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# BY-LAWS OF MARINE RESCUE DOUGLAS SHIRE INC

VERSION 1.0.0  
December 2017

# By-laws of Marine Rescue Douglas Shire Inc (MRD)

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## **1) Introduction**

- a) These by-laws elaborate upon the Constitution of MRD and are based on the VMRAQ Code of Conduct and Workplace Health and Safety Policies. To the extent there are any discrepancies or lack of clarity between the by-laws and the Constitution or VMRAQ Code of Conduct and Workplace Health and Safety Policies, the Constitution and VMRAQ policies shall prevail.
- b) It is incumbent upon all members to be thoroughly familiar with the by-laws. Members should also be familiar with The Standard Operating Procedures of MRD and the Safety Management Plans that exist for each vessel operated by MRD.
- c) Where the term “President” is used in this document, it also means “Vice President” when the President is unavailable or otherwise absent.

## **2) MRD Base and Pontoon Use**

- a) The Base facilities and all assets shall be kept locked and secured at all times when the Base is not operational. Access to the Base by members outside operational hours shall be only upon approval of the President or Officer in Charge, unless authorized otherwise. Keys and security codes will be issued only to those members who require access to the building and facilities at non-operational times.
- b) The building and premises shall not be occupied for any purpose or at any time, except for the carrying out of operations specifically authorized by the President or Officer in Charge.
- c) Non-members are not permitted on the premises at non-operational times unless approved by the President, Officer in Charge or Member of the Management Committee.
- d) Access and gates to the Pontoon through the Combined Club shall be kept closed and no materials or equipment should be left which will impede the passage to or entry onto the pontoon.
- e) No non-member shall have access to the Pontoon unless authorized by the President or Officer in Charge, or Member of the Management Committee. e.g., for vessel maintenance.
- f) No vessel other than an MRD vessel shall be secured to the Pontoon or moored alongside the RV Douglas unless for short periods and with the approval of the President or officer in Charge.

- g) Workplace Health and Safety as prescribed in Induction procedures undertaken by all members shall be observed at all times on the Base premises, as well as in accessing and while on the Pontoon.

### **3) Base Cleanliness and Safe Use**

- a) It is incumbent upon all members to maintain the buildings and its assets in clean and good condition, which *inter alia* shall include the pontoon, workshop area, floors, kitchen, crew areas and bathrooms/toilets.
- b) No members shall bring into or remove from the building or premises, any furnishings, equipment, or other materials without the approval of the President or Officer in Charge.
- c) No non- MRD owned or leased vehicle, trailer, vessel, equipment or material shall be stowed, repaired or otherwise kept on the premises or surrounding yard without the authority of the President or Officer in Charge. Vehicles may be parked on the premises during Operational hours provided they do not impede Base operations including the access of Rescue vessels.
- d) It is incumbent upon all members to turn off lights, air-conditioners and fans when not in use.
- e) It is the responsibility of the OiC to ensure 3,d) is complied with, flags lowered and should, as a matter of course, be the last to leave the base
- f) On official occasions three flags shall be flown. The VMRAQ flag to be on the Dickson Inlet side of the pole, the Australian flag in the middle and the Queensland flag on the inside.
- g) No vehicle, boat, furniture, equipment, display or decorative items or any other material, donated or otherwise, are to left or stored on the property, nor is there to be any change in the lay-out/location and design of the facilities without the authority of the President or Officer in Charge.
- h) No animals or pets of any kind are allowed in the building. All animals brought into the yard must be on a leash and secured in a location away from access points so as not to impede the operations of the Squadron or the movement of its members.
- i) No smoking is permitted in any part of the building or within 4 metres of any door of the building. Any illegal substance use should be reported immediately to the President or officer in Charge for referral to the police.

- j) It is incumbent upon all members to report to the President or Officer in Charge any observed mis-use of facilities or other significant breach of these by-laws.

