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| Club name and Logo here  **Health And Safety**  **Guidance Booklet**  **IMPORTANT**  To be read and implemented with  **MotorSport NZ National Sporting Code**.  This is a guidance document only; however it covers the key elements of a Health and Safety Manual.  A Club may be considered a PCBU (person carrying out a business or undertaking). It is in this context that a club would therefore be required to have an implemented health and Safety program/process.  This booklet is not designed for the use of Club members **in their own PCBU activities**.  Do not replicate this booklet except for that purpose.  Contact NZ Safety Brokers New Zealand Limited on 0800 4 SAFE NZ  **NZ Safety Brokers New Zealand Limited © 2016**  **Every Endeavour is made to ensure accuracy of this document.**  **The continuing changes to WorkSafe legislation may affect this document.**  **If unsure refer to** Health and Safety at Work Act 2015 (HSWA) **guidelines.** |

**Welcome from Team at**

**Club name.**

We are committed to your safety **and have put in place leading management to ensure your safety and health** whilst you are in our environs.

We are guided by the Health and Safety at Work Act 2016 and its regulations including Standards and Codes of Practice.

For your convenience the standards and codes of practice requirements are on computer in the form of an exposition and our Health and Safety policies and procedures are in a written Manual.

We advise that you are required to follow any safety rules or instructions which have been laid down in writing or given to you verbally for your protection. We have a system which evaluates our workplace (as it applies to HSWA) for hazards and assists us in the management of those hazards and risks.

Should any of our many sites, discovery any issue which may affect you or any other persons’ safety or, receive any injury or, cause or notice any damage to property we would ask that you advise us immediately.

We request that you follow any safety or advisory signs which have been erected and inform us of any damage you may discover so we can replace them.

**We there are hazards and risks in and around our premises and these hazards and their risks may be dangerous and harmful to your safety and wellbeing. We advise caution. We will require you to wear and use Personal Protection Equipment whilst undertaking designated tasks within the context of our sport. Their use is mandatory**.

This booklet has been designed for use by our club and to use as a reference guide.

To assist you in this process our Management team will be available to offer any explanations.

Attached to the rear of this document is an acknowledgement of this process. You will be requested to complete this page of the document and provide a copy to MotorSport NZ for their records.

***Club President to sign here***

**Notes;**

Terms -

- Workplace may also read as clubrooms, event location

- Employee is someone paid (in any form) to undertake a ‘task’ by the Club/organisation

- Manager/supervisor may also mean club official/officer

Health and Safety Policy

We will actively practise and pursue safety for employees, clients and subcontractors and the general public who may, from time to time, come into contact with our Club.

We are totally committed to a safe and healthy environment for any employees, subcontractors, club members and will ensure that no harm will happen to any person as a result of our workplace activities.

We will encourage management at all levels to actively support the safe and early return fitness of our club members.

In meeting this promise, we will comply with all relevant legislation, regulations, codes of practice, and safe operating procedures, and will operate with a commitment of continuous improvement, seeking excellence in Health and Safety practices.

To achieve these ideals we will:

* Identify, assess, control and manage hazards, continually seeking to reduce the risks to the lowest safest possible level.
* Consult with employees, club members, committees, managers, subcontractors, suppliers, clients and external experts, as appropriate, to encourage participation in contributing to making a safer workplace.
* Provide high quality, training, supervision and support to employees to ensure they are fully trained and competent to perform their work.
* Require management at all levels to be fully conversant with and be personally responsible and accountable for the implementation of the safety management programme and the safety of their employees and subcontractors.
* Require employees to follow safe work practices at all times.
* Encourage a “stop activity programme” for unsafe practices.
* Provide resources to ensure that safety remains the primary objective.
* Require the timely and accurate reporting of all incidents, accidents, unsafe conditions and near misses.

* Regularly review this policy, and annually reset key safety objectives and targets that will allow the club to work towards achieving zero harm.

Safety Training Policy

***We are committed to providing a safe and healthy workplace as is required by the Health and Safety at Work Act 2016***

**Policy Statement**

*All employees will be inducted into our work place and as part of that induction their training needs assessed and programmed into our recording system.*

**We will ensure we fulfil this obligation by:**

* Providing training which may assist in their personal development in gaining new skills appropriate to their position or role.
* Providing regular training appropriate to their position.
* Considering employees’ training requests.

**Processes**

Reputable external training agencies will be used for training in specific area/s. A referral to New Zealand Safety Brokers (NZSB) will be made to source the most appropriately qualified trainer for our needs.

All training records will be updated and include written confirmation that competency has been achieved and that training has been effective.

Training will be conducted within work time and all training costs will be met by us.

Personal Protective Equipment Policy

We recognise we have a “Duty of Care” requirement to employees, visitors and the public in maintaining a Safe Working Environment who may be exposed to workplace hazards which cannot be eliminated or isolated.

To fulfill this requirement, we will supply all employees with appropriate Personal Protective Equipment and Clothing (PPE), train them in its use and provide adequate maintenance and storage facilities.

Every employee will be responsible for ensuring that PPE remains fit for purpose, and is maintained and used as intended at all times.

Where the activity involved may result in personal injury or health related issues, and that hazard cannot be eliminated or isolated, all employees will use the appropriate PPE which will act as a barrier to their exposure of that hazard.

The failure to wear or use PPE or use it as intended will be considered serious misconduct and may result in disciplinary action.

Drug and Alcohol Policy

***We are fully committed to creating a safe working environment free from alcohol and drugs for our employees, contractors and any other person who may come in contact with our workplaces.***

We will deliver on this commitment by:

* Testing for alcohol and drugs as part of the pre-employment process, as well as
  + following an accident or incident and/or
  + When there is reason to believe an employee is affected by alcohol and/or drugs.
* Testing following coming to work when affected by
  + alcohol or any illegal drug,
  + designer drug or
  + The abuse of any prescription drug not officially prescribed.
* Working under the influence of drugs and/or alcohol is unacceptable behaviour which will result in
* being stood down from work and/or
* being required to take an alcohol or drug test, and
* is likely to result in disciplinary action.
* Conducting random testing
* Providing education and training to our employees to ensure a safe and healthy environment and may provide assistance in relation to rehabilitation programs for any employee who requires and would benefit from this support.

