



Safety Policy & Procedures

Lesser Hall,
82 Cambridge Street,
West Leederville
Ph 9388 3214

POLICY

The safety of members and visitors is of paramount importance to the Perth Tango Club.

The aim of this safety policy is to ensure:

- i) the safety of all persons who are attending social activities, as well as those who are involved in voluntary capacities at the Club both inside and external to the club premises; and
- ii) a rapid response to emergency situations.

The Committee will maintain safety as a recurring item for discussion its monthly meetings, record all safety incidences and responses and inform members of procedures and measures put in place to minimise the reoccurrence of such incidences. A summary report on safety will be tabled at the Annual General Meeting.

When requested, the host or door attendants will arrange for male members of the Club to act as escorts for ladies from the Club to where they have parked their cars.

The state of the dance floor shall be reviewed monthly by a nominee of the Chairperson to ensure it does not constitute a hazard for people dancing by being too slippery or affected by spills.

The Club's protocol, as set down in the Procedures section of this document, will be followed by anyone:

- i) lifting heavy objects or using ladders or powered equipment in or outside the Club premises;
- ii) working in the kitchen or preparing food; and
- iii) trained as a Fire Warden.

The Club will sponsor members to attend first aid courses or run such courses in-house to provide members with first aid qualifications.

PROCEDURES

Safety Review and Records

A record of safety incidences, safety concerns, corrective and proactive measures taken to minimise safety incidences (ie dance floor is getting slippery - needs attention, gaffer tape for shoes to minimise slipping is running out - needs replacement) in a safety record book which will be kept updated by the Secretary or Chairman's nominee. (see example sheet at the end of this document).

The Committee will review all safety incidences and work to eliminate their causes. If that is not possible, measures and procedures will be put in place to minimise the reoccurrence of such incidences and the membership will be kept informed of such measures and procedures by way of the Club's newsletter.

Dance floor Safety

The Chairman's nominee will ascertain the slipperiness of the dance floor and report to the Chairman. The floor will be re-oiled when it is considered that the slipperiness of the floor may be of a state to cause someone to slip and fall while dancing.

As the process of re-oiling cannot always be carried out immediately, the Committee will, through the weekly newsletter, advise club members that the floor is slippery and that they should take care that the soles of their shoes (whether leather or suede) are well roughed-up to provide additional grip while dancing.

The Club shall maintain shoe brushes, supplies of gaffer tape and scissors on the coat hanger by the ladies toilet for the use of club members.

To avoid the chance of dancers slipping and falling, any spillage on the dance floor of any kind whatsoever will be cleaned up immediately and the area will be isolated until it has been returned to a danceable state.

Working with Ladders

The protocol below will be followed when working with ladders.

1. Select the correct type of ladder for the job.
2. Inspect ladder for damage or wear that would make it unsafe to use.
3. Never place ladder on a wet surface like oil, water etc.
4. Use appropriate footwear that has non-slip soles, not leather soled shoes, thongs or dancing shoes.
5. Read all instructions on the side of ladder and adhere to them.
6. Place the ladder to be placed on an even solid non slip surface.
7. Extension ladders should be secured at the top if possible.
8. Extension ladders to be placed at an angle ratio of approximately 1:3, ie one metre away from a wall for every three vertical metres.
9. Get an assistant to steady the ladder if there is a need to go higher than 4 rungs.
10. If a ladder is to be used outside, do not use in adverse weather conditions eg strong wind, rain, lightning.
11. Be aware that seniors have a lessened degree of balance with ageing, therefore are better suited to being the assistant rather than the ladder climber.

Working with Powered Equipment

The protocol below will be followed when working with powered equipment.

1. Visually check the equipment for any wear and tear especially on the plug and electrical cable.
2. Check that the on/off switch works smoothly and will switch off easily and without catching in an emergency.
3. Check that any attachments such as handles, guards, filter bags, blades, disk screw and drill bits are fixed securely.
4. Do not use the tool if there is any doubt as to safety status. Have the equipment checked by an electrician.
5. If the equipment is owned by the Club, attach a tag stating "Do Not Use, Suspect Unsafe" and add your name and telephone number and advise either the Chairperson or Secretary.