#### **4) New Ordinary Member Application Process**

- a) The process of acquiring Membership begins with a probationary Membership period that is time-bound, with the steps to acquiring full member needing to be completed within two months of the initial application. If steps to full membership are not completed within two months and signed off by the President, members of MRD will be considered to have been terminated. The probationary membership process is as follows:
  - i) Complete the new Ordinary Member application form
  - ii) Complete the application form for Combined Clubs, if not already a member. Membership of the Combined Clubs is a requirement, as access to MRD's rescue vessel is via the Combined Clubs Building.
  - iii) Complete an interview on interests and availability for operational duties, and
  - iv) Pay a non-reimbursable Application Fee in an amount to be set by the Management Committee.
- b) Once the above steps are completed, the applicant will be entitled to membership of MRD on a probationary basis. While this process is underway, the applicant shall be considered to be a visitor to MRD. To be able to travel on any of the Rescue Vessels as a visitor, an Indemnity Form must be signed absolving MRD or any of its members from any claim or legal action. To move from Probationary status to Ordinary (full) membership, the following steps need to be completed within two months of the original application;
  - i) Complete the Induction training which involves three short Modules including Institutional Background, Workplace Health and Safety, and Basic Seamanship. The Squadron Training Officer will arrange for this training and provide the appropriate documents.
  - ii) Purchase a Marine Rescue shirt and Cap (non-reimbursable). This should be worn at all times when on Operational Duty including Squadron meetings, along with shorts (blue) and appropriate footwear: i.e., shoes, sneakers or sandals with covered toes. Thongs are not acceptable footwear.

- iii) Complete AMSA declaration requirements in terms of Medical Fitness, and Eyesight for members wishing to participate in MRD Operations on board vessels. (Forms available on request).
- iv) Achieve approval by members of the Squadron, usually but not necessarily, voted upon at the Squadron's next regularly scheduled meeting after the Probationary membership process is completed.

## **5) Guidelines to Applicant Suitability**

- a) Assessment of the candidate's willingness and aptitude to be a team-player, follow instructions, be an active and productive member of MRD, and to abide by VMRAQ rules and regulations and MRD's Constitution and by-laws.
- b) A commitment to attend all Squadron meetings unless there are mitigating circumstances.
- c) Ability and willingness to attend regular Sunday Operations at least three times in any given two month period, unless there are extenuating circumstances.
- d) Willingness and availability to be called upon as crew on a 24/7 basis, once properly trained.
- e) A willingness to engage actively in training to a level necessary to undertake the role in which the member has indicated his/her willingness to participate.
- f) Prior conviction for any crime may be considered grounds for non-acceptance of membership or a Police Check may be requested.
- g) Fixed abode residency in the Mossman-Port Douglas Area for at least the preceding six months is required, unless there are extenuating circumstances.
- h) Medical fitness consistent with AMSA requirements is necessary for operational duties at sea.

## **6) Requirements for Maintaining Membership:**

- a) Renew membership by August 31 of each fiscal year through the payment of an amount to be determined by the management Committee.. Acceptance of payment and annual renewal will, however, be at the discretion of the Squadron's Management Committee. Members not accepted for renewal will have recourse to the appeals process defined in the MRD Constitution.
- b) Obey the lawful instructions of the President, Management Committee Members, and when on board a MRD vessel, the assigned Skipper.

- c) Promote the objectives and policies of MRD and VMRAQ in the community.
- d) Engage in a responsible and acceptable measure of activity in attending Squadron meetings and in any or all of the following or as otherwise deemed acceptable by the Management Committee: i.e., assisting in administration, maintenance, public and/or internal instruction activity manning safety patrols, manning communication bases, search and rescue, communications, and revenue raising.
- e) Use their best endeavors to become proficient in seamanship and safe boat handling, and/or in whatever special activity may be undertaken.
- f) Abide by the Constitutions and by-laws of MRD and VMRAQ.
- g) Ensure that he or she maintains currency in the qualifications necessary to carry out the functions which he or she has accepted to provide in supporting the core functions of the Squadron, and
- h) Abide by the MRD principle that all concerns by members of the Squadron, whether personal or operational, should be first brought to the attention of the Skipper of the vessel if any such incident occurs on board, and subsequently with the President or to a member of the Management Committee for resolution, before such matters are elevated for review outside the Squadron. Any matter brought to the attention of a Skipper or the Management Committee and deemed by the Member to be of a confidential nature, shall be addressed with every regard given to the sensitivity of the issue and those members involved, and
- i) Wear the appropriate uniform of the MRD when on operational duty, including attendance at MRD meetings.
- j) It is the responsibility of Members to maintain an “acceptable measure of activity” in order to remain an Ordinary member of MRD, and to maintain their membership of The Combined Clubs. An “acceptable measure of activity”, unless otherwise determined by the Management Committee to be subject to mitigating circumstances on a case by case basis is:
  - i) Compliance with the requirements as defined above under “Responsibility of Members”.
  - ii) Regular attendance at Squadron meetings, which in no case should be less than 50% of such meetings in any given fiscal year. Apologies should be tendered in writing (email) or by telephone call to the President when absence from Squadron general meetings is likely.



