



VQ Workplace Health and Safety Policy

Policy:	Workplace Health and Safety		
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Approved by:	VQ Board		
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1. Purpose

Volleyball Queensland (VQ) is committed to providing a safe and healthy environment for all workers, volunteers, participants, contractors, and visitors. This Policy establishes the framework for managing workplace health and safety across all VQ operations, including office based activities, sporting events, competitions, camps, and programs.

This Policy ensures VQ meets its obligations under the Work Health and Safety Act 2011 (Qld) and demonstrates the organisation's commitment to eliminating or minimising risks to health and safety so far as is reasonably practicable.

2. Scope

This policy applies to:

- All workers engaged by VQ including employees, contractors, volunteers, and board members;
- All participants in VQ activities including athletes, coaches, referees, officials, volunteers and administrators;
- All visitors to VQ premises or events; and
- All workplaces under VQ's management or control, including office premises, indoor volleyball venues, beach volleyball venues, competition and event locations, training



camps and development programs, regional program delivery sites, and any other location where VQ conducts activities.

VQ acknowledges its coordination responsibilities with external venue operators and contractors in relation to shared work health and safety duties and risk controls. This is particularly relevant for beach volleyball events and activities conducted at external venues not under VQ's direct management or control.

3. Legislative Framework and Compliance

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Workers' Compensation and Rehabilitation Act 2003 (Qld)
- Human Rights Act 2019 (Qld)
- Anti-Discrimination Act 1991 (Qld)
- Associations Incorporation Act 1981 (Qld)
- Sporting Organisations Award 2020 (MA000082) and Miscellaneous Award (MA000104)
- Child Safe Organisations Act 2024 (Qld)
- Volleyball Australia National Integrity Framework

4. Definitions

The following table outlines the key health and safety management areas and the activities VQ has implemented within each area. These activities form the foundation of VQ's approach to managing health and safety across all operations and demonstrate the organisation's commitment to meeting its duties under the Work Health and Safety Act 2011 (Qld).

Term	Definition
Employee	Any person who carries out work for VQ in any capacity, including employees, contractors, subcontractors, volunteers, work experience students, and labour hire employees.
Officer	A Board member or person who makes or participates in making decisions that affect the whole or a substantial part of VQ's operations, as defined in the Work Health and Safety Act 2011.
PCBU	Person Conducting a Business or Undertaking. VQ is a PCBU under the Work Health and Safety Act 2011.
Reasonably Practicable	What is or was at a particular time reasonably able to be done in relation to ensuring health and safety, taking into account relevant matters including likelihood of hazard or risk occurring, degree of harm, what the person knows or ought reasonably to know about the hazard or risk, and availability and suitability of ways to eliminate or minimise the risk.
Hazard	A situation or thing that has the potential to harm a person.
Risk	The possibility that harm might occur when exposed to a hazard.
Incident	An unplanned event resulting in or having potential for injury, ill health, or damage.
Notifiable Incident	A serious incident requiring notification to WorkSafe Queensland, including death, serious injury or illness, or dangerous incident.
Due Diligence	The proactive steps taken by an officer to ensure VQ complies with its work health and safety duties and obligations.

5. Principles

VQ is committed to the following principles in managing workplace health and safety:

- Health and safety are a shared responsibility requiring active participation from all levels of the organisation;
- Elimination of hazards is the preferred control method, followed by minimisation of risks so far as is reasonably practicable;



- Workers and participants have the right to a safe working environment and the responsibility to work safely;
- Early reporting of hazards, incidents, and injuries enables prompt remedial action;
- Consultation with workers and their representatives is essential for effective health and safety management;
- Continuous improvement through regular review, monitoring, and adaptation of health and safety practices;
- Compliance with legal obligations is the minimum standard, with VQ striving for best practice in health and safety management;
- Prevention is preferable to reactive responses, with proactive identification and control of risks prioritised; and
- Health and safety considerations are integrated into all decision making processes, planning, and operational activities.

