe training practices are encouraged, through reporting to your club representative. Regular meetings to consult and inform club representatives on safety issues shall be conducted through club meetings.

Members shall be made aware of safety issues relating to their activities on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed. One of the following methods shall be used:

Direct notification – to alert members to H&S issues, changes to policies, procedures or safe training practices, recent incidents on club grounds.

Mail out – safety information may be conveyed through a mail out to members or via e mail.

Verbal contact – for more immediate safety concerns, members shall be contacted verbally.

Procedures for communication and consultation are maintained and reviewed as necessary with input from members. An issues resolution procedure shall also be maintained and reviewed, which allows for an agreed process of resolving H&S issues arising.

Communication and consultation with members is a significant aspect of our safe training culture.

We expect our members to be committed to working with their Club representative in order to effectively manage health and safety at their club. Members are encouraged to contribute to decisions that may affect their health and safety at their club grounds, through contact with their club representative and Club meetings.

Each Individual AUSC Inc affiliate club Board of Management shall work in conjunction with their members to review and update this, and other, policies and procedures

Fatigue Policy

As a part of AUSC's commitment to achieving a safe and healthy Dogsport environment for our members, and those around us, we recognise the importance of fatigue on the training ground. Fatigue can have a significant impact in terms of how training tasks are carried out, and could potentially pose a risk for our members and the general public. As such, we are continually updating our programs to identify and control fatigue.

All members are expected to be as well rested as possible prior to commencing training. Training Directors and Helpers shall take all reasonable steps to ensure that members are able to carry out their training without becoming fatigued. It is common practice for members to attend training after a long hard day at work therefore it is the responsibility of all members to monitor your co-member.

All members will be made aware of the effects of fatigue on undertaking their role safely. Members are also made aware of how to reduce fatigue and strategies that could be used to minimise fatigue.

Where members are required to participate for long periods standing, driving, or under stressful situations (national events, seminars, club trials, travelling to tracking grounds etc etc), strict guidelines for breaks and fatigue management shall be generated and discussed with those members.

Responsibility for implementation of this policy lies with the Individual AUSC Inc. affiliate club's Board of management. The BOM shall work in conjunction with its members to review and update this, and other, policies and procedures.

Alcohol and Other Drugs Policy

Australian United Sportdog Club's Inc is committed to achieving a healthy and safe working environment for our members. As such, Australian United Sportdog Club's Inc recognises that alcohol, drug or other substance abuse by members can have serious adverse effects on their own health and the safety of others. As such, all members must not:

- consume alcohol nor be under the influence of alcohol while training/trialing;
- use or possess illegal drugs at any Dogsport activity; nor
- drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances.

If a member suspects another to be affected by drugs or alcohol, they must inform the Club representative immediately. No member will be allowed to train or trial under the influence of drugs or alcohol.

Members undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their activities are required to report this to their club representative.

All issues pertaining to these matters shall be kept strictly confidential.

A breach of this policy may initiate appropriate action including the cancellation of membership.

Responsibility for implementation of this policy lies with the Individual AUSC Inc. affiliate club's Board of management. The BOM shall work in conjunction with its members to review and update this, and other, policies and procedures.

Bullying and Violence Policy

Club grounds bullying and violence are unacceptable and against the law.

AUSC Inc is committed to ensuring that bullying and club grounds violence does not occur amongst our members.

Bullying is considered to be repeated, unreasonable behaviour directed toward a member, visitor or competitor, that creates a risk to health and safety. It includes:

- verbal abuse
- excluding or isolating members
- psychological harassment
- assigning meaningless tasks unrelated to Dogsport
- giving members impossible assignments

- deliberately changing member duties to inconvenience particular members
- deliberately withholding information that is vital for effective training performance.

Violence is considered to be any incident where a person is physically attacked or threatened on the training grounds, whether by a co-member or visitor. It includes:

- striking, kicking, scratching, biting, spitting or any other type of direct physical contact
- throwing objects
- attacking with knives, guns, clubs or any other type of weapon
- pushing, shoving, tripping grabbing
- any form of indecent physical contact.