- iii) Regular attendance for MRD base operations which should amount to at least one Sunday per month each month of the fiscal year, for a minimum 4 hour continuous period as recorded in the Base Attendance Log.
- k) For members who have indicated their interest in participating in onboard vessel operations;
  - i) availability and willingness to participate in such activities to the best of their ability and which should amount to no less than 16 hours in each consecutive six month period if called upon, with such time established by records in the ships' logs,
  - ii) progression to Competent Crew level within 12 months of becoming an Ordinary member of MRD
  - iii) currency in First Aid and CPR at all times;
  - iv) continued currency in all competencies for which prior certification has been granted;
  - v) regular participation in training activities offered by MRD, whether in regard to new areas of learning or for refresher training, and;
  - vi) an up-to-date AMSA Self Declaration of Medical Fitness on record with MRD including an AMSA Eyesight Certificate where required. Members who do not fulfill these requirements i) through v), shall, at the discretion of the Management Committee be considered as non-operational for onboard vessel operations under point *m)* below.
- l) For all other members, i.e., those who have indicated their desire not to participate in onboard vessel operations, or who have not met the onboard Operational requirements (above), such members must be actively engaged in one or several of the other duties (e.g., assisting in administration, maintenance, public and/or internal instruction activity, manning communication bases, revenue raising, publicity, internet and related IT communications etc),
- m) Members who cannot sustain an “acceptable measure of activity” should request leave of absence and provide appropriate reasons for such, or tender their resignation from MRD. After prolonged periods of absence, inability and/or failure to undertake an “acceptable measure of activity” the Management Committee may request the member to respond as to why they should not be removed from the Squadron’s membership, and /or be advised that a decision has been taken to terminate their membership and/or to not

accept their renewal of membership. The decision to terminate membership of MRD is the responsibility of the Management Committee and no membership fees paid will be refunded. The process to be followed, including the right of appeal by the Member, shall be in accordance with the process and provisions of the MRD Constitution.

## **7) Membership Records**

- a) The Secretary has the primary responsibility for the processing of all Membership matters and records, including those of Supporting Marine Rescue Associate Members. Membership records are to be locked away and Privacy laws strictly adhered to. These records are only to be accessed by members of the Management Committee. The Management Committee may appoint an Officers to deal with various administrative aspects of work. Such Officers shall work under the guidance of the Secretary.
- b) In addition to the provisions of the Constitution the Secretary shall maintain, in respect of each current and past member, the following records on the MRD and/or VMRAQ database. These records may be combined with the Training records:
  - c) Name
  - Address
  - Date of Birth
  - Phone No. & Email address (if available)
  - Date Joined
  - Date Ceased
  - Occupation
  - Membership Status
  - Radio Operators Licence No.
  - Drivers Licence No.
  - Boat Drivers Licence No.
  - Contact Person
  - Awards
  - Ratings
  - AMSA Medical Fitness Declaration
- d) Where membership is terminated for any reason, the records of that member will be retained by the Squadron for a period of 7 years from the last date of active membership, and thereafter destroyed.

## **8) Other Types of Membership**

- a) Patron  
From time to time the members may elect a Patron.
- b) Honorary

## **9) Uniforms**

- a) Members should always endeavour to present themselves in uniform when on Duty. Such uniform requirements are the Marine Rescue Douglas shirt and cap, along with blue shorts, long pants or skirts and footwear which may be shoes, sneakers or sandals with covered toes. Thongs are not acceptable footwear. The wearing of a uniform on formal and special occasions, such as general meetings and the AGM, is expected.