Smoke Free Policy

**Everyone is entitled to a smoke free environment in their place of work.**

We are committed to everyone, who comes into contact with risks that may arise in the workplace.

The inhalation of second hand smoke is a known health risk and has been determined as being able to affect a person’s state of health.

Employees who do not smoke, or who do not wish to smoke in their workplace, will be protected from tobacco smoke, as far as is practical, whilst they are in our workplaces so we can, as a responsible employer, comply with the Smoke-free Environments Act 1990.

All employees, contractors, customers and visitors are required to respect and support our smoke free policy.

* Smoking is not permitted in any building controlled by our Club.
* Smoking is not permitted near building openings, entries and/or exits.
* Employees and visitors to our sites are responsible for complying with the Smoke Free Policy at all times.

Stop Work Authority Policy

As a responsible employer/organization we will actively practice and pursue safety for employees, clients and subcontractors and the general public who may, from time to time, come into contact with our workplaces by:

* Actively encouraging a “Stop activity Program” for our employees where there are unsafe work practices.
* Assisting and supporting our trained Safety Representatives who may be required to formally direct activity to cease where it is deemed unsafe.
* Documenting, investigating and assisting our trained Safety Representatives in carrying out an assessment of a workplace or practices deemed unsafe to determine corrective actions.
* Formally referring incidents to the Safety Committee for follow up.

Nothing in this Policy will affect work continuing in any other area of the workplace not being directly affected by the unsafe workplace practice.

Bullying and Harassment Policy

We consider harassment and bullying unacceptable forms of behaviour which will not be tolerated under any circumstances.

This policy reflects the belief that all employees should be able to work in an environment free of intimidation and harassment. However, this must not be confused with legitimate instruction by supervisory expectations and/or other duties as required.

As a club we are fully committed to providing an environment that is safe for all our employees and we subscribe to the principles set out in the Harassment Act 1997, and the best practice guidelines around preventing and responding to workplace bullying.

We will ensure that all employees are treated equitably and are not subjected to harassment or bullying. We will also ensure people who make complaints or witnesses are not victimized.

Any reports of harassment or bullying will be treated seriously and investigated promptly, confidentially and impartially.

**Bullying**

Bullying is repeated and unreasonable behaviour directed towards a worker/person or a group of workers/people that creates a risk to health and safety.

Repeated behaviour is persistent and can involve a range of actions over time.

Unreasonable behaviour means actions that a reasonable person in the same circumstances would see as unreasonable. It includes victimising, humiliating, or threatening a person and includes behaviour identified below.

**Harassment**

Harassment is any form of repeated behaviour that:

* Is not wanted, not asked for and not returned; and
* Humiliates, offends or intimidates someone; and
* Is based on their race, sex, pregnancy, disability, age, marital status, homosexuality, transgender or that of a relative or associate; and
* Includes physical abuse and psychological abuse. Whilst violent behaviour is highly objectionable, harassment can also be manifested in more subtle ways that impact or the health and well-being of the victims.

Quality Policy

We are committed to being very aggressive in our attitude towards quality, primarily since we want to be ranked as the “best” in our business. Quality is not just another goal – it is our basic strategy for survival and future growth.

Our customers/members demand and warrant a high quality product – it is our responsibility to give them what they want… if we don’t they will find someone who can.

Our quality objectives are to furnish high quality products and service, on time, and at a competitive cost. The attainment of such objectives will lead to, customer satisfaction, enhanced performance, and ongoing improvements in our production and service efficiency.

Once an objective is achieved, it should be recognised and reset to stimulate further quality improvement. To reach our objectives, we have to maintain a constant focus on quality with full dedication, commitment, and teamwork.

Our journey is the achievement of Total Quality Management and fully satisfying our customers’ requirements through a process of continuous improvement. It is critical to understand that Total Quality Management *is not* a short-term program.

It’s a long term commitment aimed at continuously improving the way we work, providing a safe work environment, managing our business processes, and supplier selection and retention.

It is our goal to position our Club for market expansion, thereby providing improved job security and quality of life for all.

We will not allow quality to take second place behind cost or schedule. All employees have the right to question their supervisor’s decisions or actions if they feel that quality is being comprised.

Safe Driving Policy

As the person conducting the Business undertaking we recognise the vehicle/s we provide for the purposes of work, is a place of work, and we will take all reasonable steps to ensure those vehicles are as safe as possible and will not require Club members/staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, or fatigue.

We will ensure all vehicles are well maintained and that the equipment promotes driver, operator and safety by:

* Servicing the vehicles according to manufacturers’ recommendations.
* Setting up procedures where employees check vehicles’ oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections.
* Following the maintenance schedules in the vehicles’ manuals.

We will encourage safe driving behaviour by:

* Forbidding the use of mobile phones in vehicles when driving.
* Encouraging regular breaks while driving.

Every driver of a Club vehicle will:

* Ensure they hold a current drivers’ license for the class of vehicle they are driving and this license is carried with them when driving a Club vehicle.
* Immediately notify the Club Manager, if their drivers’ license has been suspended or cancelled, or has had limitations placed upon it.
* Be responsible and accountable for their actions when operating a Club vehicle or driving for the purposes of work.
* Display the highest level of professional conduct when driving a Club vehicle.
* Regularly check the oil, tyre pressures, radiator and battery levels of the Club vehicles they regularly use.
* Comply with traffic legislation when driving.
* Drive within the legal speed limits including to the conditions.
* Wear a safety belt at all times.
* Never drive under the influence of alcohol and/or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures.
* Avoid distraction when driving such as the hand held use of a cell phone or laptop.
* Report any near-hits, crashes and scrapes to their manager, including those that do not result in injury.
* Report infringements to the manager at the earliest opportunity.
* Report vehicle defects to a manager before the next vehicle use.