Bullying and violence as described above is not tolerated.

Responsibility for implementation of this policy lies with the Individual AUSC Inc. affiliate club's Board of management. The BOM shall work in conjunction with its members to review and update this, and other, policies and procedures.

A breach of this policy may initiate appropriate action such as loss of membership.

Smoking Policy

AUSC Inc is committed to providing a safe and healthy training environment. Smoking is not permitted on AUSC Inc Club Grounds. The following rules must be adhered to:

Smoking is prohibited in enclosed areas e.g club house, equipment storage room.

Smoking is prohibited in areas where chemicals are stored, and in and around other fire hazard areas.

Smoking is prohibited on all council sporting premises.

Responsibility for implementation of this policy lies with the Individual AUSC Inc. affiliate club's Board of management. The BOM shall work in conjunction with its members to review and update this, and other, policies and procedures.

Rehabilitation / Return to Training Policy

AUSC Inc is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to training program for injured members.

AUSC Inc affiliate club's are committed to:

- prompt injury notification
- communication and consultation with all parties to develop an appropriate return to training program
- accountability and responsibility for injury management being clearly understood
- provision of suitable meaningful activities during the return to training process, and

- dispute resolution as required.

AUSC Inc affiliate clubs will ensure the following positive approach in meeting these objectives, including:

- early reporting of injuries
- appropriate and timely medical intervention and return to training planning
- provision of suitable resources and productive duties for the injured member
- positive support and encouragement during the rehabilitation process
- review of incidents and accidents to seek preventive measures and continuous improvement.

Responsibility for implementation of this policy lies with the Individual AUSC Inc. affiliate club's Board of management. The AUSC Inc affiliate clubs BOM shall work in conjunction with it's members to review and update this, and other, policies and procedures.

Privacy Policy

Australian United Sportdog Clubs Inc collects personal information in compliance with the National Privacy Principles to the extent required by the Privacy Act 1988 (and amendments). Only information that is necessary for the business activities of the Organisation shall be collected.

Australian United Sportdog Clubs Inc understands and respects the confidential nature of, and the importance of keeping personal information and only discloses such information with the permission of the member or as per AUSC Inc policies and procedures or to Government and regulatory authorities as legally required.

All personal information is retained in a secure environment and all reasonable precautions are taken to prevent unauthorised access to, or disclosure of, personal information.

Persons requiring access to their personal information can do so via the AUSC Inc Secretary, who shall comply in accordance with National Privacy Principles.

If the person is of the opinion that their personal information is not correct, complete or up-to-date, this can be amended through the AUSC Inc Secretary.

End this Section.

HEALTH & SAFETY PROCEDURES

Club Induction (including Site Grounds Induction) & Training(H&S)

There are two parts to your induction:

1. AUSC Inc Affiliate Club Induction
2. Site Grounds Induction

1. CLUB INDUCTION

Positions Allocation

Positions shall be allocated to members based upon the:

- skills and training of members;
- specific requirements of the work to be undertaken; and
- specific member requirements (e.g. medical conditions, licences, permits)

Club Induction

This handbook provides you with AUSC Inc affiliate club induction relating to:

- policies
- club procedures
- safe training practices
- methods of communication and consultation

Site Grounds Induction

This will be provided on site/s and shall include:

- training site grounds communications
- training site grounds hazards and risk controls
- emergency planning
- site safe training practices

Training(relating to a safe training club environment)

You shall be provided with training on safety related aspects of your activities. This training may take place on the job or in a more formal setting.

After training, if necessary, you will be supervised to ensure you are capable of undertaking the tasks required of you.

2. SITE INDUCTION

Each time you enter and train or trial on a new training field you will be inducted onto that site.