## **10) Supporting Marine Rescue Members**

- a) Any member of the General Public may apply to the Squadron for recognition as a MRD Marine Rescue Member for an annual fee to be determined by the Squadron annually. A MR Member shall be entitled to affix a decal to the Member's vessel indicating their support for MRD. Supporting Marine Rescue Member's annual fees shall be reduced by 50% for those new Members who join with six months or less remaining in any given fiscal year.
- b) Failure to renew MR Membership by a date determined by the Squadron by payment of the annual fee, shall cause forfeiture of all rights as a MR Member.
- c) Marine Rescue Members are not Ordinary Members of the MRD.
- d) The privileges of a Marine Rescue Membership shall be determined and published by the Management Committee of MRD.

## **11) Stores**

- a) The Secretary shall be in charge of stores but the Management Committee may appoint a Stores Officer who will work under the guidance of the Secretary.
- b) The Stores Officer shall be responsible for following functions:
  - i) Maintenance of records which *inter alia* include an inventory, cost of purchase and sale price of goods in store.

- ii) Ensure inventories are maintained at an adequate level to meet reasonable demands.
- iii) Ensure that receipts are issued for all sales from the Store
- iv) Provide the Treasurer with an annual accounting (as of June 30 of each year) of goods in store, value and a reconciliation of sales income with receipts.
- v) Provide uniform patches etc. in accordance with VMRAQ procedures according to rating and provided members are in good financial standing.

## **12) Training**

- a) The Squadron Training Officer shall maintain a copy of all VMRAQ training instructions and requirements and of any Squadron Training Orders, together with Training Manuals and Powerpoints developed, or as may be issued by VMRAQ from time to time.
- b) All training and certification of qualifications and ratings shall be in accordance with VMRAQ requirements.
- c) An Ordinary Member, having completed a course of study and wishing to undertake a rating examination, shall be afforded every facility to do so by the Training Officer as soon as can reasonably be arranged.
- d) The Training Officer has the prime responsibility for the maintenance of the Training Records for all members which are to include details of all examinations passed (and date), assessments, and ratings awarded. These records will be kept in hard copy as well as on the MRD and or VMRAQ database. Training records come under the Privacy Act and are only available to members of the Management Committee and the member.
- e) Individual members are responsible for ensuring their records are up-to-date (including awards, recertification of CPR, First Aid etc. and that their logbooks are current and properly signed off. Members are responsible for securing their own logbooks and for producing them as needed for assessment and certification of qualifications. The Training Officer should be provided with copies of all relevant certificates obtained outside of VMRAQ, so that these can be properly recorded in the VMRAQ database. All members are required to have a USI number.

- f) Members should take the initiative to periodically meet with the Training Officer to review their training plans, and review the accuracy of their records.
- g) Where membership is terminated for any reason, the records of that member will be retained by the Squadron for a period of 7 years from the last date of active membership, and thereafter destroyed.

### **13) Approval and Recording of Expenditure**

- a) Except in emergency circumstances, any proposed expenditure in excess of \$300, is to be submitted by the Treasurer to a General Meeting for approval. Where, through absence of the Treasurer, or for any other reason expenditures need to be made, the Secretary will assume the functions of the Treasurer.
- b) Minor expenses for purchases under \$200, may be incurred for cash. Reimbursement of such expenditure shall be made on presentation of the appropriate receipt. All such payments require the approval of the President or Secretary. Such claims are to be submitted to the Treasurer for proper accounting.
- c) Accounts for regular and approved services ie., power, telephones, copier service, advertising, rates, lease payments etc., may be paid by the Treasurer, if satisfied that the accounts are in order and are in respect of services provided at the Squadron's premises or to Squadron equipment. These expenses still require formal covering authorization from the Squadron General Meeting.

### **14) Payment of Personal Expenses**

- a) The President or his designate may be paid/reimbursed in respect of expenses incurred by him or her in attending to MRD or VMRAQ business or in attending such functions as approved by the members. Allowable reimbursable expenses may include:
  - i) Use of Private Vehicle for cost of fuel only
  - ii) Airfares providing such are economy and by the lowest cost carrier practical, given schedules and other travel requirements.
  - iii) Reimbursement of telephone charges.
  - iv) When required to be away from home overnight, the reasonable cost of meals and accommodation may be reimbursed.