Site Safety Rules & Expectations

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| **As guidelines to the adoption of safe practices, the following are safety rules, which must be followed by everyone:** |

* All visitors must have authorisation to enter any area where public is excluded.
* Where required or designated, approved safety equipment must be used.
* All areas must be kept clear and free of hazards.
* Machinery must not be operated without guards, or with damaged guards.
* Safety devices must not be tampered with.
* Inspect equipment for safety and hazards before use.
* Be aware of moving hazards such as vehicles and mobile plant.
* Maintain eye contact with operators of plant and vehicles at all times when in close proximity.
* Keep clear of moving equipment at all times.
* Motorised plant being maintained should be locked out and danger tagged.
* Follow recommended procedures for handling hazardous materials.
* Keep aisles, exits, driveways and fire-extinguisher accesses clear.
* Before entering any area observe safety signs and rules.
* Apply appropriate safe lifting practices - manual or with equipment.
* Report all unsafe acts or imminent dangers to the safety committee.
* Report all accidents and incidents, including near misses.
* Before starting any new project, look for and discuss safety issues.
* Plant and equipment must only be operated by suitably skilled persons.
* Be fully aware of evacuation and emergency procedures.
* Maintain an appropriate standard of housekeeping and general hygiene.
* Vehicles may only be driven by qualified and authorised personnel.

General Safety Information

**When with** our organisation you must observe our stated policies on health and safety, and comply with all safety rules. All personnel must follow our safety procedures, plant operating manuals and instructions, both verbal and written. Safety shall be an essential element of everything that you do and must not be compromised for increased output. The Health and Safety Manual will be used as a guide for health and safety in our Environs.

**All Club members/staff have** the authority to recommend stopping the activity process if there is an immediate danger to life or health and to liaise with others over hazards and their responsibilities in the working environment.

**Use of safety equipment**, including personal protection as prescribed for the task at hand is mandatory.

**Before starting any new type of activity**, full consideration will be given to all matters of safety associated with the work to be undertaken.

**Before using any new plant or equipment** a hazard analysis must be completed to identify any potential hazards.

**“Skylarking”** is not allowed as it often distracts people and can easily result in injury. Aggressive behaviour will not be tolerated as it can lead to accidents.

**All hand tools** and portable power tools must be kept in a serviceable and sound condition and stored away when not in use. Any tools owned by Club members/staff must be maintained in a safe condition at all times.

**Observe all safety signs** posted in our building/s and at job sites. They are for your protection and will inform you both of safety equipment requirements and hazards that you may encounter.

**Alcoholic liquor and/or unauthorised drugs** must not be brought onto or consumed on any site without management approval. Any person reporting for work under the influence of either drugs or alcohol will not be allowed to commence work. Failure to comply with this rule will lead to disciplinary action.

**You must report** a hazardous situation as soon as practicable and may need to cease work activity when that work is considered dangerous or likely to cause harm or damage.

**You must be familiar** with the procedures for stopping all items of equipment and machinery, in the event of an incident with that item or of a general emergency.

Club Members Responsibilities

**All Club Members are:**

* responsible for their own Health and Safety while at events
* responsible for the Health & Safety of others
* to take responsibility for members of the public or visitors, and warn them of hazards
* responsible for reporting accidents to their supervisor so that these may be recorded
* responsible for wearing protective clothing and for using protective equipment that is provided for any hazardous work
* responsible for helping executive club members to identify hazards in the workplace, and to help develop procedures for emergencies
* responsible for reporting any imminent dangers to a supervisor or manager
* responsible for undertaking appropriate training in the use of safety gear, plant, equipment and hazardous substances
* responsible for helping develop emergency procedures
* responsible for good standards of housekeeping

***If in any doubt as to the whether a club member feels safe to compete, or undertake a task that they don’t feel competent to undertake safely, then that person should not compete or undertake the task.***

Club members/staff Rights

**All Club Members have the right to;**

* have a safe place and to expect that all practical steps will be taken to ensure that this happens.
* have adequate and appropriate safety training.
* be consulted in the preparation of safety procedures.
* have access to necessary personal protective equipment and be given instruction on how to use it and maintain it properly.
* know the results of any monitoring of hazards in the workplace and their personal results.
* adequate and appropriate information about emergencies, hazard management and safety procedures.
* be given immediate medical care in the event of an accident.
* access of relevant codes of practice relating to their work.
* a copy of the current safety regulations.
* adequate facilities whilst at work.
* remain silent if questioned by an Inspector from WorkSafe NZ, where this could lead to self incrimination.

***If in any doubt as to the whether a club member feels safe to compete, or undertake a task that they don’t feel competent to undertake safely, then that person should not compete or undertake the task.***

Participation in Health and Safety Management

**Note; *Part 3 of the HSWA states that this section is not a requirement for “Volunteer” Groups. It is however, highly recommended that the principals of this policy be adopted***

**Purpose**

The purpose of this procedure is to outline our Club’s commitment to involve and engage participation in Health and Safety matters in the workplace which might affect them or the Club, and which also meets the spirit and intent of the ACC requirements.

They are Club Members appointed as an individual or as a member of a health and safety committee or both, to represent the views of Club Members/employeesin relation to health and safety at work.

**Health and Safety Committee**

**Once a quarter, all Club members/staff will participate in a health and safety meeting which will include management to discuss issues of Health and Safety. *This is best achieved in a Club by having an agenda “standing item” at Club (committee) meetings***

Minutes of the meeting will be recorded and made available to all Club Members and Club members/staff.

The Club members/staff will be consulted on, but not limited to issues such as accident and injury trends, new operating procedures, results of audits/reviews and will take part in the annual self assessment.