Induction shall cover:

- Reporting responsibilities
- Safe training practices relevant to the activity
- Site grounds emergency systems (including emergency contacts, location of exits, site emergency procedures, fire fighting equipment, alarms)
- Amenities (such as toilet/washroom facilities, rest/meal areas, first aid facilities, parking areas)
- Site hazards (such as noise, machinery, lighting etc)
- PPE requirements
- Site communication systems (eg radio's, phones)

Induction Process

At some locations you may also be required to undergo a specific induction which is a requirement from most local council's or the property owner, as well as the regular AUSC Inc affiliate club induction.

Induction to a Construction Site

Should a site(training ground) where you are training be under construction, then you shall be required to undertake a site induction as specified by the construction industry and Regulation 2001. You must also undertake our AUSC Inc affiliate club site induction as described above.

Refresher Induction

If you think you require a refresher induction or further training before training or competing on a site, please inform your Club representative.

End this Section.

Hazard Identification, Risk Assessment & Risk Control Procedure

Hazards that may occur on club grounds need to be identified, assessed and controlled to prevent injuries occurring.

A risk assessment then needs to be developed for all potentially hazardous Dog Training and trialing activities.(normal training activities, seminars, Major events)

In addition, each individual club training ground shall undergo a site risk assessment prior to the commencement of a new AUSC Inc affiliate club taking part in Dogsport activities (see example Site Risk Assessment and Control Plan). You may be requested to be part of this process.

You will be trained in the hazard identification and risk assessment procedure by your Club representative.

If you require a complete Risk Management Procedure, refer to the AUSC Inc H&S manual or ask your Club representative for a copy.

End this Section.



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SITE RISK ASSESSMENT AND CONTROL PLAN

CLUB NAME
SITE LOCATION
CLUB REPRESENTATIVE CONTACT DETAILS
SITE ASSESSMENT CONDUCTED BY
DATE OF SITE ASSESSMENT

SERVICES PROVIDED

DOG SHOW/EVENT National Event Club Trial Seminar Training

CANTEEN/AMMENITIES Refreshments Food Toilets Shelter Other

EQUIPMENT A Frame 1 Metre Jump Dumbbells 6 Hides Helper Equipment Other

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Use the Risk Assessment Table below to assess the risk of harm to the health or safety to members or spectators.

<u>WHAT CAN HARM YOU / STAFF</u>	<u>RISK SCORE</u>			
ELECTRICAL (bare wires, cords on ground/in wet areas/un-tagged)	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
MANUAL HANDLING (lifting, carrying, restraining)	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
BODILY FLUID CONTACT (contact with other persons /Dogs bodily fluid)	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
FATIGUE (heavy work loads, repetitive tasks, boredom)	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
EXPOSURE (chemical, hot or cold environments)	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
NOISE (music, starter pistol, equipment, dogs barking)	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
SLIP, TRIP, FALLS (slippery floors, uneven surfaces, obstacles)	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
STRUCK BY VEHICLES (car parks, traffic control)	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
FIRE / EXPLOSION / CHEMICAL LEAKS	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
VEHICLE ACCIDENTS (breakdowns, driver error, other	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme

motorists)				
FALL FROM HEIGHT (walkways, pits, balconies, stages)	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
DOG BITE (visitors with dogs, stray dogs)	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
DOG FIGHT	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
OVER EXPOSED TO WEATHER	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
OTHER _____ N/A _____	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
OTHER _____ N/A _____	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
OTHER _____ N/A _____	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input type="checkbox"/> High	<input type="checkbox"/> Extreme

Risk Assessment Table

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	2
Likely	1	(1)	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	4	4	4
Rare	2	2	3	4	4

1=extreme risk 2=high risk 3=medium risk 4=low risk

COMMUNICATIONS REQUIRED

- Radio UHF Radio Mobile Phone Satellite Tracking PA System
 Other

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED

- Uniform Plain Clothes Safety Boots Joggers High Visibility Clothes / Vest
 Hat Sunscreen Safety Glasses Wet Weather Equipment
 Helper Equipment Hearing Protection Other: Torch