- v) Attendance at Official Functions: The cost of such attendance shall be met by the Squadron. Beverages are a personal responsibility.
  - vi) Where time does not permit the obtaining of the members' approval, the remaining Management Committee may give approval with ratification to follow at the next General Meeting.
  - vii) Other members of the Management Committee may attend Official meetings, where the President is of the opinion that a member's attendance would be of benefit to the Squadron. In these circumstances, the Squadron shall bear costs as for the President. Transportation costs may be met provided the member is unable to be accommodated in other vehicles carrying the official group. Where the member chooses to make other arrangements and there is a vacancy in the official vehicle, the Squadron is under no obligation to contribute to the cost of transportation.
- b) In cases of attendance at other official functions representing VMRAQ or MRD (e.g., Meetings, Functions Training Exercises and Conferences), reasonable cost of transportation, meals and accommodation and other incidentals may be paid on production of appropriate documentation and receipts.

## **15) Use of Squadron Funds**

- a) No person shall make commitments for MRD without the authority of the Management Committee or commit MRD funds without similar authority. It is the policy of the MRD not to make cash donations to any charity or persons.

## **16) Asset Register**

- a) The Treasurer shall maintain the Asset Register in the form approved by the Management Committee.

## **17) Insurance**

- a) Assets shall be insured. The amount to be insured is the responsibility of the Squadron Management Committee. The Treasurer and Deputy President will jointly determine and recommend to the Management Committee the reinstatement value of the assets for purposes of the insurance policy. MRD through VMRAQ shall also hold Public Liability Insurance.

## **18) Disposal or Write-off of Assets**

- a) When an item recorded in the Asset Register is replaced or is no longer serviceable or useful, it is to be written off by appropriate accounting entries and removed from the asset Register by an appropriate notation against the relevant entry. The authority to write off lies with the Management Committee for items not exceeding \$500 when originally purchased, and with the General Meeting for any items which originally cost in excess of \$500.
- b) Any asset depreciated to a value of \$200 or less can be fully depreciated immediately. The asset unless disposed of, shall be retained in the Asset Register.
- c) Disposal or Write-off of assets must also be in accordance with Australian Tax Office regulations.

## **19) Annual Verification of Assets**

- a) The President shall, at least once in the Financial Year, by inspection, satisfy himself that the Assets recorded do in fact exist and are in a serviceable condition and report accordingly to the General Meeting.

## **20) Backup of all Digital Data**

- a) The Treasurer shall backup all financial data held on his or her personal computer or on the MRD computer and MRD backup hard drive, Google Cloud Account or other such secure storage system at least once a month.
- b) The IT Officer will ensure that all digital data residing on the MRD Google Cloud account is stored safely and correctly.

## **21) Equipment Loan Register**

- a) The Management Committee may approve the issue of MRD equipment to certain members for the execution of their duties or functions. The Store Officer, shall maintain a register of equipment issued and shall report to the General Meetings as to whom equipment has been issued. Likewise the recipient of such an equipment on loan shall acknowledge receipt of the loan and undertake to return it when required to by the Management Committee or on ceasing to carry out the function for which the equipment was provided.

## **22) Conduct of Raffles and art Unions**

- a) Any Person(Organizer), authorized by the Management Committee to run a Raffle or an Art Union on behalf of the Squadron, shall adhere strictly to the guidelines set out in the Publication issued by the Queensland Office of Gaming Regulations and titled "YOUR GUIDE MINOR ART UNIONS". Particular notice must be taken of the record keeping requirements.
- b) All monies shall be deposited with the Treasurer for recording and banking and a receipt should be issued for the funds. The Organizer of the raffle or "Art Union" must provide a report to the Treasurer reconciling the number of tickets sold with the funds received. Any Cash Prize shall be paid by cheque or bank transfer.