**Functions and Duties of Safety Representatives**

* To promote the effective implementation of our Health & Safety Policy, our Site Safety Rules, our Specific Site Safety Rules and all other aspects of our Health & Safety Management System
* To have a problem solving role regarding Health and Safety requirements and to seek improvements to our procedures
* **To see that all notifiable, serious accidents or harms are immediately reported to management for investigation**
* To be responsible for investigating recordable minor accidents. To see that near misses are reported, recorded and investigated.

**Appointed Safety Representatives**

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| --- |
| **Name** |
|  |
|  |

Hazards and Risks Identified in our Workplace

The following are examples of hazards that may be found in and around our environs:

|  |  |
| --- | --- |
| **ENVIRONMENT HAZARDS** | Hazards such as noise, dust, sunburn, wind and rain |
| **EQUIPMENT HAZARDS** | Hazards that relate to any electrical appliance |
| **VEHICLES/MACHINERY** | Cars, trucks, equipment |
| **PHYSICAL HAZARDS** | Hazards that can cause injury such as slips, cuts, burns, falling, crushing |
| **CHEMICAL HAZARDS** | Chemicals, and sprays used for Agricultural spraying |
| **BIOLOGICAL HAZARDS** | Infection, hepatitis, allergies |
| **PSYCHO-SOCIAL HAZARDS** | Stress, fatigue |
| **ERGONOMIC HAZARDS** | Manual handling, posture, occupational overuse syndrome (RSI) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard Described** | **State the potential harm** | **Major Hazard? Yes/no** | **Eliminate or** | **Isolated or** | **Minimise** | **Action proposed & monitoring** |
| Noise | Hearing loss | Yes |  |  | 🗸 | Hearing protection |
| Chemicals | Burn or injury | Yes |  |  | 🗸 | Gloves/goggles |
| Manual Handling | Back injury | Yes | 🗸 |  |  | Use lifting gear |
| Electricity | Electrocution | Yes |  | 🗸 |  | ELCB and gloves |
| Slip and fall | Injury | Yes | 🗸 |  |  | Clean floors |

NB: FOR DETAILED LISTS please refer to our hazards register.

|  |  |  |
| --- | --- | --- |
| **INFORMATION** | | |
| **Type of information** | **Where to be found** | **If you need help** |
| Codes of practice | Club rooms | Talk to |
| Hazards & safety rules | Club rooms |
| Fire Emergency plans | Club rooms |
| General Emergencies | Club rooms |
| General information | Club rooms |
| Accident register | Club rooms |
| Material safety data | Club rooms |

Accident Procedures

**Procedures**

Any incident which did or could have resulted in injury shall be reported and documented on the day that it occurs and wherever possible, before leaving the site for the day.

The manner for investigating, designating actions and recommendations, and closing out incidents, will be determined by the manager taking into account the seriousness of the event.

We may consult with NZ Safety Brokers **0800 4 SAFE NZ/0800 7233 69)** for all serious incidents which occur.

An accident report shall be completed and submitted to management.

**Immediate Actions**

**(0-24hrs)**

**Injured Employee (if able to):-**

1. Seeks medical assistance or calls emergency services if serious.
2. Reports event to Manager and assists with information gathering

**Manager:-**

1. Ensures area made safe
2. Assists injured employee
3. Determines level of investigation required and notifies WorkSafe NZ if serious harm - **0800 030 040** (24 hours) and choose option 1
4. Protects site from any disturbance
5. Where possible include trained safety rep in investigation
6. Consults with NZ Safety brokers for serious incidents
7. Investigator collates background information such as Work Instructions, training records and inductions JSA’s, Hazard Analysis, and Permits,
8. Prepare full report of the facts, the hazard(s) and the causes of the accident
9. Finalises recommendations and Outlines Corrective Actions

**Investigations**

1. Review completed report
2. Implement urgent corrective actions as soon as possible
3. Refer completed report to safety committee for discussion.

**Reviews**

Serious Harm Incidents

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| **Serious Harm** What sorts of injuries are considered serious harm? | |
| Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: | |
| * + respiratory disease   + noise-induced hearing loss   + neurological disease   + cancer   + dermatological disease   + communicable disease   + musculoskeletal disease   + laceration   + decompression sickness   + poisoning   + vision impairment   + chemical or hot metal burn of eye   + penetrating wound of eye   + crushing   + bone fracture | * + illness caused by exposure to infected material   + amputation of body part   + burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic   + loss of consciousness from lack of oxygen   + loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion of any substance   + any harm that causes the person harmed to be hospitalised commencing within 7 days of the harm’s occurrence. |

If the injury does not meet any of the above then it is a minor harm injury.

Serious Accident Procedure

1. Victim to be given immediate first aid treatment, if necessary call Ambulance.
2. In all appropriate cases refer victim to medical centre or hospital.
3. Isolate the scene of the accident or harm as soon as possible. Inform MNZ or a safety manager
4. Obtain a written report from witness/es and if appropriate take photographs.
5. Manager to Report to MBIE verbally as soon as practicable but within 24 hours.
6. The accident scene must not be interfered with unless MBIE approves. The Manager will investigate all serious harms.
7. Formal report to MBIE within 7 Days. Use OSH Serious Harm/Accident Form.

The Safety Manager can contact  **NZ Safety Brokers 0800 4 SAFE NZ (0800 7233 69) in the event of Serious Harm for guidance.**

In the event of an accident which involves serious harm and is of the kind which must be reported to an Inspector of WorkSafe NZ, the Manager is accountable for knowing the reporting requirements for the accident reporting to authorities, and ACC. Work injury processes are included in the Injury Management section.

### The nearest WorkSafe NZ branch shall be notified of serious harm accidents. Call on free phone **0800 030 040** (24 hours) and choose option 1

The prescribed Serious Harm reporting form (obtained from the WorkSafe NZ website – see below) shall be used.

