



June 2025

ClubED

Bite-Sized Learning

CEI Monthly Newsletter



Club Education Institute

Welcome to the June edition of our Bite-Sized Learning newsletter.

Overview

In response to increased inspection activity by SafeWork NSW, a mid-sized registered club faced challenges in managing Environmental Tobacco Smoke (ETS) risks in its outdoor gaming areas. Despite compliance with the “75/25” rule under the *Smoke-free Environment Act NSW* (SE Act), the club learned that fulfilling these requirements did not exempt them from their broader obligations under the *Work Health and Safety Act* (WHS Act).

This case study outlines the club’s proactive approach to aligning its operations with SafeWork NSW’s emphasis on as far as reasonably practicable eliminating, rather than only controlling, staff exposure to ETS.

The Challenge

SafeWork NSW conducted an unannounced inspection of the club’s outdoor gaming area, highlighting concerns about staff exposure to ETS. The inspector noted that while the area met SE Act ventilation standards, further steps were required to minimise staff health risks under the WHS Act. The club’s board and management realised they needed to go

A safe and healthy workplace is beneficial to all!

beyond basic compliance and take meaningful steps to address the regulator’s expectations.

Actions Taken

1 Risk Assessment Review

- The management team utilised the updated [WHS risk assessment template](#) from ClubsNSW.
- A comprehensive assessment of the outdoor gaming area identified specific staff exposure risks, particularly during peak operational hours.

2 Implementing Control Measures

- Staff rosters were adjusted to limit time spent in ETS-affected areas.
- Pathways for staff movement were reconfigured to reduce exposure.
- Clear signage and designated zones were established to guide patrons and staff.

3 Enhancing Documentation

- All actions, from risk assessments to training sessions, were thoroughly documented.
- The WHS committee held regular meetings to monitor progress and address ongoing concerns.

4 Engaging with Stakeholders

- Staff were consulted throughout the process to ensure their insights and concerns were addressed.
- The club's directors maintained close communication with ClubsNSW to align their approach with broader industry standards.

Outcomes

Through these efforts, the club achieved the following outcomes:

- **Regulatory Compliance:**
The club demonstrated compliance with WHS Act obligations by implementing practical measures to minimise ETS risks.
- **Improved Workplace Safety:**
Staff exposure to ETS was significantly reduced, fostering a safer working environment.
- **Strengthened Governance:**
The board's proactive approach reinforced its commitment to effective risk management and compliance oversight.
- **Positive Engagement:**
The club's transparency and engagement with SafeWork NSW and ClubsNSW helped build trust and provided insights for future improvements.
- **Downloadable templates:**
[Passive smoking Management policy](#) & [Key document checklist for Outdoor Smoking Area](#).

Lessons Learned

This case highlights the importance of directors taking a leadership role in managing WHS risks. Key takeaways include:

- **Proactive Assessment is Crucial:** Regular risk assessments help identify hazards and implement timely controls.
- **Documentation Matters:** Accurate records of all WHS actions are essential for demonstrating compliance.
- **Collaboration Strengthens Compliance:** Involving staff and industry bodies ensures a well-rounded approach to risk management.

Conclusion

By aligning their actions with SafeWork NSW's expectations, the club not only mitigated ETS risks but also set a benchmark for WHS compliance within the industry. This case demonstrates that addressing workplace health and safety is not just about meeting legal requirements—it's about building a culture of safety and responsibility.

Upcoming CEI Seminars Round 2 are commencing:

Topics:

- Evolve or Fade: Strategies to Secure Your Club's Future
- Refinance Wisely: Timing, Techniques, and Tactics to Save

Upcoming Training

CEI has scheduled F2F Mandatory Director Training in all regions as well as Virtual sessions, plus the following new courses:

- Board Chair Masterclass
- Finance for Non-Accountants
- Financial Decision Making for Directors and Managers.

Find out more [here](#) or call ClubASSIST on 1300 730 001.

Customised Training

Interested in bespoke or mandatory training for your board or region? We're ready to deliver face-to-face sessions for groups of 10 or more! To discuss your learning needs, email me at RMendes@clubsnsw.com.au.