



Vasse Soccer Club

Occupational Safety and Health Policy

PURPOSE

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

POLICY

Vasse Soccer Club (VSC) is committed to keeping all people associated with the Club, safe and to managing any accidents and /or incidents in a manner which minimizes harm to individuals and the organisation.

POLICY STATEMENTS

- VSC will adhere to all safety related directives from Football South West, Football West and Football Australia e.g. Inclement weather and Safeguarding;
- Everyone involved with the Club is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting;
- VSC will ensure Working with Children Checks are obtained by those that require it;
- VSC aims to have first aid equipment adequately available;
- VSC coaches and committee will ensure that general playing equipment is well maintained, if not sure they will ensure they are replaced or repaired as required;
- VSC will take direction from the game referees about the safety of playing surfaces
- Accidents, incidents and near misses occurring will be documented on an accident register including the actions undertaken by Club personnel. This register will be kept by the Secretary and will be regularly viewed by the Committee to inform risk management strategies required (Appendix A or B);
- VSC promotes fair play in accordance with the rules of the sport and adheres to the Football South West and Football West Code of Conduct and Playing Rules;

- VSC is a smoke-free organisation and does not permit smoking in or around the fields;
- VSC 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 and support the policies that allow it to be a Good Sports Club; and
- VSC encourages all coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, SunSmart, and injury management practices.

PROCEDURES TO SUPPORT MEMBER SAFETY

- The Committee reviews policies as required for the individual policy, but as minimum every three years;
- The Committee communicates policy contents to members through the Club website and beginning season parent information package encouraging everyone to take a role in accident prevention;
- Collection of emergency contact details from members occurs at Registration and via team managers. Team data bases to be provided to a chosen official for each team e.g. Coach, Team Manager
- Development of a record of first aid representatives willing to support the Club and the team with which they are associated;
- Replenish first aid kits prior to season commencement and replace any items out of date;
- Determine who accidents and incidents should be reported to for the season, communicate the procedures and provide reporting forms to team officials;
- Check Working with Children Check status of all coaches prior to the season commencement; and
- Maintain the accident register.

FOOTBALL WEST INSURANCE

Through player registration players are insured for Sport Insurance, although private individual health insurance is encouraged as a top up. VSC will not allow anyone to play in a team unregistered, and will follow the registration process rules as set out by Football South West.

The following weblink describes the insurance policy offered by Football West.

[Insurance | Football West](#)

The below link describes the process for making an insurance claim for an injury sustained during a Football Southwest event.

[Claims Gateway](#)

Created/Reviewed	Name of Creator/Reviewer	Endorsed By	Updates/Version
05/2026	B McRae	T Petais, L Webb	End of 2027 season

Risk assessment matrix

Please use the following Risk Assessment Matrix to support the reading and understanding of the Vasse Soccer Club Safety Risk Assessment. To be read in conjunction with the VSC Safeguarding Matrix.

Grade: Combined effect of Likelihood/Seriousness				
	Seriousness			
		Low	Medium	High
Likelihood	Low	3	3	2
	Medium	3	2	1
	High	2	2	1

Recommended actions for grades of risk	
Grade	Risk mitigation actions
1	Intolerable risk level – immediate action is required
2	Tolerable risk level – actions should be taken to minimise or eliminate risk
3	Acceptable level - no action is needed unless grading increases over time.

**Use the risk rating table to assess the level of risk for each job step.

		Likelihood				
		1	2	3	4	5
Consequence		Rare The event may occur in exceptional circumstances	Unlikely The event could occur sometimes	Moderate The event should occur sometimes	Likely The event will probably occur in most circumstances	Almost Certain The event is expected to occur most circumstances
1	Insignificant No injuries or health issues	LOW	LOW	LOW	LOW	MODERATE
2	Minor First aid treatment	LOW	LOW	MODERATE	MODERATE	HIGH
3	Moderate Medical treatment, potential LTI	LOW	MODERATE	HIGH	HIGH	CRITICAL
4	Major Permanent disability or disease	LOW	MODERATE	HIGH	CRITICAL	CATASTROPHIC
5	Extreme Death	MODERATE	HIGH	CRITICAL	CATASTROPHIC	CATASTROPHIC

Risk rating of Seriousness:

Low risk: Acceptable risk and no further action required as long as the risk has been minimised as far as possible. Risk needs to be reviewed periodically.

Moderate risk: Tolerable with further action required to minimise risk. Risk needs to be reviewed periodically.

High risk: Tolerable with further action required to minimise risk. Risk needs to be reviewed continuously.

Critical risk: Unacceptable risk and further action required immediately to minimise risk.

Catastrophic: Unacceptable risk and urgent action required to minimise risk.