### Provide written notice within seven days

Provide WorkSafe NZ with written notice of the circumstances of the accident or serious harm within seven days by using one of the notification forms below (or by providing the same details).

#### Option 1 | Notify online

[Complete the online notification form](http://www.dol.govt.nz/tools/accident)

#### Option 2 | Complete & return a paper form

[Download the notification form [448 KB PDF]](http://www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm/Accident%20or%20Serious%20Harm%20Notification.pdf)

The following must also be observed:

* The accident scene must remain intact and not interfered with until
  + an Inspector has investigated the scene or has authorised clearance, or
  + That necessary action had to be taken to help the injured or to prevent serious damage or loss of property.
* Where a WorkSafe NZ inspector requests an interview **NZ Safety Brokers may be consulted (or 0800 4 SAFE NZ/0800 4 7233 69)** before such an interview takes place to ensure that the person is properly briefed on their rights.
* Where requested by WorkSafe NZ, a written report must be provided to the assigned Inspector, within 7 days of the event occurring. **All such reports may be NZ Safety Brokers prior to forwarding**
* **Actions**

1. Immediately contact Management and advise of the circumstances so WorkSafe NZ can be informed
2. Secure the area, where practicable, until all investigations are completed, or until the site is released by police, WorkSafe NZ.
3. Written statements from all witnesses should be obtained immediately (interview in office away from the accident site)
4. Sketches and/or photographs should be used to record the scene
5. Ensure that all practical help and assistance is given, or at least offered to next-of-kin
6. A full and formal investigation will be carried out as directed by the Manager.
7. On completion, the Report is to be reviewed for opportunities to improve.

* **Contractors and their Employees and the general public**

Where a contractor or contractor's employee suffers an injury on a site under the direct control of our Club the Manager shall:-

1. Ensure that appropriate medical assistance, including ambulance, is provided
2. Ensure the contractor has been notified and is actioning reporting procedures
3. Review standing contractual arrangements and recommend any changes considered necessary
4. Ensure that WorkSafe NZ have been notified as a requirement of carrying our principal responsibilities.
5. Carry out an investigation.
6. Not release documentation (of any description) unless requested by WorkSafe NZ, clients or police without **first seeking advice from MSNZ or NZ Safety Brokers.**

**NZ Safety Brokers**

**0800 4 SAFE NZ/0800 7233 69**

Medical Treatment

Injuries which require medical attention must be reported, and documented, and a medical certificate obtained from the medical practitioner, if the injury requires time off work.

Should the injury be one, which will allow you to return to work, the medical certificate from the Doctor should be given to the manager and must specify:

* the nature and extent of any injury and
* what treatment has been prescribed and
* any rehabilitation treatment, and
* What you are capable of doing whilst at work.

Drug and Alcohol Procedures

**Injured Club members/staff**

**Is there a lot of bleeding?**

**Yes**

**No**

**Can it be controlled by pressure?**

**Is the victim in a lot of pain?**

**No**

**Ring 111 and treat for shock**

**Yes**

**Apply direct pressure**

**Yes**

**No**

**Ask them if this happened at home would they go to Doctor**

**Is there swelling, bruising, discomfort?**

**Does it look like it needs stitches or is there a risk of infection?**

**Yes**

**Take to Doctor**

**No**

**Cover with a clean dry dressing**

**Yes**

**No**

**Take to Doctor**

**Give pain relief if applicable and monitor the victim for full recovery in next few days**

**Yes**

**No**

**Apply RICE**

**Victim to monitor injury to ensure full recovery**

1. **To be read in conjunction with MSNZ policies.**

**2. Definitions**

2.1 ***Affected*** means an person/employee who may be unable to do his/ her job to an acceptable standard, or is believed to be physically and/or psychologically impaired by alcohol or drugs, and may pose a threat to his/her own health and safety and/or the health and safety of others, including the public.

2.2 ***Drugs*** refers to illicit drugs which cause impairment, such as opiates (i.e.: heroin and morphine), cannabinoids, cocaine and amphetamines (e.g. speed and ecstasy). This term also includes prescription drugs such as benzodiazepines (tranquillisers and sedatives) and designer and synthetics drugs.

2.3 ***Alcohol*** refers to any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.

2.4 ***Workplace*** has the same definition as that described in the Health and Safety in Employment Act 1992.

**3. Principles**

3.1 We have a legal obligation to protect the health and safety of all employees, contractors, customers and others in our environs.

3.2 Club members have a legal obligation to ensure their own personal safety and to ensure that no action or inaction on their part will cause harm to others while at work.

3.3 Employees are expected to promote a working environment free from alcohol and drugs and their effects. Any employee who suspects that health and safety may be at risk from alcohol and drug use must take prompt and appropriate action by raising his/her concerns with the Manager.

**4. Education and Training**

4.1 All employees will have access to our Drug and Alcohol policy and will be provided with information about the policy and procedures, and what it requires of them.

**5.** **Testing – note; this is considered be best practice.**

5.1 Testing for alcohol and drugs is a requirement of the:

* Pre employment process:

A medical examination will be a condition of an offer of employment for new employees.

The examination will include a test for the presence of drugs (illicit or others). The conditional offer of employment will be confirmed when the results from the medical examination and drug test are satisfactory.

Or

* Post incident involving injury or vehicle damage:

When an at work accident or incident occurs, an employee will be tested for the presence of alcohol and or drugs,

Sufficient reason includes:

* The incident results in an injury requiring a visit to a doctor; or
* The incident causes damage to property: or
* A motor vehicle or plant accident/incident, that did or could have caused serious harm.

Testing should not be limited to only the injured employee, and will involve all employees who are materially involved in the accident/incident.

Testing will be undertaken as soon as possible after the accident/incident. If the employee involved requires medical treatment this will be administered first.

