



## VOLUNTEER GUIDELINES FOR THE USE OF SOCIAL MEDIA

1. Mobile devices and social media should not be used while you are on duty.

Your attention should always be to your duties. Save the internet for your break or the end of the day.

2. Put yourself in the other person's shoes.

Think before you post. If someone was posting a picture or comment about you, how would you feel?

3. Once it's out there, it's out there.

Never assume that something you post online is private. Comments, photos, statuses can all be copied, shown to friends, screen captured and saved or sent on by others. Always assume the person you are posting about will see your post.

4. If in doubt, leave it out.

If you have to stop and think about it, it probably means you should not be posting it!

5. Social media should not be used to make disparaging or negative remarks about competitors, officials, volunteers, event organisers, promoters.

- 6. Never post photos or comments about a motorsport incident!**

It is vitally important that we all respect the privacy of individuals involved in accidents or incidents, whether on or off track. Never, ever post photos, comments or information on social media or any online forums about an accident or incident. Remember point 2: Put yourself in their shoes.

7. Use social media as a tool to promote and develop our sport.

Social media is an amazing platform when used responsibly and positively. Use it to promote events, our club activities and membership. Use it to spread the word about our great sport and keep it positive!

## health & safety policy



### Management will:

Every manager, supervisor and foreperson is accountable to the employer for the health and safety of workers working under their direction.

- Set health and safety objectives and performance criteria for all managers and work areas
- Annually review health and safety objectives and managers' performance
- Encourage accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action
- Actively encourage the early reporting of any pain or discomfort
- Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work
- Identify hazards that could give rise to risk and if it isn't reasonably practical to eliminate the risk, control methods shall be implemented
- Ensure that all workers are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties in a safe manner
- Encourage worker consultation and participation in all health and safety matters
- Enable workers to elect health and safety representatives
- Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their workers
- Promote a system of continuous improvement, including annual reviews of policies and procedures
- Meet our obligations under the Health and Safety at Work Act 2015, the Health and Safety at Work (General Risk and Workplace Management) Regulations 2015, Employment Regulations 1995, codes of practice and any relevant standards or guidelines

### Workers will:

Every worker is expected to share in the commitment to health and safety.

Each worker is expected to help maintain a safe and healthy workplace through:

- Following all safe work procedures, rules and instructions
- Properly using all safety equipment and clothing provided
- Reporting early any pain or discomfort
- Reporting all incidents, injuries and hazards to the appropriate person

The Health and Safety Committee includes representatives from senior management and union and elected health and safety representatives.

The Committee is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices.

Signed by CEO/General Manager



Date

1/7/16



## Canterbury Car Club

### Drug & Alcohol Policy

The Company is committed to providing an environment that ensures the wellbeing and safety of workers. People affected by drugs and/or alcohol in the workplace are a safety hazard to themselves and to all other at the workplace.

The overall purpose of this policy is to ensure a drug and alcohol free work environment and that employees and contractors are able to perform their duties in a safe, productive and healthy manner, which in turn will reduce/prevent accidents and injuries in the business.

### **This policy recognizes that:**

The inappropriate use of drugs and alcohol has the potential to arise within any business environment.

Drug and alcohol abuse creates adverse effects in the workforce and such abuse poses a potential threat to the health and safety of others.

An effective drug and alcohol policy is therefore necessary as an integral part of comprehensive Health & Safety programme for the Company.

The Policy strictly prohibits reporting to work under the influence of drugs or alcohol and/or being impaired in any way by the use of drugs and/or alcohol during work time.

### **Testing**

Testing may be conducted post accident/incident, reasonable cause to suspect under the influence or by client/customer request.

Testing procedures will be carried out in accordance with standard ASNZ4308:208. A 'refusal' to complete the procedure will default to a positive test.

### **Roles & Responsibilities**

It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise a supervisor.

Staff who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to their team leader if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.

### **Disciplinary Procedure**

The disciplinary procedure will be implemented if policy is breached which could result in termination of employment.

Signed by General Manager: \_\_\_\_\_

Date: \_\_\_\_\_

6/7/17