VASSE SOCCER CLUB RISK ASSESSMENT

#	Risk (including any identified 'triggers')	Impact (Identify consequences)	Assessment of Likelihood	Assessment of Seriousness	Grade (combined Likelihood and Seriousness)	Action	Responsibility of Actions	Date of Review	Status update
1	Road close to edge of pitch	Players may run straight onto the road chasing a board	M	M	2	Educate parents of danger	Coaches Team managers	Reoccurring	Coaches and parents risk discussed . Parent information booklet discussed this risk
2	Taking cash at BBQ	Cash could get stolen	M	M	2	Establish and enforce game day policy for collection of excess cash from gate keepers to reduce the amount of cash they are	Treasure	End of Each season	Cash box checked at hourly in
3	Player collision , player head hitting the ground	Concussion Head injury	H	H	1	Coach awareness and understanding of concussion protocols	President Coaches	End of Each season	Develop concussion protocols ; educate coaches

4	Extreme weather during games	Excessive wind and rain	M	M	3	Work with referees and FSW on forecast	President Football South West GM	As per Football Soth West review	N/A
5	Poor field conditions	Poor pitched conditions, water logged, muddy	M	H	3	Check pitches each week	Referee President	Before every game day	N?A
7.	Toilets in isolated location	Players unsupervised and out of line of sight; safeguarding risk	L	H	1	Educate parents on risk	President	Yearly	City of Busselton moving toielts
8	Even grounds from car park to playing fields	Risk of slips and falls	L	L	3	Educate people on walking	President	Every game	Make COB aware
9	Aggressive spectator behaviour	Assault, Aggressive conduct	M	L	3	Educate people that this will not be tolerated Use spectator signs	Committee	Every game	NA
10	Food contamination at BBQ	Food poisoning	L	L	3	Use of gloves Food handling checklists Hand washing statement	People on canteen	Every game	NA
11	Burns from BBQ	Medical treatment	L	L	3	BBQ use checklist	People on canteen	Every game	NA

APPENDIX A

Hazard Report Form

This form is for reporting hazards, complete this form if you notice a hazardous situation. Rectify the hazard immediately if you can do so and report what action you have taken. If unable to rectify the hazard, state what action you recommend and give this report to _____.

1. Details of person reporting hazard	
First Name:	Surname:
Location:	
Position:	Phone (M)

☐ Employee

☐ Contractor/Volunteer

☐
Visitor

2. Identify the hazard		
Date hazard identified:	Time hazard identified:	am / pm
Location of hazard – if external give the nearest room:		
Describe the hazard:		
Why/how is it a hazard:		

3. Assess the risk

The risk rating is based on the combination of likelihood, consequence, and amount of exposure to a hazard.

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious?			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

Severity – is a measure of an injury, illness, incidents or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.

Likelihood – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.

Consequences Table

1 and 2	Extreme risk: consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise risk.
3 and 4	Moderate risk: determine controls that are reasonably practicable to minimise the risk.

5 and 6	Low risk; manage by routine procedures.
---------	---

4. Corrective Action Plan - How do you recommend hazard is controlled?

Please use the Hierarchy of Controls to complete this corrective action plan, give priority to the hazard being eliminated.

1. Eliminate 2. Substitute 3. Engineering Control 4. Administrative Control 5. Personal Protective Equipment

Actions recommended to be taken	By Whom	By When

Consultation with work colleagues, management and other affected parties will assist in identifying effective controls. Do not identify a person to action an item unless you have spoken with them.

Manager/Supervisor to Complete:

5. Have the control measures been implemented?

☐ YES Date: ☐ NO

Provide comments on action taken to remedy the hazard or proposed actions

Signature:

Email Hazard Report form to:	1. WHS Reps 2. Line Manager	Date Sent:	
------------------------------	--------------------------------	------------	--

WHS Rep Comments

Provide comments on action to remedy the hazard or proposed actions

Signature:

WHS Compliance Comments

Provide comments on action to remedy the hazard or proposed actions

Signature:				
Is referral to senior management required?	☐ Yes	☐ No	Date Referred:	To Whom:



FOOTBALL WEST INCIDENT/HAZARD REPORT

Name of person completing this report	
Job Title	

INCIDENT DETAILS

Type of incident Medical Incident Property Damage Lost/found Property Unauthorised Entry Maintenance Safety Hazard/Near Miss Other	
Date of incident	
Time of incident	am/pm
Exact location of incident	
Details of incident	
What were <i>the</i> consequences of the incident?	
What action has been taken to prevent occurrence?	

Name of person involved in the incident
Status (eg. Public, Staff, Official, other);
Contact Details. Mobile
Address

Witnesses (if any)- Name and contact
details

Signature of person making report _____ Date / /

Please email all reports to Lydia Booth at Lydia.booth@footballwest.com.au