Or

* Reasonable grounds (just cause) i.e.: behaviours

When a manager or supervisor believes an employee may be showing signs and symptoms of being affected by alcohol or drug use*,* the employee will be stood down from the work for which he or she is unfit. The Manager must approve any testing which may be carried out.

* Random Testing

(Club name) will operate a random drug testing programme. The management of the selection of Club members/staff to be tested against this portion of the Policy will be managed by an independent provider, who will select both names and times to undergo testing.

5.2 The cost of testing will be met by (Club name), except where as a result of a positive drug test the employee requests the split sample to be tested. If the result of this test is negative the cost will be reimbursed to the employee.

5.3Employees must be stood down from work on full pay until the test results are made available.

5.5 Refusal to undergo testing will be regarded as serious misconduct and is likely to result in disciplinary action, which could include dismissal.

5.6 Where a positive test result occurs, this will constitute serious misconduct and could result in instant dismissal.

* 1. The use of drugs under prescription from a registered medical practitioner when taken strictly in accordance with instructions, and which are declared at the time of testing will be taken into consideration by the testing organisation to determine their relevance to any “not negative” result.

**6. Test Procedures**

The initial alcohol test is usually conducted by using an approved Breath Testing Device. The confirmatory test must be conducted by a Breath Alcohol Tester using the same Breath Testing Device as the initial test.

The methods and standards relating to the collection, transportation and chain of custody of samples for drug testing purposes shall meet international standards as defined by the **Australian/New Zealand Standard AS/NZS 4308:2008 "Procedures for the collection, detection and quantification of drugs of abuse in the urine"** The procedures are consistent with currently accepted standards and may change from time to time.

Refusal to sign the consent form or undergo testing is regarded as a serious offence and is likely to result in disciplinary action which may include dismissal.

**6.1. Alcohol Testing Procedure**

**Initial Test**

The initial test is usually conducted by a Breath Alcohol Tester using an approved Breath Testing Device. The “zero tolerance” in the workplace will be a “Zero” reading. The Breath Alcohol Tester will report this back to the employee and manager concerned.

**Confirmatory Test**

The confirmatory test must be conducted by a Breath Alcohol Tester using the same Breath Testing Device as the initial test. Before the confirmatory test may be given, a minimum of fifteen minutes and maximum of twenty minutes must have passed since the initial test was performed. During this period, the employee should remain under observation, and avoid any actions that could increase mouth alcohol. The 15-20 minute wait period is to ensure that the presence of mouth alcohol does not artificially raise the test result.

**6.2. Drugs Testing Procedure**

* Testing and screen testing of the sample will be carried out in accordance with the procedures as set out in AS/NZS 4308:2008 “procedures for the collection, detection and quantification of drugs of abuse in the urine".
* All aspects of the testing procedures will be carried out in a confidential and private manner.
* The employee will be accompanied to the collection site and will be required to provide identification.
* An informed consent form will be signed by the employee.

**7. Rehabilitation**

We may consider assisting employees who have problems in meeting the safety related job requirements because of alcohol or drug use on a case by case basis. This may occur through:

1. Voluntary request by an employee for assistance
2. Club requested:

* Where an employee returns a positive test result for alcohol or drugs following an incident where there has been no damage to property or vehicles or injury to any person, where appropriate, a manager may refer the employee for counselling and/or rehabilitation as an alternative to dismissal.
* Where an employee is referred, he/she will be put on a ***Health Improvement Programme.***
* This begins with an assessment of the employee. Then a specific programme is developed based on the assessment. The programme may range from a number of counselling sessions to referral to external rehabilitation services.

The employee will be required to sign a Health Improvement Contract, which includes acknowledgment of a positive alcohol or drugs test, commitment to a Health Improvement Programme, consent to follow up tests over a specified period and permission for Club representatives to discuss recommendations and compliance.

When an employee has returned a positive drug test result, refusal to participate in or failure to comply with the Health Improvement Programme will be treated as serious misconduct and is likely to result in dismissal without notice.

Employees will be required to use their sick leave entitlements for any absences involved in the rehabilitation process.

1. **Confidentiality**

The information will be held on a separate secure file. The employee is entitled to access his/her file, request corrections where appropriate and take a copy of the file when he/she leaves.

|  |
| --- |
| **On site Emergency readiness** |

|  |  |  |
| --- | --- | --- |
| **First Aid** | | |
| **TYPES OF FIRST AID CABINET OR KIT** | | **WHERE LOCATED** |
| General | | TBA |
| **Report all injuries and sickness immediately, no matter how minor, to our site manager. Treatment will be given or arranged by the First Aider and the incident recorded in the Register.** Should later medical care be required, you will have a record of the incident | | |
| **Duties of First Aiders** | | |
| 1. Dispense and control items from cabinet and ensure supplies are adequate 2. Treat minor wounds and injuries, such as applying dressings, stopping bleeding and treating burns. Wear plastic gloves in appropriate instances. 3. Deal with fits/fainting and where necessary provide resuscitation and CPR 4. Record accident/injury details in accident book 5. Arrange further assistance if required 6. Advise management immediately of any serious or potentially serious accident | | |
| **Serious Injury** | | |
| **Major injury or damage** - Obtain help from a qualified First Aider and summon outside help if required. Do not attempt to move a seriously injured person unless they are in danger of further injury. Comfort and give assurance to the victim. Administer rescue breathing only if capable of doing so and only when qualified help is not readily available. Record all relevant facts and details on the appropriate forms whenever a major accident or damage to property occurs. | | |
| **Register of Qualified First Aiders** | | |
| **Name** | **Photo** | |
| **?** | **?** | |
| **?** | **?** | |
| **?** | **?** | |

|  |  |
| --- | --- |
| **Fire Related Equipment and Procedures** | |
| **Type of Equipment** | **Location** |
| Fire extinguishers | At the entrance to the office near the lift  Photo here |
| Smoke detectors | explain where |