## **23) Accountable Documents and Records**

- a) All accountable forms and documents shall be ordered and received by the Treasurer who shall be responsible for the receipt, custody and issue of all accountable documents until their destruction.
- b) The Treasurer is to maintain a register of receipt and order books in which the receipt of all such documents shall be recorded together with the date of issue and receiver's signature. The register will also record the date of return and whether the book is now complete or otherwise.
- c) Receipt Books shall be issued only to the Treasurer or to any other member with a responsibility for the receipt of monies such as Marine Rescue Associate Member fees, and then only with the approval of the Management Committee.
- d) Where the Management Committee has given such approval, the person so authorized shall issue receipts, keep a Cash Book and dispose of all monies received in accordance with directions issued by the Treasurer.
- e) The Management Committee may authorize the issue of Order books to those members whose responsibilities require and necessitate the procurement of supplies and services.

## **24) Control and Supervision of the MRD Base**

- a) The Operation of the Base and Rescue Vessels is under the control of the President. In the event that the President (or his designate) is temporarily away or is also the Duty Skipper and is on boat duty, the Base operations, including Radio and SAR, become the responsibility of the Duty Radio Operator.



## **25) MRD Base Equipment and Assets**

- a) Operate according to current regulations.
- b) Treat in a manner conducive to long life expectancy.
- c) Visually checked at the beginning and end of duty periods and any losses or damage notified in accordance with regulations.
- d) Hand-held radios are to be tested each duty.
- e) All electrical equipment is to be safety tested and tagged appropriately
- f) Tools in the workshop are not to be removed. If taken to the vessel they must be returned to the workshop ASAP.
- g) The photocopier is not available for general use.
- h) Only programs authorized by the President are to be installed or run on Squadron computers

## **26) Telephones**

- a) A telephone line (4099 5392) is installed in the Operations room for routine operational calls. Telephones are for operational purposes and are not for personal use. Telephone numbers of members are in the telephone register

## **27) Safety**

- a) All visitors, and new members must be taken through the Safety Induction process before being allowed to commence duty, undertake training etc.
- b) Before stepping on board a rescue vessel, visitors must be given a safety induction and sign an indemnity waiver.
- c) Where building facilities are to be occupied or used by members of the public, armed forces, or institutions of any kind and for any purpose, evidence of Public Liability for such an event in the amount of at least two million dollars shall be submitted to the Management Committee for approval, prior to the event. It is the responsibility of the Administrative Officer to ensure that this procedure is followed.
- d) A workplace health and safety “internal audit” is to be conducted every three months by the Squadron Safety Officer, or in his/her absence, by the deputy President, with the results provided to the Management Committee for action.

## 28) Code of Conduct



# **VOLUNTEER MARINE RESCUE**

**ASSOCIATION OF QUEENSLAND INC.**

## **CODE OF CONDUCT.**

*V.M.R.A.Q. Personnel will maintain the highest standards of conduct in serving the Queensland community. In particular, V.M.R.A.Q Personnel will always strive to maintain these five principles required of all members of Volunteer Emergency Services*

*V.M.R.A.Q Members Will:*

- 1. RESPECT THE LAW AND THE SYSTEM OF GOVERNMENT.**
- 2. RESPECT OTHER PEOPLE.**
- 3. BE DILIGENT.**
- 4. ALWAYS ACT WITH INTEGRITY.**
- 5. MAKE DECISIONS AND UTILISE RESOURCES WITH DUE REGARD FOR ECONOMY AND EFFICIENCY.**

For more information on the 5 principles, please refer to the Code of Conduct & Anti Discrimination Manuals held by your Management Committee.

Date of Issue 01.09.96

a)

## 29) Workplace Health and Safety



**VOLUNTEER MARINE RESCUE**  
ASSOCIATION OF QUEENSLAND INC.

# WORKPLACE HEALTH & SAFETY POLICY

The Volunteer Marine Rescue Association Queensland Inc. accepts the principle that the Workplace should be a healthy and safe place and therefore requires that its member Squadrons should adopt a standard Workplace Health and Safety Policy.

# SQUADRON

## WORKPLACE HEALTH & SAFETY POLICY

The Squadron shall:

- (a) Ensure by all practical means, the observance of Workplace Health and Safety Standards as may be required.
- (b) Ensure that all Squadron working/active members should have regards for the Health and Safety of themselves and others.
- (c) Conduct appropriate Health and Safety educational programs.
- (d) By periodic Safety Audits, identify unsafe or unsatisfactory equipment, conditions or practices and take steps to rectify these.
- (e) Maintain records of work associated illness or injury.

Authorised  
V.M.R.A.Q. State Council

a)