

DUTY OF CARE DECLARATION

The safety and well being of all members of the Australasian Touring Caravan, Motorhome and Camping Club Inc. (ATCM & CC Inc.) is considered to be of utmost importance.

ATCM & CC Inc. is committed to ensuring members' safety through risk management initiatives aimed at whatever practical, eliminating or reducing conditions and practices that could cause injury or endanger health and well-being.

ATCM & CC Inc regards health and safety as a top priority.

What ATCM & CC Inc. will do:

- Identify risks at Club Get-Togethers or other Club-approved events and where appropriate take action to eliminate or reduce them.
- Provide information to members to assist understand potential injury risks.
- Ensure that first aid facilities are available at Get-Togethers or other Club-approved events.
- Provide leadership by setting a good example of commitment toward health and safety compliance.
- Promptly investigate all reported accidents and incidents and take remedial action where appropriate.
- Enforce all relevant Club regulations and State and Federal laws that might apply.
- Ensure regular safety inspection of members' vehicles and caravans, presented at Club Get-Togethers or other Club-approved events, are conducted.

Your responsibility as a member:

- Co-operate with Club policies and programs to ensure everyone's health and safety.
- Conduct yourself in a healthy and safe manner and follow all safe methods.
- Use all vehicles, caravan and other equipment in accordance with manufacturer's safety instructions or other identified work practices.
- Immediately at a Get-Together or other Club-approved event report what you consider unsafe practices or conditions.
- Report all injuries and incidents immediately to the first aider and/or Get-Together safety warden.
- Where possible, attend all safety learning opportunities that might be conducted at Get-Togethers or approved events.
- Not interfere with or misuse things that have been provided for your health and safety at Club Get-Togethers or approved Club events.

Fire

In the event of fire:

Club member/warden should:

- Alert all persons nearby and request assistance
- Assist any person in immediate danger (only if safe to do so)
- Close the door(s) if applicable to contain the spread
- Call the Fire Brigade on “000” and notify the Club President/Secretary
- Extinguish the fire if safe to do so
- If a threat to life exists, evacuate area immediately, closing all doors, if applicable
- Check that all areas have been cleared and inform the Club fire warden
- Control the movements of people to the evacuation assembly area
- Maintain control of persons at the evacuation assembly area

Gas Leakage

Warden/Club member should:

- Notify the President or Secretary
- Isolate the gas supply at the source (if safe to do so)
- Notify the fire brigade by dialling “000” and requesting assistance
- If the leakage is indoors, shut down air conditioning to prevent spread of any flammable and/or toxic gases.
- Remove all ignition sources (if safe to do so)
- Turn off electricity supply
- Report to the President any actions taken
- Control the movement of occupants to the evacuation assembly area (if required)
- Remain at the evacuation assembly area until further advised by emergency services
- If the spill is inside a building, ventilate to the open air if possible
- Notify all persons in the building or area of the spill to evacuate, under instructions from the Club Warden (ensure evacuation assembly area is upwind)

And

If the spill is a suspected flammable material:

- Remove any ignition source
- Evacuate all persons in immediate danger under instructions from the Club Warden (Ensure evacuation area is 200 metres clear of building)
- Do not attempt to re-enter affected areas
- Control the movement of occupants to the evacuation area (if required)

Remain at the evacuation assembly area until advised by emergency services.

Hazardous Materials

In the event of a hazardous material spill the Club should:

1. If the spill may give off toxic fumes:

- Call the fire brigade on “000” and notify the Club Warden.
- Provide as much information about the hazardous materials as possible
- If the spill is inside a building, ventilate to the open air if possible.
- Notify all persons in the building or area of the spill to evacuate, under instructions from the Club Warden (ensure evacuation assembly area is upwind)

And

2. If the spill is a suspected flammable material:

- Remove any ignition source
- Evacuate all persons in immediate danger under instructions from the Club Warden (ensure evacuation area is 200 metres clear of building)
- Do not attempt to re-enter affected area
- Control the movement of occupants to the evacuation area (if required)
- Remain at the evacuation assembly area until advised by emergency services
- Provide as much information about the hazardous material as possible.

Bomb Threat

In the event of receiving a telephone bomb threat:

The recipient should keep the caller talking (**do not hang up at any time**), and note as many details as possible on the Bomb Threat Checklist.

Import details include:

1. Exact wording of threat
2. Location of the device
3. Time of detonation
4. Sex and other details of caller, such as estimated age.
5. Details of speech, accent, delivery and background noises.

Action to be taken by call recipient:

- Complete Bomb Threat Checklist (**DO NOT HANG UP PHONE**)
- Notify the emergency control personnel who will notify the police by dialling “000” – but do not say anything that may encourage irrational behaviour.
- *The emergency control organisation will take any further action required.*

Action to be taken by emergency control personnel:

- Ensure the Club Warden is notified immediately
- Do not do or say anything that may encourage irrational behaviour
- Warden (chief) will organise the emergency control personnel to conduct a search based on available information.
- Search to be conducted systematically, concentrating on the most likely places
- Ensure that all doors and windows are opened
- Do not touch any suspicious object found
- Emergency control personnel should report to Warden after completion of search
- If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.

