

PALMERSTON NORTH BRIDGE CLUB

HEALTH AND SAFETY MANUAL

Updated: 14 JUNE 2022

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1. HEALTH AND SAFETY POLICY STATEMENT AND PURPOSE

1.1 POLICY STATEMENT

The Committee and Management of PNBC are committed to meeting all obligations and requirements under the Health and Safety at Work Act 2015, or Government Emergency Directives, and to operating and maintaining a compliant and up to date H&S Management System.

1.2 PURPOSE

The Committee and Management of PNBC are committed to providing and maintaining a safe and healthy environment for all employees, members, visitors and contractors/subcontractors who undertake paid or volunteer activities for PNBC or attend or participate in events run by it or any of its delegated Sub-Committees.

In fulfilling the above aims, the Committee and Management of PNBC are committed to regular consultation on H&S matters with employees, members, contractors, subcontractors, suppliers and visitors.

In doing so, the Committee and Management of PNBC will:

- allocate appropriate resources to fulfil the aims of the H&S Policy
- continually review and report on the H&S Management System and hazards
- appoint and train a Club member to oversee and implement the H&S Management System
- encourage consultation and feedback to encourage all to actively participate in delivering a healthy and safe environment

This will be actioned by:

- providing appropriate induction, training and supervision for those delivering activities with or for PNBC
- encouraging those above to identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimize them
- ensure that all are made aware of the hazards in their environment and are adequately informed and advised, so that they can participate and enjoy a safe environment
- encourage accurate and timely reporting and recording of all accidents and near misses, and investigating and reviewing
- ensuring all those who deliver activities with and participate in PNBC places of work or events understand that they play a vital and responsible role in maintaining a safe and healthy environment.

A healthy and safe environment is everyone's responsibility.

President:



Date: 17 June 2022

NEXT REVIEW: June 2023

2. BACKGROUND: HEALTH AND SAFETY RESPONSIBILITIES

2.1 DUE DILIGENCE:

Where PNBC has a duty or obligation under the Act or directive from Government through an Emergency Notice, then PNBC – through a nominated person or persons - must exercise due diligence to ensure that PNBC complies with that duty, obligation or Notice.

Due diligence includes taking reasonable steps to:

- a) acquire, and keep up to date, knowledge of health and safety matters; b) gain an understanding of the nature of the operations of the business or undertaking of PNBC and generally the hazards and risks associated with those operations;
- c) ensure that PNBC has available for use, and uses, appropriate resources and processes to eliminate or minimize risks to health and safety, from work or activities carried out as part of the conduct of the business or undertaking;
- d) ensure that PNBC has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- e) ensure that PNBC has, and implements, processes for complying with any duty or obligation of PNBC under the Act;
- f) Follow and share and advice affiliated bodies on all NZ Government directives relating to national emergencies, such as pandemics, and other natural disasters f) verify provision and use of resources and processes referred to in paragraphs (c)-(e)

For the purposes of paragraph (e), the duties of PNBC include:

- eliminating or minimizing risks to health and safety;
- reporting notifiable incidents;
- consulting with all those involved in the delivery of events and outputs;
- ensuring compliance with notices issued under the Act;
- ensuring provision of training and instruction to all about health and safety.

2.2 DUTY OF THOSE DELIVERING ACTIVITIES

For the purpose of this document a 'worker' is anyone who carries out activities in any capacity for PNBC, including employees, members, participants, contractors/subcontractors (and their employees), apprentices and volunteers etc.

A worker must:

- a) take reasonable care for his or her own health and safety;
- b) take reasonable care that his or her own acts or omissions do not adversely affect the health and safety of other persons;
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by PNBC to allow PNBC to comply with the Act;

d) cooperate with any reasonable policy or procedure of PNBC relating to health and safety at the place of delivery that has been notified to workers.

2.3 REASONABLY PRACTICAL

PNBC is required to manage risks to health and safety by identifying reasonably foreseeable hazards that could give rise to health and safety risks, and determining means to eliminating risks, so far as is reasonably practicable. Where it is not reasonably practicable to eliminate the risks, they must be minimized so far as is reasonably practicable.

‘Reasonably practicable’ means that which PNBC is reasonably able to do in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including:

- the likelihood of the hazard or the risk concerned occurring;
- the degree of harm that might result from the hazard or risk;
- what the person concerned knows, or ought reasonably to know about the hazard or risk;
- ways of eliminating or minimizing the risk;
- the availability and suitability of ways to eliminate or minimize the risk;
- after assessing the extent of the risk and the available ways of eliminating or minimizing the risk, the cost associated with available ways of eliminating or minimizing the risk, including whether the cost is grossly disproportionate to the risk.