|  |
| --- |
| **EMERGENCIES** |
| **General Procedure**   * All Club members/staff and visitors will vacate the danger area immediately. * Fire Wardens will be in control. * Provide first aid to injured personnel. **Call the nearest First Aider**. * For emergency services, **phone 111.** * Isolate, disconnect or contain danger. Extinguish fires if possible. * An accident scene is not to be interfered with unless absolutely necessary to save life or property * Advise all details as soon as possible |
| **Fire Escapes**  There are ? fire escapes located in the  Noted here |
| **Evacuation Assembly Point**  **The assembly area in the event of an emergency is the Car Park on the Corner of Crawford and Water Streets**  **Photo here** |
| **Medical**   * Our nearest Hospital is**: ?** Phone  **?** |
| **Police**   * Our nearest Police station is**: ?** Phone **?** |
| **Hazardous Substances Safety Data** |
| A Safety Data (MSD) sheet is designed to give concise health and safety, plus technical information about a hazardous product and to quickly convey vital information (such as poison code or UN code) to the emergency service providers  **Safety Data sheets will be held at the ??? and at the point of storage if and when required.** |

Hazardous Substances Stored on Site

|  |  |  |
| --- | --- | --- |
| **Name / Location** | Container type. | **HSNO / DG Class** |
| None | n/a | n/a |
|  |  |  |
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Lock Out, Tag Out and Permits Expectations

**When on our sites we will be required to complete a full risk assessment to be completed and an agreement documented on how the work will be undertaken. The issuing of a permit does not in itself make an event safe**, but it should provide a clear, unambiguous framework within which the event can be carried out.

Lock Out means; ensuring a process is followed to prevent the use of hazardous equipment.

For example, removing the keys from a hazardous quad bike is NOT A LOCK OUT PROCESS. Labeling, *do not use* and removing the starter /battery would be a LOCK OUT PROCESS.

**IF** Permit to Work (PTW) is required for specifictasks within the Club, whether they are performed by an employee or a contractor, that has the potential to expose any person to a significant hazardand where there is no approved, documented **Safe Operating Procedure (SOP).**

The PTW must be displayed at the work site. The PTW shall be displayed in a similar manner whenever work is taking place.

A PTW is valid only for the work period in which it is endorsed. After issue, a PTW may be re-endorsed at the beginning of an additional six work periods. On completion, or cancellation of the task, the PTW shall be returned to the permit issuer for sign off.

The Club expects a Risk Assessment approach for restricted works and will require a permit to work to be prepared and approved.

Personal Protection Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Photo of**  **Protective equipment** | | **Description/Name of item** | **M Mandatory**  **AR As required** |
| PERSONAL PROTECTIVE EQUIPMENT REQUIRED |  |  |  |
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**SECTION 3 Emergency Procedures**

###### 3.1 GENERAL

1. Make yourself aware of the location of the EXIT(s).
2. Make yourself aware of the assembly point in your area.
3. In the event of an emergency manually set off the alarm and phone the Emergency Services (111).
4. Nobody is to return to the area without the “All Clear” given.

###### 3.1 RESPONSE ACTIONS FOR EMERGENCIES

###### BUILDING FIRE

**If you discover a fire:**

* Raise the alarm immediately by operating the nearest fire alarm.
* Ensure that the fire service is notified by calling 111.
* Clearly state the premises name and address, including suburb and town and the nature of the emergency.
* Potentially dangerous machinery and gas mains should be shut down if it is safe to do so. Leave lights on.
* Leave immediately by the nearest safe exit route.
* Move quickly but do not run.
* Report to the designated assembly point.
* Stay outside the building until the “All Clear” is given by the senior warden.
* Only if it is safe to do so should any attempt to fight the fire be made.

###### 3.4 GENERAL EMERGENCIES

###### 3.4.1 EARTHQUAKES

**At the first signs of an earthquake:**

* Do not panic.
* If outside, stay away from buildings and power lines.
* If indoors, stay indoors
* Take cover under any substantial item of furniture, such as a desk, counter work table, or in a doorway and hold on firmly.
* If the furniture you are under starts to move, move with it.
* Stay away from glass doors and windows, tall shelves, light fixtures and objects that might fall.

**Immediately after the earthquake:**

* Check yourself and others for injuries – give first aid or get medical help.
* Check for small fires and put them out.
* Turn off power, water and gas at the mains. If possible, notify authorities of leaks, damage or unsafe hazardous substances.
* If the building is damaged or unsafe you may need to evacuate.
* Check for people who might be trapped in storage rooms or toilets, or who might need special assistance to leave.
* Take with you any emergency supplies and any vital business records that you can remove safely.
* If possible, secure the premises before leaving.
* Move to safe areas outside away from buildings and hazards.
* Expect aftershocks. If they happen, repeat this procedure.

###### 3.4.2 SEVERE WINDS OR STORMS

* Open a window on the side of the building AWAY from the wind – this will help relieve the pressure on the roof.
* Put tape across very large windows to stop them shattering.
* Stay inside. Don’t walk around outside as you may be hit by flying missiles.
* Make an assessment of closing the landfill to the public for H/Safety reasons.
* Advise the Contract Manager and the Council of this decision.

*3.4.3 TIDAL WAVE or tsunami*

* Civil Defense will issue a warning if a tidal wave is expected.
* If this warning is issued, check the radio for instructions.
* Go immediately to the nearest high ground – at least 30 metres above sea level or 1km inland.

###### 3.4.4 LIGHTNING STRIKES

* Take cover in a building or vehicle if possible
* If our in the open crouch down and remain stationary
* Do not take cover under trees
* Do not use a cellphone

###### 3.4 5 BURNS

* Cool burn for at least 20 minutes using cold running water or a fine low pressure spray mist.
* Do not attempt to remove items of burnt clothing.
* Treat for shock and hypothermia.
* If required, seek medical attention.

