



Drouin Dragons Soccer Club (DDSC) Work Health & Safety (WHS) Policy & Procedure

Version	Date	Author	Review
1.0	20/02/2025	contact.drouindragons@gmail.com	21/02/2026

Purpose

To provide a safe and healthy sporting club environment at DDSC for players, spectators, volunteers, coaches and officials. This policy encourages everyone to take a role in accident / incident prevention at DDSC.

Application

The Work Health & Safety Policy applies to all volunteers at the Club, Members, as well as the Club Executive and General Committees.

Definitions

DDSC	Drouin Dragons Soccer Club
GSL	Gippsland Soccer League

Policy Statement

DDSC is committed to keeping all people associated with the club safe and to managing any accidents and /or incidents in a manner which minimises harm to individuals and the organisation.

Procedure

- DDSC will adhere to all safety related directives from Football Victoria, Gippsland Soccer League and the Executive Committee e.g. heat policies, head injury policies
- DDSC promotes fair play in accordance with the rules of the sport and adheres to the state government's Victorian Code of Conduct for Community Sport 2010
- The DDSC Executive Committee communicates policy contents to members on our website encouraging everyone to take a role in accident prevention
- DDSC will outline Work health and Safety at the commencement of the season for all Committee members, coaches, first aid representatives, team managers etc. which will include information on how to report accidents / incidents
- Everyone involved with DDSC is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting to an Executive Committee Member
- Accidents, incidents and near misses occurring will be documented on the Continuous Improvement register including the actions undertaken by Club personnel. This register will be kept by the Secretary and will be regularly viewed by the Executive Committee to inform risk management strategies required
- The DDSC Secretary will provide for anyone who sees a hazard, is involved in an incident or provides First Aid, a form to complete, to record relevant details for DDSC WHS records.
- DDSC will provide volunteers who work in the Kitchen, Bar and Canteen, with a WHS Induction and Standard Operating Procedures to ensure safe work in these areas.
- Young workers who volunteer in the Kitchen, Bar and Canteen will be supervised at all times.
- The minimum age to volunteer/work in the DDSC Kitchen, Functions, or Canteen is **15 years of age**

- The minimum age to volunteer/work in the Bar is **18 years of age**
- DDSC will only use accredited coaches and will require Working with Children Checks, which are compulsory for all volunteers who are likely to have unsupervised contact with minors
- DDSC will check Working with Children Check status of all coaches and volunteers prior to the season commencement as per DDSC Child Safety Policy
- DDSC officials will inspect playing surfaces and goals to determine safety prior to play including the removal of any temporary hazards
- DDSC aims to have first aid equipment and adequately trained volunteers available for competition and training
- DDSC will maintain a record of first aid representatives willing to support the Club and the team with which they are associated
- DDSC will replenish first aid kits and sunscreen prior to season commencement and replace any items out of date
- In the case of an accident occurring where there are no trained personnel present, DDSC representatives will act on the side of caution and will seek medical assistance, or ambulance support
- DDSC encourages all coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, SunSmart, and injury management practices
- DDSC coaches will ensure that players utilise personal safety equipment and that general playing equipment is well maintained
- Collection of emergency contact details from members occurs at Registration. Team databases to be provided to a chosen official for each team e.g. Coach, Team Manager
- The DDSC Committee reviews policy statements prior to the commencement of the season and amends / develops where necessary
- DDSC is a smoke-free organisation and does not permit smoking in or around the Pavilion, Pitches or in vehicles used to transport players. DDSC will adhere to the GSL Smoking Policy
- DDSC will regulate and promote responsible consumption of alcohol at the Club by ensuring that only Responsible Serving of Alcohol (RSA) trained people operate the bar
- DDSC will offer Responsible Serving of Alcohol Training to people intending to operate the bar prior to the commencement of the season
- DDSC will adhere to the GSL Alcohol Policy

Related documents

- DDSC Volunteer Policy
- DDSC Code of Conduct
- DDSC Child Safety Policy
- Incident Report Form
- Hazard Report Form
- First Aid Treatment Form
- DDSC Continuous Improvement Register
- DDSC WHS Induction
- DDSC Standard Operating Procedures
- Gippsland Soccer League Rules of Competition, which contain details of Heat policy, Head Injury policy, Alcohol policy, Smoking policy