6. Roles and Responsibilities

6.1. Board of Management

The Board of Management, as officers under the Work Health and Safety Act 2011, must exercise due diligence to ensure VQ complies with its health and safety duties.

This includes:

- Acquiring and maintaining knowledge of work health and safety matters relevant to VQ's operations;
- Understanding the nature of VQ's operations and associated hazards and risks;
- Ensuring VQ has and uses appropriate resources and processes to eliminate or minimise risks;

- Ensuring implementation and monitoring of processes for receiving and responding to information about incidents, hazards, and risks;
- Ensuring VQ has appropriate processes for complying with duties and obligations under work health and safety legislation;
- Verifying the provision and use of resources and processes through review and monitoring;
- Approving and reviewing this Policy and associated procedures at least every two years;
- Support the CEO with notifiable incidents to WorkSafe Queensland; and
- Ensuring adequate insurance coverage is maintained.

6.2. Chief Executive Officer

The Chief Executive Officer is responsible for:

- Demonstrate visible leadership and commitment to health and safety;
- Ensure adequate resources are allocated for health and safety management;
- Ensure health and safety is considered in strategic planning and decision making;
- Establish and maintain consultation with workers;
- Report to the Board on health and safety performance and incidents; and
- Ensure notifiable incidents are reported to WorkSafe Queensland.

6.3. Competitions & Events Manager

The Competitions & Events Manager is responsible for:

- Ensure development and implementation of health and safety procedures across all operations;
- Monitor compliance with this Policy and relevant legislation;
- Identify, assess, and control hazards and risks within operational areas;

- Ensure workers receive appropriate information, training, and supervision;
- Coordinate health and safety training and induction programs;
- Conduct workplace inspections and hazard assessments;
- Investigate incidents and implement corrective actions;
- Maintain health and safety records and documentation;
- Liaise with WorkSafe Queensland and other regulatory bodies as required or directed by the CEO;
- Coordinate emergency response procedures and drills;
- Consult with workers on health and safety matters; and
- Ensure leads, coordinators and officers understand and fulfil their health and safety responsibilities.
- Ensure that all personnel engaged in the delivery of school programs and Schools Cups events hold current Working with Children clearances (Blue Cards) as required under the Working with Children (Risk Management and Screening) Act 2000 (Qld); and
- Ensure child safe practices are embedded in the planning and delivery of all events and programs involving participants under 18 years of age, in accordance with VQ's obligations under the Child Safe Organisations Act 2024 (Qld).
- Ensure compliance with applicable industrial instruments, including the Sporting Organisations Award 2020 and the Miscellaneous Award, in relation to rostering, shiftwork arrangements, and maximum hours of work.

6.4. Participation, Pathways and High Performance Manager

The Participation, Pathways and High Performance Manager is responsible for:

- Overseeing health and safety planning and risk management for representative team camps, travel programs, and development activities;



- Ensuring appropriate supervision arrangements are in place for all participants, including athletes, coaches, and officials, during camps and representative travel;
- Ensuring all personnel working with children in camps and travel programs hold current Working with Children clearances (Blue Cards) as required;
- Implementing VQ's obligations under the Child Safe Organisations Act 2024 (Qld) in relation to participation programs, pathways activities, and high performance programs;
- Ensuring child safe practices are embedded in the planning and delivery of programs involving participants under 18 years of age;
- Reporting any incidents or reportable conduct allegations arising in the context of camps or travel to the CEO; and
- Ensuring coaches, officials, and team managers participating in representative programs receive appropriate health and safety briefings.

6.5. Employees and Volunteers

All employees and volunteers are responsible for:

- Take reasonable care for their own health and safety;
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of others;
- Comply with reasonable instructions, policies, and procedures;
- Use personal protective equipment as instructed;
- Report hazards, incidents, injuries, and near misses promptly;
- Cooperate with health and safety initiatives;
- Not wilfully or recklessly interfere with or misuse anything provided for health and safety; and
- Participate in health and safety training and consultations

6.6. Volunteers, Coaches, Referees, and Officials

Volunteers and other participants in VQ activities must:

- Follow all health and safety instructions and procedures;
- Use equipment safely and as intended;
- Report hazards and incidents to VQ staff;
- Take reasonable care for their own safety and the safety of others; and
- Participate in relevant health and safety briefings.