The protocol below will be followed when working with power saws, chainsaws, power cutters, angle grinders and such equipment.

1. Use personnel protective equipment - gloves, safety goggles, filter mask, ear protection (ear plugs or ear muffs), apron (as necessary) and safety boots (as necessary).
2. Always clamp in place any item to be worked on or have a second person hold the item steady (if a large item).
3. Ensure that another person is in within hailing distance within the Club when working with this type of equipment so that they can be called to assist in the event of an accident.

Kitchen Safety & Food Preparation

The protocol below will be followed when carrying out kitchen duties..

1. Always assume knives are sharp so use a cutting action away from your body and hands.
2. Always check the temperature of water before fully immersing your hands.
3. Always check cook tops are cool before placing hands or anything else on the cook top.
4. Always check that the area around you is clear of people and warn others in the vicinity before taking hot dishes out of the oven.
5. Check dish cloths are clean before using them.
6. Cleaning up any spillages from benches and floors immediately to avoid accidents.
7. Do not use hot water from the taps for cooking or food preparation.
8. Always wash your hands prior to food preparation and wipe clean surfaces to be used for food preparation.
9. Always check milk is fresh before being put out for use.

Lifting Safety

When lifting always use the correct lifting technique as shown below.



Fire Safety and Evacuation

The Club will encourage and provide training for members who are event volunteers to become Fire Wardens with a view to implementing a roster ensuring a member who is a Fire Warden is always in attendance at events.

In practice or upon actual warning of a fire, members will be evacuated to the muster area on the grassed area in the gardens immediately east of the Lesser Hall (see Muster Area - Location Plan below).

The Fire Warden will make sure assistance is given to any disabled members or visitors and if any members or visitors are showing signs of stress or fear, see that they are comforted by others.

Evacuation will be via the front doors, the emergency evacuation doors on the east side by the ladies toilet and through the kitchen and out the back door (see Evacuation Routes below).

All exit doors shall be unlatched to allow for emergency evacuation when functions are held in the Lesser Hall.

Copies of both plans shall be attached to a notice board inside the hall to the right of the entrance doors.

Fire Fighting and Alarm

Three fire extinguishers are provided. One at each end of the hall and another fire extinguisher is provided in the kitchen together with a fire blanket (see Emergency Equipment Location Plan below). Fire fighting should only be attempted if the fire is small and there is no danger of injury.

Small fire: Use fire extinguishers located at either end of the hall. Fire extinguishers are red with a white band. Use for wood, paper, cloth, rubber, plastic, textiles, grass and electrical fires

Kitchen fire: Burning oil or fats requires a different type of fire extinguisher. It will be red with a black band (CO2).

Fire blanket: There is a fire blanket in the kitchen. All kitchen workers must be made familiar with the instructions on the cover.

Fire caused by electrical appliance: Isolate the electric circuit at main switch and/or remove plug from socket outlet before touching the appliance. **DO NOT POUR WATER ON ELECTRIC FIRES!!!**

Large fire out of control

1. Evacuate the building.
2. Assemble evacuees at the designated muster area.
3. **Call emergency services, 000.**
4. Check all are present by doing a head count using the front door Milonga attendance list (if a milonga).
5. Ask if anybody has been seen leaving before the fire started.
6. Make a note of time fire started and what appeared to be the cause.
7. The Fire Warden will make sure assistance is given to any disabled members or visitors and if any members or visitors are showing signs of stress or fear, see that they are comforted by others

First Aid

The Club will encourage to members who are event volunteers to obtain first aid qualifications with a view to implementing a roster ensuring a member with first aid qualifications is always in attendance at events..

A First Aid Kit and Guide Book is located in the Lesser Hall outside the DJ Cubical (see emergency equipment location plan below). The First Aid Kit will be replenished immediately after items have been used. In addition the First Aid Kit will be checked biannually in January and July of each year to ensure that all items are in place and replace any items that may be beyond the use by date.

Where a person is badly injured or suffering from an acute health problem the emergency services should be called at once. In such circumstances the person should not be moved but made comfortable. **The number for the emergency services is 000**