EQUIPMENT REQUIRED

- CCTV First Aid Kit Extinguishers/Fire Fighting Equipment
 Torch Communications
 Report Book Pen / Pencil Other: S.T.P.S; S.O.P's

AMENITIES REQUIRED

- Toilets (Male/Female) Water (cool clean supply) Refreshments
 Rest Breaks (indicate frequency): 5hrs Seating Rest Area Wash Up Area
 Canteen/Eating / Dining Overnight Accommodation Other: _____

ADDITIONAL CONTROLS

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Audit Overview

This section is to be used if hazards are identified:

Comments:

Club name: _____ Date/...../.....

Club Representative print name: _____ Date/...../.....

Club Representative Signature: _____ Date/...../.....

Suggested Review Date:...../...../..... Actual Completion Date:

Safe Training Practices

Safe training practices are developed to ensure that activities undertaken by AUSC Inc affiliate club members are performed in a safe, efficient and consistent manner. These may be developed where:

- Practices need to be determined and members trained.
- Documented systems need to be in place for the benefit of members.
- It is identified as a risk control strategy, following a risk assessment.
- Specified by AUSC Inc and AUSC Inc affiliate clubs to ensure systems are in place and communicated.
- Considered necessary by AUSC Inc Board of Management.
- Safe Training Practices shall be documented on the Safe training Practice form.

STP's shall identify the following (as a minimum):

- Instruction on how to undertake the activity for a particular task
- PPE requirements
- Safety considerations (ie hazards and controls)
- Communications between persons and areas
- Training / experience requirements

Your responsibility is to follow the STP provided by the AUSC Inc affiliate club and to participate in the development of new STPs when requested.

As part of your induction you will be provided with and trained in the relevant STPs for your activities.

Where STPs are specific to your training ground (site specific) you will additionally be trained in these practices.

End this Section.



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Personal Protective Equipment

During your day-to-day training activities you may be exposed to hazards that require you to use personal protective equipment.

Examples of these hazards include:

- heat and cold
- solar radiation
- dust
- noise

When PPE is required, it is usually supplied by the club. It is a requirement that you wear this PPE for the specific situations for which it is supplied.

You will be provided with instruction and training in the use of this PPE. Please ensure you maintain it in a clean and operative condition.

Examples of PPE include:

- Appropriate footwear
- Scratch Pants
- Hearing Protection
- Gloves
- Wet Weather Clothing
- Sleeve
- Sun Screen lotion

Clothing and Skin Protection

Members are expected to take reasonable precautions against exposure to the elements. Long trousers and long-sleeved shirts are recommended. Caps or sun hats are also recommended.

Sun block (factor 30+) should be supplied for all members undertaking outdoor work.

It is your responsibility to notify your Club representative if you believe there is an additional requirement for PPE that you have not been informed of.

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Amenities

Facilities are provided for your welfare and personal hygiene needs.

In most circumstances, these amenities will belong to the club grounds, however you will be notified of the arrangements that have been made for you to use these facilities.

The following amenities will be available at an AUSC Inc affiliate club grounds.

- Toilets
- Seating
- Canteen area
- Drinking Water
- Washing Facilities

It is your responsibility to notify your Club representative if you believe the amenities supplied for your use are not satisfactory.

Remote/Isolated training/tracking areas

In remote and/or isolated training/tracking locations/situations, you may be exposed to additional risks due to the location of the ground. In these situations you may be unable to readily summon assistance in the event of injury, illness, violence or other emergencies. Always train with other members. A risk assessment should be undertaken for your benefit see your club representative.

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Maintenance of AUSC Inc Affiliate clubs Equipment

You will be provided with training equipment by the AUSC Inc affiliate club in good working order.

It is your responsibility to check this equipment prior to the start of your training session, to ensure it is working properly and safe for you, your dog and other members. Where there is a problem, your Club representative should be notified and a suitable replacement provided.