7. Health and Safety Management

The following table outlines the key health and safety management areas and the activities VQ has implemented within each area. These activities form the foundation of VQ's approach to managing health and safety across all operations and demonstrate the organisation's commitment to meeting its duties under the Work Health and Safety Act 2011 (Qld).

Management Area	Activities in place
Risk Management	<ul style="list-style-type: none"> • Identification of hazards across operations and activity types • Assessment of risks associated with identified hazards • Implementation of control measures following the hierarchy of controls • Regular review and monitoring of control measure effectiveness • Documentation of risk assessments and control measures • Identification and management of psychosocial hazards, including workload, fatigue, workplace conflict, and other factors that may affect psychological health and safety, consistent with VQ's Fatigue Management Policy and any other relevant policies.
Consultation and Communication	<ul style="list-style-type: none"> • Establishment of consultation mechanisms with employees • Workplace health and safety meetings • Provision of accessible health and safety information • Mechanisms for employees to raise health and safety concerns

Management Area	Activities in place
Training and Competency	<ul style="list-style-type: none"> • Induction training for all new employee covering health and safety responsibilities and key information • Role specific training for employees conducting higher risk activities • Role-appropriate WHS training is delivered to all staff, including casual employees, in accordance with VQ’s WHS operational procedures • Where appropriate refresher training on emergency procedures and safe work practices is conducted • Verification of qualifications and competencies for specialised roles • Training records maintained
Incident Management	<ul style="list-style-type: none"> • Prompt reporting of all incidents, injuries, and near misses • Immediate response to incidents including first aid and emergency services • Investigation of incidents to identify root causes • Implementation of corrective actions to prevent recurrence • Notification to WorkSafe Queensland for notifiable incidents • Maintenance of incident records and registers
Emergency Preparedness	<ul style="list-style-type: none"> • Development and maintenance of emergency response procedures • Identification of emergency contacts and resources • Regular emergency drills and exercises • Provision of first aid equipment and trained first aiders • Communication of emergency procedures to all workers and participants
Monitoring and Review	<ul style="list-style-type: none"> • Regular workplace inspections and audits • Analysis of incident data and trends • Review of health and safety performance indicators • Continuous improvement initiatives based on findings • Review of this Policy and associated procedures

Note: The specific operational activities, responsibilities, tools, and documentation associated with each management area above, including incident report forms, incident registers, risk assessment templates, and role-specific responsibilities, are set out in VQ’s supporting operational procedures. This Policy establishes the framework and commitments; the procedures specify how those commitments are implemented in practice.

8. Specific Operational Considerations



VQ recognises distinct health and safety requirements across different operational environments:

- Office Based Operations - Health and safety management for office based work is addressed through the Office Based Operations Procedure, covering workstation ergonomics, building safety, and general office hazards.
- Sport and Event Operations - Health and safety management for sporting activities, competitions, camps, and events is addressed through the Sport and Event Operations Procedure, covering venue safety, participant injuries, environmental factors, equipment management, and staff and volunteer safety.

9. Breach of Policy

Failure to comply with this Policy may result in:

- Retraining;
- Performance management action;
- Disciplinary action up to and including termination of employment;
- For volunteers, suspension or termination of volunteer engagement; and
- Reporting to appropriate authorities where legal obligations are breached.

Breaches involving serious or wilful disregard for health and safety will be treated as serious misconduct.

10. Review

This policy will be reviewed every two years, or earlier following legislative or governance changes, or operational changes within VQ.

11. Related Policies and Documents

This policy is to be read in conjunction with:

- Office Based Operations Procedure
- Sport and Event Operations Procedure



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- Events Risk Assessment and Risk Management Plan
- Fatigue Management Policy
- Time in Lieu Policy
- Code of Conduct