Reasonably practicable ways of minimizing risks include, but are not limited to:

- developing and implementing rules and procedures,
- following updated directives from Ministry of Health or other government bodies
- provision of and use of personal protective equipment,
- licensing;
- containment;
- safety rails;
- alcohol and drug testing;
- induction and training; and
- independent overview.

3. ROLES AND RESPONSIBILITIES

Everyone delivering activities for PNBC, or visiting an event or meeting run by PNBC or those with its delegated authority have a responsibility to keep themselves and those around them safe. Health and Safety is a shared responsibility.

Level 1: ALL workers, employees, contractor, volunteers and visitors to PNBC events have a responsibility and must be encouraged to:

- identify and report hazards and risks in the environment;
- keep themselves and those they work alongside, safe
- work within health and safety guidelines identified by PNBC

Level 2: Those who have been identified as supporting and ensuring the delivery of the H & S for various sites/activities need to.

- record hazards and risks for their activity for a Risk Reporting Log;
- discuss hazards and risks in the place of service delivery with PNBC nominated person
- induct their workers/volunteers in PNBC health and safety procedures;
- assist PNBC in the hazard and risk resolution process; and
- follow any reasonable direction from PNBC.

Level 3: PNBC nominated H & S Manager

They must ensure that

- all activities have an inducted health and safety nominated person;
- that a roster for and regular safety audit is undertaken
- that all hazards and risks in any event or activity are identified and processes followed, and are evaluated on regular basis
- consult about health and safety matters;
- review the Risk Reporting Log to identify areas/actions where incidents occur;
- report to PNBC Committee on H&S issues – including all near misses and incidents

Level 4: PNBC Committee

At their meetings, they will:

- Review and feedback on H&S near misses and incidents reports
- Allocate budget to support provision of training and first aid kits
- Allocate budget to ensure staff are kept safe and healthy
- Ensure all staff are inducted and H&S is included in all job descriptions

4. HOW TO DELIVER A HEALTH AND SAFETY PLAN

4.1 HAZARD IDENTIFICATION AND RISK ASSESSMENT

A. Identify activities and events

Each activity and event needs to have a hazard identification and risk assessment undertaken. Some of these events will be very simple (meetings) but others that are events and involve venues, travel, etc, may need to be reviewed on a regular basis.

Examples of types of events

- ZOOM meetings
- Coming together meetings
- Office/working from home
- Youth activities
- Sub-committee meetings
- Tournaments
- Travel

B. Hazard Identification and Risk Assessment

Hazards and risks may include:

- Office work – e.g., RSI, lifting, office layout
- Arrangements – e.g., storage of heavy items, site set up;
- Circumstances – e.g., deadlines, heavy workload;
- Visitor Management – e.g., traffic, crowd management, heat,
- Processes – e.g., transporting, maintenance;
- Behaviour – e.g., bullying, impairment through alcohol, drugs or fatigue;
- Equipment – e.g., safe usage using where possible manufacturer's instructions as an important source of information regarding the safe operation of plant and any associated hazards;

Using the following headings as a guide, think about all the things that could create a challenge or a hazard for you, your colleagues or your visitors.

- External (weather, traffic, smoke, noise, flying...)
- Environment (lighting, space, emergency evacuation, temperature, access, temperature, comfort, appliances...)
- Health (food safety, intoxication, dehydration, poisoning, contamination, allergies)
- Physical (trips, slips, working at heights, driving, lifting, posture, repetition, standing)
- Personal (bullying, abuse, working alone)

C. Assess Risk

Risk is an assessment based on judgement of the probability of an issue and the severity of consequence.

The key is the severity of the outcome matched with the probability of the risk identified and is often displayed as a matrix.

4.2 RISK ASSESSMENT MATRIX

PRIORITISING HAZARDS AND RISKS				
Probability				
	Very Likely	Likely	Unlikely	Highly Unlikely
Consequences				
Life Threatening	High	High	High	Medium
Detrimental	High	High	Medium	Medium
Harmful	High	Medium	Medium	Low
Negligible	Medium	Medium	Low	Low

Hazards can be assessed taking into account:

- the risks associated with a task;
- the number of persons at risk;
- the likelihood of a hazard occurring;
- the potential consequences if the hazard occurs; and
- the frequency in which individuals are exposed to the hazard.

The key to developing a Health and Safety plan is to identify risks and determine how they will be managed to minimize their impact.

D. Develop Control Measures

Then risk control measures need to be developed (as far as is reasonably practicable). The control measures listed below are in order of preference for the resolution of a hazard at the site of delivery.