It is your responsibility to report any damaged or malfunctioning equipment to your Club representative immediately.

Sharps and Body Fluids

You will be provided with training and/or instruction on how to deal with situations where you may come into contact with sharps or body fluids.

Ensure you are aware of the following guidelines:

- Do not pick up any used syringes or needles, clothing exposed to body fluid (such as blood) or other like hazardous material
- Notify your club representative immediately.
- Open cuts/wounds must be effectively bandaged and protected from infection before going out on a training field.
- Do not reach into things (eg rubbish bins) where you cannot then see your hands/fingers. Never pick up a sharp with your bare hands.

If you sustain an injury from a syringe or are exposed to body fluid, you should:

- Administer first aid as appropriate and seek further medical assistance

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- Report to your Club representative as soon as possible, and ensure that the syringe is kept for testing
- Ensure that appropriate vaccination is undertaken (if not vaccinated against Hepatitis B).
- HIV screening is recommended and counselling should be provided during this period.
- If the syringe or body fluid is known to be infectious with a blood borne disease, appropriate procedures and treatment will be recommended by the treating doctor.
- If your duties include providing first aid treatment or handling blood or body fluid, it is your clubs responsibility to provide thorough training in how to carry out these tasks safely, including training in the hazards of blood or body fluid contacted diseases. Suitable personal protective equipment will be provided.
- It is your responsibility to inform your Club representative if you notice a syringe or potential spill that needs to be cleaned up.

Violence and Aggression

It is important for you to be aware of the early signs of aggression and what action, if any, is to be taken if someone becomes aggravated.

Some behaviours members need to be aware of and report to their club representative:

- identifying verbal threats and intimidation
- recognising the potential for violence in a situation
- verbal and non-verbal clues to violence
- using pacifying words and body language to defuse violent situations

In the event of perceived danger, you must contact police, and withdraw to a position of safety if all other safe attempts have failed to diffuse a situation.

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It is your responsibility to inform your Club representative of any incidents of an aggressive or violent nature, or if you believe you have been in a potentially dangerous situation.

Manual Handling

Injury from manual handling is a serious concern. Typical injuries that might occur include sprains, strains, back pain etc. As such AUSC Inc affiliate clubs shall ensure that all members have appropriate knowledge of manual handling hazards and their controls and supervision with respect to manual handling issues.

Types of activities that lead to manual handling injuries might include:

- manually handling a dog
- bending to place or retrieve objects positioned below waste height
- lifting weights over 20kg frequently(jumps, A frame)
- continuously working at levels that require bending over
- pushing, pulling or dragging heavy loads
- holding a powerful dog
- setting up Jump & A frame
- carrying awkward or heavy loads
- lifting from the ground or low shelves
- performing helper work

All tasks that might involve a manual handling risk shall be identified, assessed and controls put in place.

You may be required to participate in the process of identifying, assessing and controlling manual handling risks. When changes to tasks are identified due to manual handling concerns you will be informed of these changes and the controls put in place.

Avoiding Injury

Members undertaking Dogsport activities are expected to be generally fit. Daily exercise is encouraged. This will aid in the avoidance of injury when carrying out your training routines.

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Members need to be aware of their own limitations when lifting, pushing, pulling, carrying or dragging objects. As a general rule, members should not attempt to manage a weight greater than 1/3 of their own body weight. This, of course, is also subject to your fitness, age and many other individual factors. Use this measure as a guide ONLY.

Electrical Safety

AUSC Inc and affiliate clubs strive to maintain an environment free from electrical safety hazards by ensuring:

- all electrical equipment and leads are in good condition and inspected, tested and tagged as specified in AS/NZS 3760:2003
- leads that pass through doorways or across traffic areas are protected
- double adaptors and piggy back leads are NOT used – use approved sub boards only
- all electrical outlets where portable electrical equipment may be connected are protected by Residual Current Devices (RCD's) or Earth Leakage Circuit Breakers (ELCB's) either on the switchboard, at the socket supply or by using a portable device.