If a suspected explosive object is found:

1. Do not touch
2. Clear the area
3. Notify emergency Warden immediately
4. Follow the directions given
5. Prevent all persons from entering the area where the device is located.

Medical Emergency

In the event of required medical assistance:

Club members or other accredited officials should –

- Check for any threatening situation and remove or control (if safe to do so)
- Remain or ensure a responsible person remains with the casualty and provide appropriate support
- Notify first aid personnel
- Notify the Warden (chief)
- Notify the ambulance service by dialling “000”
- Designate someone to meet the ambulance at the camping venue main gateway and direct it to the location of the casualty

Note:

- Provide support and appropriate assistance
- Arrange so that the casualty is not left alone
- Do not move the casualty unless they are exposed to a life threatening situation.

Personal Threat

Persons affected or persons nearby should:

- Notify the Club Warden
- Notify the police by dialling “000” and requesting assistance
- Do not say anything that may encourage irrational behaviour
- Alert any other emergency control personnel in your vicinity

- Initiate action to:
 1. Restrict entry to the building, or area of incident, if possible.
 2. Confine or isolate the presence from building occupants, or area, if possible

- Report to Club Warden regularly regarding the status of occupant safety
- Evacuation should be considered (only if safe to do so)

Have as many people as possible write a comprehensive “Description of the Offender”.

Harassment Policy

- ATCM & CC Inc. is committed to, at all times, an environment that is free from any forms of harassment.
- Harassment causes distress and anxiety and can be detrimental to the overall well-being of the Club
- Any incident of harassment will be regarded very seriously and may be grounds for disciplinary action.
- Difficulties can arise in determining what behaviour goes beyond the boundaries of what is acceptable
- Members should be careful not to risk being misunderstood.
- Remember, that some people find particular types of behaviour offensive when others would not.
- Behaviour must be always considered from the point of view of the recipient.
- Innocent intention, or being under the influence of alcohol or drugs, is no defence against either sexual harassment (under Commonwealth Discrimination Act (1984) sexual harassment is illegal) or bullying.
- Harassment may take many forms and may involve more than one individual.
- Harassment can range from extreme forms such as oral abuse (assault bullying) or even ignoring a member (isolation, not communicating).
- People who bully sometimes make counter-claims of bullying against the complainant.
- In most cases the Club will make effort to resolve any complaints informally through discussion.
- Members cited may be asked to reflect on their behaviour and the possibility that they might be at fault, whether consciously or not. A simple discussion arbitrated by a Club senior officer between the complainant and harasser may set matters right.
- It should be noted that any member making mischievous complaints may have disciplinary action taken against them.

The following are general examples of some forms harassment or bullying may take:

- Personally offensive oral comments.
- Smutty jokes.
- Unwelcome intrusion.
- Exclusion from social events.
- Comments teasing about a person's personal life.
- Persistent unwelcome personal invitations.
- Stares and leers.
- Offensive hand or body gestures.
- Physical contact such as patting, touching or putting an arm around a person's body.

Alcohol/Drugs Policy

Purpose:

To acknowledge the ATCM&CC Inc's responsibility and duty for the health and safety of its members at Club get-togethers or other Club approved events.

Scope:

This policy applies to all members and other persons attending Club get-togethers or other Club approved events.

Club Obligation:

Under common law and statute law it is the duty of the Club to protect its members at any Club sanctioned event or gathering at any place from effects caused by members affected by alcohol/drugs.

Club Policy:

1. The Club requires members consuming alcohol at a Club approved event or gathering sanctioned by the Club to exercise all possible care for their own health and safety and that of fellow members.
2. The Club will not make excessive amounts of alcohol available at a Club sanctioned event or get-together.
3. The Club does not condone excessive use of alcohol or any drugs, prescribed, legal or illegal at any Club get-together or event of any kind.
4. Members must not arrive at a get-together or any kind of Club sanctioned event in any condition that is influenced by consumption of alcohol/drugs to the extent that their judgement may be impaired. Members so impaired may be asked to absent themselves from the get-together or event.

Vehicles & Equipment:

Any driver of a vehicle with a gross vehicle mass of over 15 tonnes or a bus seating more than 12 people (including driver) must have a 0.00 blood alcohol concentration.

The Club requires that all plant and equipment which is Club property such as petrol-driven electricity generators, which has potential for physical danger, must only be operated by a member with a 0.00 blood alcohol concentration.

Medication:

Any member who uses drugs prescribed by a medical practitioner and who believes the prescribed medication may adversely affect or impair their ability to safely perform a duty as directed by the Club or a Club Official must inform the Club/Official of the member's legal requirements to not perform the duty.

Accident or Injury:

Members at a Club sanctioned event or get-together of any kind who are involved in an incident or accident while under the influence of alcohol/drugs or who have consumed alcohol/drugs while performing a duty as directed by a Club or Club Official, should be aware that Club benefits may be nullified.

Should a Club member at a Club sanctioned get-together or event of any kind have a vehicle accident and be tested over the relevant blood alcohol content limit, the Club obligations as far as they go, will not apply. The member will be fully responsible for their own actions and all damages caused by them to their own and to other's property and costs.
