



Club Safety Plan



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Author's Note

Occupational health and safety issues are important in any workplace. Lack of planning and neglect of safety concerns can result in death, serious injury, and incapacitation. Unfortunately in our industry, lack of resources and limited management staff makes implementing a comprehensive and detailed Safety Plan a challenging endeavor.

The material in this handbook is based upon OSHA requirements, guidelines, and recommendations for workplace safety. It is detailed and complex. Individual clubs must carefully analyze their situation and requirements in designing their own safety plan. As with any large, complex issue, it may be best addressed by incremental implementation with priority given to those areas where the club may be at greatest risk.

State Departments of Labor and OSHA have websites with extensive information and resources regarding occupational health and safety issues and most offer assistance and consultation to help businesses design and implement safety plans.

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I – CLUB SAFETY STATEMENT

Of the many responsibilities facing club managers and supervisors, none is as important as maintaining the health and safety of our members, their guests, and our employees.

To this end, it is incumbent upon each of us to ensure the safety of those areas of the operation directly under our control. This must be done by conducting regular safety inspections, identifying and correcting safety hazards in a timely manner, properly training employees, establishing a high degree of safety consciousness in the organization, analyzing all jobs for inherent safety hazards, preparing plans to deal with emergencies, and collecting and analyzing safety benchmarks.

While the club has designed a standardized Safety Plan, it is up to each department head to implement the program thoroughly. Additionally, the club will appoint a Safety Director to oversee implementation of the Safety Plan. In all matters of health and safety, the Safety Director has the full backing and support of the General Manager. We expect complete cooperation in all phases of plan implementation and maintenance. Unresolved questions, concerns, and problems will be brought to the attention of the Safety Director or General Manager.

In matters of safety we expect nothing less than the dedicated professionalism you devote to your other duties. Together, we can ensure a healthy and safe environment for all who enter our premises. Thank you in advance for your cooperation and assistance.

II – CLUB SAFETY PLAN

POLICY

It is the policy of the club to provide a safe and healthy work environment for all members, guests, and employees.

CLUB SAFETY PLAN

The club is vitally concerned with the safety of employees, members, and guests. To ensure the safety of all, the club has established a Club Safety Plan and will appoint a Club Safety Director whose responsibility it is to ensure the implementation of the program.

III – CLUB SAFETY ORGANIZATION AND RESPONSIBILITIES

GENERAL MANAGER RESPONSIBILITIES

The General Manager has ultimate responsibility and authority to ensure that the club provides a safe environment for members, guests, and employees.

Further, the General Manager is responsible for appointing a Safety Director who is charged specifically for developing and implementing the Safety Plan and ensuring the ongoing safety of club premises and work practices. Other safety related responsibilities include:

- Maintaining oversight of the Safety Director's efforts.
- Ensuring the development of a safety "consciousness" among all management and supervisor staff.
- Being actively involved in safety issues, supervisory training, and hazard discovery and correction.
- Ensuring proper maintenance of all furniture, fixtures, equipment, and machinery.
- Monitoring and analyzing safety benchmarks.
- Ensuring thorough investigation of all accidents and determination of corrective action.
- Meeting all OSHA and local health and safety requirements.

MANAGEMENT RESPONSIBILITIES

Managers and supervisors must meet the following responsibilities:

- Identify any safety hazards in their areas of responsibility.
- Analyze departmental positions for inherent safety hazards.
- Modify work practices or work spaces to reduce hazard risks.
- Ensure proper training of employees in all matters relating to safe work practices and work environment.
- Cooperate with the Safety Director in conducting routine safety inspections.
- Correct all deficiencies noted in such inspections in a timely manner.
- Investigate and analyze accidents to determine unsafe condition and causes of accidents.
- Promptly and properly complete Accident Reports when necessary.
- Enforce safe work practices, special safety requirements, and the use of safety clothing, equipment, and protective devices.

APPOINTMENT OF CLUB SAFETY DIRECTOR

The General Manager will appoint a Club Safety Director in writing. The individual selected for this position will be a respected member of the management team, be aware of health and safety issues, and be committed to ensuring a safe and healthy work environment for all employees.

The appointed individual will assume the duties and responsibilities of Safety Director in addition to his or her other assigned duties.

SAFETY DIRECTOR RESPONSIBILITIES

It is the Safety Director's responsibility to implement the Safety Plan. This program specifies safety policies, procedures, practices, and training to ensure a safe workplace.

In regards to safety issues and the Safety Plan, the Safety Director reports directly to the General Manager and will provide quarterly Safety Reports on the status of the program's implementation, any particular safety concerns, and difficulties encountered in maintaining a safe working environment. Further, in regards to safety issues, the General Manager has delegated authority to the Safety Director to advise and counsel employees, including department heads, regarding the requirements of the Safety Program.

Once created and implemented, the program will be monitored and updated as necessary by the Safety Director. Budgeting and planning for any special safety features, programs, equipment, supplies, or training materials will be developed by the Safety Director and presented to the General Manager for approval.

Specifically, the Safety Director is responsible for:

- Developing and implementing the Safety Plan.
- Chairing the Safety Committee; ensuring it meets on a regular basis and that meeting minutes are prepared and kept on file; ensuring the safety committee fulfills its duties and responsibilities in a thorough and professional manner; recommending appointment of Safety Committee representatives to the General Manager; and keeping the General Manager informed of all significant safety committee actions.
- Providing Quarterly Safety Report, CRI Form 666, to the General Manager by the 10th of April, July, October, and January.
- Training supervisors on health and safety issues, accident prevention, accident investigation, how to properly fill out safety forms, and how to maintain a safe and healthy work environment.
- Reviewing all accident reports; ensuring that corrective action is proposed and implemented.
- Ensuring hazard control by routine departmental safety inspections and maintaining a Hazard Control Log, CRI Form 665, for all identified hazards.
- Conducting annual Club Safety Plan review to ensure the plan effectively addresses all health and safety issues at the club.
- Tracking and analyzing all accident, injury, and illness data.
- Ensuring all hazardous materials are identified and that Material Safety Data Sheets (MSDSs) are available for all identified materials.
- Establishing and maintaining a thorough communication system for health and safety issues.
- Fostering proper health and safety attitudes among all employees.
- Ensuring proper recordkeeping of all health and safety records.
- Ensuring proper entries are made on the OSHA 300 Log and First Report of Injury; posting the Summary of Work-Related Injuries and Illnesses, OSHA Form 300A, in a timely fashion.
- Reporting club health and safety benchmarks to the Controller on a monthly basis for inclusion in the Executive Metrics Report.

The General Manager is responsible for oversight of the Safety Director and ensuring that all duties and responsibilities are properly discharged.

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