Members of AUSC Inc and affiliated clubs shall not tamper with, or in any way interfere with, electrical wiring, installations, apparatus or equipment used at any club grounds.

If you are required to undertake a risk assessment of a new or changed club ground, you must check to ensure electrical safety.

It is your responsibility to report any electrical hazards to your Club representative.

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Fire, Evacuation and Emergency Preparedness

As part of your Club training ground induction, you shall be informed of specific fire, evacuation and emergency procedures. In many instances, this information (along with training) must be provided by the property owner.

Evacuation

You should follow any instructions given to you by the club representative and/or emergency services representatives in the event of an evacuation.

You must evacuate a dwelling when:

- a fire alarm or an evacuation alarm is activated
- it is hazardous to life to remain
- instructed to evacuate by a member of an emergency service (such as fire brigade, police, state emergency services)
- instructed to evacuate by a member of the emergency response team (e.g. Building Emergency Fire Warden)

The following instructions must be followed when evacuating a site:

- walk quickly and directly - DO NOT RUN
- DO NOT stop to collect personal possessions
- turn off power and gas if possible to do so
- close doors (but do not lock), shut down plant and equipment before evacuating to limit the spread of fire, smoke and water damage
- if you see other people not evacuating, call out to them to evacuate but do not stop moving toward the exit yourself
- obey all instructions from emergency response personnel
- DO NOT use lifts in the event of a fire or if there is risk of fire

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Emergency Preparedness

There will be an Emergency Preparedness Plan displayed at your Club training ground. These Plans take into account all aspects of a likely emergency and provide planned responses.

Ensure you know the location of the Emergency Preparedness Plan. If you cannot locate this, contact your Club representative immediately.

In the case of an emergency evacuation, after evacuation, you must notify your Club representative and complete an incident report.

First Aid

Your AUSC Inc affiliated Club will provide you with access to First Aid facilities, services and supplies at your club training grounds.

TRAINING IN A NON-REMOTE / NON-ISOLATED SITUATION

Usually you will have access to the Club house first aid kit, or the AUSC Inc affiliated club will supply a kit to be kept on the premises.

TRAINING IN A REMOTE / ISOLATED SITUATION

Most AUSC Inc affiliated club members conduct tracking training at different locations. A nominated member should have in their car a specialized first aid kit designed for remote locations.

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Working Safely in Heat

If there is a likelihood that heat may cause a potential hazard, you will be notified of this, and trained in the processes to be followed.

Heat stress may occur as the result of a heat wave or simply a very hot day.

There are six major factors involved:

- temperature
- humidity
- movement of air
- radiant temperature of surroundings
- a person's clothing
- physical activity

Heat stress can cause:

- increased sweating
- depletion of the body's fluid
- heat intolerance
- tiredness
- irritability
- inattention and muscular cramps

It is your responsibility to notify your Club representative if you think there is a risk of heat stress whilst training on club grounds..

Noise

Exposure to unsafe noise levels on the training field is a hazard. Many clubs may expose you to noise in the form of dogs barking or gun noise used to condition the dogs. Unsafe levels of noise can lead to noise-induced hearing loss or tinnitus (constant ringing in the ears).

You will receive training (where necessary) regarding noise, its effects and the use of appropriate controls.

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Noise Identification

As a part of the Site Risk Assessment, AUSC Inc affiliate clubs shall identify if there is a risk to you from exposure to noise. You might be asked questions to help the club ascertain if there is a potential noise hazard.

Minimising Exposure to Noise

Where it has been determined that noise is a hazard, control measures shall be put in place. You will be notified and trained in these controls.

Example of controls that might be applicable, depending upon the situation are:

- Re-location of members to a position where noise levels are not high
- Rotation of members between noisy and quieter locations on club grounds
- Provision of protective hearing devices

It is your responsibility to notify your Club representative if you think you are being exposed to unacceptable noise levels.