###### 3.4.6 ELECTROCUTION

1. Don’t touch victim or equipment
2. Turn the power source off.
3. To assist the casualty if the power cannot be turned off, use heavy insulating **dry** gloves, or something made of rubber, **dry** cloth or wood to free the casualty.
4. Start resuscitation immediately if breathing is not evident. Use CPR techniques
5. Leave equipment as is.
6. Attach an “Equipment Unsafe” tag to the power source isolating switch.
7. Notify the Manager or on site supervisor immediately.
8. If required call the Emergency Services (**phone 111**)

**Cardiopulmonary Resuscitation (CPR)**

1. Check for danger to yourself (electrical wiring etc)
2. Seek assistance where appropriate
3. Shake the victim and shout to establish the level of responsiveness
4. Check that airway is unobstructed.
5. Place victim on back on a firm surface
6. **Check for any sign of a pulse**. If not-

**Airway**

1. Open airway by tilting head well back and lifting the chin with fingers.
2. Look, listen and feel for breathing. Place your face near mouth if necessary to detect breathing. If absent commence rescue breathing.
3. Keep victims head tilted back.

**Breathing**

1. Take a deep breath and blow firmly into the victim’s mouth, keeping a tight seal around the mouth.
2. Block the nostrils with your cheek or pinch them closed with your fingers.
3. Give two full breaths initially.

**Circulation**

1. Check for the rise and fall of the chest. If this does not occur there is probably a blockage to the airway – Check and try again.
2. Check for any sign of a pulse. If not
3. Give full breath.

**Kneel by the patient.**

1. With heel of hands, press lower half of breastbone downwards
2. The fingers may be interlocked or extended or the top hand may grip the underneath hand.
3. Keep pressure arm straight and fingers clear of the chest.
4. Press downwards towards the spine.
5. If only one rescuer, then give 30 compression’s (1 per second) then one full breath and continue until natural breathing starts or more advanced treatment is available)
6. If two rescuers, then person giving cardiac compression’s should pause slightly after each five compression’s (1 per second) to allow one full breath to the patient.
7. It is most important to keep the victim’s head tilted well back to maintain a clear airway. This action alone may cause normal breathing to commence in an apparently asphyxiated unconscious person.

###### 3.4.7 CRUSHING

* Secure the situation by blocking or otherwise supporting the weight to prevent further injury or death.
* Call emergency services. **Dial 111**. Give clear instructions on location, nature of incident and numbers of persons and injuries.
* Do not attempt to move the victim/s until medical assistance is available, unless the victim is in grave danger from further crushing.
* Keep the victim calm and comfortable.

###### 3.4.8 SUSPECTED BIOLOGICAL CONTACT

**Prevention of Infection**

Biological hazards include occupational exposure to pathogens such as:

* Hepatitis A Virus (HAV)
* hepatitis B Virus (HBV)
* human immunodeficiency virus (HIV)
* Other potentially infectious materials.
* Diseases transferable from animals to humans

**If contact is through cut or needle stick:**

1. Promote bleeding and then cleanse wound.
2. Seek immediate medical treatment
3. If possible take suspected item causing injury to doctor with you.

**If contact is through touch:**

1. Wash hands or point of body contact thoroughly using cleaning agent
2. Seek medical attention as soon as possible
3. If possible take suspected item causing possible infection with you to doctor.

###### 3.4.9 BOMB THREAT

**Although extremely unlikely, all bomb threats must be taken seriously.**

* Keep calm
* Obtain as much information from the caller as possible. WRITE IT DOWN
* Note any characteristics of caller (sex, accent, speech, background noise)
* If possible ask questions
* When caller hangs up, DO NOT PUT THE PHONE DOWN, leave the line open to help the Police trace the call
* Evacuate the facility as if for a fire.
* Contact the Police and supply all information gained.

###### 3.4.10 SUSPCIOUS OBJECTS

* Leave the object alone and cordon off the area
* Notify the Police
* Evacuate the facility as if for a fire

###### 3.4.11 DEALING WITH THE PUBLIC IN EMERGENCY SITUATIONS

* During an emergency care must be taken in dealing with the public and media.
* During an emergency you are directed to:
* Deal with the situation
* Notify the manager as soon as possible. **Note: Only the Manager is authorised to talk with the media**.
* Discuss the situation **only** with representatives of:
  + The emergency services
  + Statutory bodies (e.g. DOC, WORKSAFE NZ, etc)

###### 3.4.12 DEALING WITH THE PUBLIC IN CONFRONTATION SITUATIONS

* Do not escalate the situation by engaging in verbal or physical contact.
* Contact Police where you feel you are in fear of being assaulted.
* Go to a place of safety but where you can continue to observe.
* Record vehicle details.
* Record physical description of the person involved.

###### 3.4.13 POST EMERGENCY SITUATIONS

Immediately after an emergency (fire, earthquake or severe wind and storm) has concluded and it is safe to do so, the following steps should be taken:

* Check the plant for obvious signs of damage such as broken or cracked pipe work, tanks etc.
* Take the appropriate steps to minimise spillage of products by closing off at the source if possible.
* If product cannot be closed off at the source, initiate spill response procedures.
* If the situation is contained and stable, conduct a detailed, inspection of the entire **building.**

Safety Acknowledgment

We acknowledge that events operated by Club name will, in context of our sport and as far as reasonably practicable, comply with the Health and Safety at Work Act 2016

* Site safety rules
* Risk Management
* Significant on site hazards
* Personal Protection equipment requirements
* Accident reporting procedures
* Employee Participation system
* Emergency procedures
* First Aid
* Fire precautions and equipment
* Safe assembly and reporting procedures
* On Site Hazardous substances and Register location

This Document is evidence of our commitment to maintain reasonably practicable processes, in conjunction with the governing body rules, to ensure our sport minimizes risk to our members and the public.

Print your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inducted by:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**This to be signed by Club officials**