- Elimination Allows hazards to be designed out and control measures to be designed in. It will likely require a modification to the process, method or material to eliminate the risk.
- Substitution Replacing the material or process with a less hazardous one.
- Isolation Isolating the hazard from any person exposed to it.
- Restriction Preventing any person from coming into contact with the hazard.
- Engineering Redesigning plant or processes to reduce or eliminate risk.
- Administration Adjusting the time or conditions of risk exposure (e.g., job rotation, increased supervision). Ensure workers have received training, information and instruction regarding the particular hazards and risks within the stables.
- Personal Protective Equipment Using appropriate safety equipment where other control measures are not practicable.

Examples might be:

Elimination – e.g., remove the risk (put the cord in another plug so that it is away from foot traffic)

Substitution – e.g., instead of peanuts offer vegetables

Isolation/Restriction – e.g., close off area, or steer people away

Engineering or redesign – e.g., move position of screen if people are likely to need to twist to see it

Administration – adjusting the time caddies are required to stand on their feet
Protective Equipment – wearing sunglasses in the glare

E. Maintain, Review and Revise Control Measures

It is important that any control measures put in place are assessed to their effectiveness and maintained to remain effective. They need to be

- fit for purpose; and
- suitable for the duration of the activity undertaken; and
- installed, set up, and used correctly
- there is a regular review and revise strategy.

In particular, measures must be reviewed when:

- the control measure does not control the risk it was implemented to control so far as is reasonably practicable (i.e., the control measure does not work, or does not work as effectively as it could);
- there is a change in the site of delivery and the control measure may not effectively control a new or different risk introduced by the change;
- a new relevant hazard or risk is identified;
- a health and safety monitoring report indicates workers have been affected by the hazard;
- consultation with workers indicate a review is necessary; or
- a health and safety representative requests a review.

F. Risk Reporting Log

Hazards or risks to health and safety must be reported to PNBC as soon as possible and recorded in a Risk Reporting Log, which is kept by the H&S Designated person. These will be circulated to all relevant parties and undergo assessment and management by all parties at the completion of each event, as necessary.

SUPPORTING DOCUMENT: PNBC HAZARD IDENTIFICATION AND RISK ASSESSMENT PROFORMA

Completing on behalf of:

Activity Description:

Assessment done by and when:

Notes:

Section1 - What hazards have been identified? And what are the risks? Hazard Rate the risk*

*see below Comment, and identify how to control the risks identified as M/A/XX/S?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Any specific circumstances (describe):		
Persons / Groups at Risk: (list)		
RATE THE RISK	M	Minimal risk exposure
	A	Adequately controlled. No further action required
	XX	Inadequately controlled. Further Action/Investigation Required. Proceed with Risk Assessment (Section 3)
	S	Covered by Regulation/Standard/Code Specify:

Section 2 – Implementation Plan			
Control Option	Resources	Person(s) Responsible	Proposed Implementation date

Section 3 – Consultation			
Have relevant staff been consulted in relation to this risk assessment? Yes [] No [] If yes, indicate who was consulted.			
Name:	Date:	Name:	Date:

Section 4 – Comments and Endorsements		
Completed by Name:	Signature:	Date:
<p>Assessment Approval: I am satisfied that the risks are not significant and/or adequately controlled and that resources required will be provided.</p>		
Name:	Signature:	Date:
Position Title:		

INCIDENT REPORT FORM

Instructions: Please use this form to report all event related incidents that could impact on health and safety of attendees and staff, no matter how minor. This helps us identify and correct hazards before they cause serious injuries. This form should be completed within 48 hours of the incident and given to a supervisor for further action.

If injury / illness / near miss was a serious incident supervisor should fill out an accident investigation form to accompany this form

I am reporting a work related

Injury Illness Poor behavior Other Incident

Your name

Job Title

Have you told your Supervisor about this incident? If yes – who

Date of incident Time of incident

Names of those involved in

incident

DESCRIBE WHAT HAPPENED

Include location, event, why and how the incident happened

Name of witnesses (if any)

What could have been done to prevent this incident? Was this incident due to unsafe conditions or equipment, or unsafe actions of people?

If it related to an injury, please identify:

- What part/s of the body were injured? If a near miss what could have happened? - Describe the injury (burn, abrasion, cut, bruise, strain, concussion etc.)

Did it require first aid?

Did it require a doctors visit?

If yes who was seen, date/time seen and contact number:

Your Signature:

Supervisor's name:

Supervisor's signature:

ADDITIONAL ACTIONS TAKEN:

ADDED TO INCIDENT REGISTER: (Date)

INCIDENT REGISTER

Keep a spreadsheet that summarises all incidents, accidents and near misses.

Include:

Name of person

Date

Location

Summary of injury

Brief description

Reported

Changes made as a consequence