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Traffic Management

Traffic Control

Before commencing any activity near traffic, identify and assess the risks and hazards and develop control measures using the Site Risk Assessment and Control Plan Form.

A traffic control plan needs to be developed and the control measures shall be evaluated to ensure they are effective and that new hazards are not created. If required, you will receive training on how to undertake this task.

Provision of Personal Protective Equipment

The site risk assessment shall identify conditions likely to affect your health and safety, and shall be conducted before commencing any training activity. Arrangements for the provision and use of appropriate personal protective equipment shall be made.

You must wear high visibility clothing when involved in this work. Safety vests or garments worn at night or in poor light conditions should have retro-reflective silver tape front and back. E.g Events or trials when dark

Hazardous Substances and Dangerous Goods

Given the areas that some clubs are training in, you may come in contact with (although not directly use) hazardous substances or dangerous goods as part of your training ground environment. In such instances provision of suitable training and awareness shall be provided to you, as appropriate to the circumstance. Where there is a risk of any dogs being exposed to Hazardous materials, Training MUST immediately cease.

If there are hazardous substances or dangerous goods present(maybe in a separate enclosure), this will be established as part of the initial Site Risk Assessment.

The AUSC Inc affiliate club will ensure that where there is use of chemicals, Material Safety Data Sheets (MSDS) are on hand and in close proximity to the chemical being used/stored. Where such chemicals are deemed hazardous or dangerous you will receive training.

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You will be made aware of the availability of MSDS's and emergency planning such as manifests for fire authorities as needed.

It is your responsibility to notify your Club representative if you think there is a hazardous substance or dangerous good on your training ground that has not been identified.

Accident & Incident Reporting and Investigation

Accident Reporting and Investigation – Internal

All accidents, injuries and incidents must be notified to your club representative immediately. An Incident/Accident Report Form (see sample) shall be completed either by the member or the Club representative in consultation with the member involved.

The AUSC Inc affiliate club will investigate accidents and incidents as appropriate. All serious accidents and or incidents must also be reported to AUSC Inc as soon as practical whether involving dog or not.

End this Section.

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INCIDENT / ACCIDENT REPORT FORM

This form is to be completed by the Managing Director or employee as soon as possible after an accident or incident occurs.

Reported by		Location	
Site		Incident time/date	___ am/pm ___ / ___ / ___

Types of accidents

Give further details:

<input type="checkbox"/> Injury to employee requiring hospitalisation	
<input type="checkbox"/> Injury to employee requiring medical treatment	
<input type="checkbox"/> Injury to employee causing death	
<input type="checkbox"/> Accident involving violence	
<input type="checkbox"/> Accident involving plant/equipment	
<input type="checkbox"/> Accident involving vehicle/s	
<input type="checkbox"/> Legal action/Statutory Reporting required	
<input type="checkbox"/> Media Involved	
<input type="checkbox"/> Other	

Brief description of accident (facts only, don't speculate on who may be at fault)

Details of immediate response

Injured Person Details

Last name		First name	
Witness name		Witness phone	
Work location		First aider	

Injury details

Severity of injury	<input type="checkbox"/> Home	<input type="checkbox"/> Doctor	<input type="checkbox"/> Hospital	<input type="checkbox"/> Near Miss
	<input type="checkbox"/> Return to work	<input type="checkbox"/> Medical treatment	<input type="checkbox"/> First Aid treatment	
Part of body	<input type="checkbox"/> Head	<input type="checkbox"/> Leg	<input type="checkbox"/> Trunk	<input type="checkbox"/> Arm
	<input type="checkbox"/> Ear	<input type="checkbox"/> Foot	<input type="checkbox"/> Neck	<input type="checkbox"/> Back
	<input type="checkbox"/> Internal organ	<input type="checkbox"/> Finger	<input type="checkbox"/> Toe	<input type="checkbox"/> Shoulder
	<input type="checkbox"/> Eye	<input type="checkbox"/> Hand	<input type="checkbox"/> Knee	
Nature of injury	<input type="checkbox"/> Fracture	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Sprain	<input type="checkbox"/> Concussion
	<input type="checkbox"/> Amputation	<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Superficial	<input type="checkbox"/> Bruises
	<input type="checkbox"/> Burn	<input type="checkbox"/> Skin irritation	<input type="checkbox"/> Other	
Caused by	<input type="checkbox"/> Bacteria/virus	<input type="checkbox"/> Environmental agency	<input type="checkbox"/> Chemical	<input type="checkbox"/> Animal/human agency
	<input type="checkbox"/> Fixed Machinery	<input type="checkbox"/> Mobile plant/ transport	<input type="checkbox"/> Powered equipment	<input type="checkbox"/> Non powered equipment

Actions Required

Signed:

Date:



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End this Form.

Rehabilitation / Return to Training

AUSC Inc and Affiliated clubs are committed to the timely and appropriate rehabilitation and return to training of injured members. It is a requirement that AUSC Inc is notified of all injuries immediately.

Treating Doctor

If you are injured, you shall be responsible for nominating a treating doctor, who will then co-operate with the development/implementation of a return-to-training program. Where you do not nominate a doctor, the AUSC Inc affiliate club representative shall nominate one.

Involving a Rehabilitation Provider

Should it become evident that you are not likely to resume your pre-injury training or cannot do so without changes to the club training grounds or the training practices, the following steps shall be taken:

- the AUSC Inc Affiliate Club representative will consult with it's insurers, and treating doctor
- the member will honour terms specified on joining the AUSC Inc affiliate club.
- they will discuss the need to involve an accredited Rehabilitation Provider to assist with the development and monitoring of a Return to training Plan.
- an agreement will be reached.

Disputes

The AUSC Inc affiliate club representative will attempt to resolve any disputes by consulting with members, the Rehabilitation Provider and the treating doctor. If the dispute cannot be resolved the insurer will be contacted for advice.

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Member Responsibilities

Members are expected to keep the AUSC Inc affiliate club informed of their recovery progress, the rehabilitation plan and appointments as required. Members are also expected to participate in their return to training and rehabilitation plans as required.

Issue Resolution

It is the responsibility of the AUSC Inc affiliate club in conjunction with the H&S representative to resolve H&S issues as and when they arise with members. The following procedure shall be followed.

Step 1 Problem or Issue

Where a member identifies a H&S problem or issue they should raise it with the AUSC Inc Club representative, who shall make note of the issue raised.

Step 2 Actioning the problem/issue

The problem or issue shall be dealt with as soon as possible after being raised. Where it cannot be rectified immediately, then a solution shall be implemented as soon as practical. At a minimum, interim measures should be put in place to prevent any adverse consequences until such time the issue can be satisfactorily resolved.

Step 3 Unsatisfactory Response

If the issue has not been satisfactorily resolved and may be life threatening, the member or AUSC Inc may stop training activity being carried out until further discussions are undertaken and the problem resolved.

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Step 4 Dispute

If no further action occurs, then the member may consider the situation in dispute make contact with AUSC Inc. An AUSC Inc representative may cancel the affiliate clubs membership.

Step 5 Outcome

Solutions will be monitored for effectiveness as well as being passed on to relevant members for their information. All actions and outcomes shall be recorded by AUSC inc.

Proof of Induction

I have been inducted in the AUSC Inc & AUSC Inc affiliate club H&S System. I understand my obligations and responsibilities for this system as outlined in this manual.

I understand the compliance with the requirements of this manual is a condition of my membership and in signing this Induction Manual I agree to abide by the conditions and processes outlined in this document.

I agree to follow safe training practices and report any hazards to my Club representative or H&S representative.

Date:

Club:

Print name :

Sign:

End this Section.

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