



# **Volleyball NZ**

## **Health and Safety Manual**

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## **Purpose of this Manual**

To provide a framework for the implementation of Health and Safety systems and processes for Volleyball NZ. To inform and guide Board Members, Managers, Staff and Contractors on their roles and responsibilities relating to Health and Safety.

The Manual should be read in conjunction with the Volleyball NZ Health and Safety Policy.

## **Volleyball NZ Health & Safety Policy**

### ***Purpose and Scope***

This document provides a framework to ensure all employees, contractors (being an organisation or person with a contract for services) and Board members have a clear and consistent understanding of the organisation's approach and commitment to health and safety, and their individual obligations.

### ***Summary***

Volleyball NZ is committed to providing a safe and healthy work environment for all our employees, athletes, visitors and contractors and is committed to continuously improving our health and safety systems.

Volleyball NZ is committed to ensuring there are NO serious / permanent<sup>1</sup> injuries/illness caused within the workplace.

### ***What***

To achieve these commitments Volleyball NZ will work in a collaborative way with our employees, athletes, coaches and contractors to address health and safety issues in our workplace. We provide systems to:

- identify and manage workplace hazards
- accurately record, report and manage accidents, incidents, near misses and symptoms of discomfort
- provide appropriate health and safety training according to the level of responsibility held
- manage, where reasonable, rehabilitation in the event of an accident, incident or illness to return employees and contractors to the workplace
- identify and implement emergency preparedness and response requirements in our workplace.

Senior Leadership Teams and Board Members will:

- comply with all the requirements and obligations relating to the Health and Safety in the Employment Act
- maintain an organisational level of planning, review and coordination for health and safety
- take responsibility for ensuring the organisation has information, processes and adequate resourcing for eliminating or minimising risks, responding to hazards and accidents and ensuring compliance with the law
- fulfil all designated health and safety responsibilities

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<sup>1</sup> A work place accident/illness is classified as serious/permanent where hospitalisation is required and/or the staff member/contractor/athlete/coach/visitor is unable to resume their duties after a 3 week period.

In addition, Senior Leadership Teams will:

- be held accountable for health and safety outcomes in terms of:-
  - a. supporting staff/contractor OSH requirements
  - b. providing support for staff/contractors to take adequate breaks
  - c. ensuring staff/contractors meet health and safety requirements as outlined in employment agreements and/or job descriptions and/or contract for services
  - d. allowing staff/contractors to attend the Volleyball NZ Health and Safety initiatives
- understand and fulfil responsibilities to visitors
- maintain safe working conditions; and ensure equipment and resources provided in the workplace are safe for use
- ensure timely and accurate reporting and recording of all accidents, incidents, near misses and symptoms of discomfort
- provide employees/contractors with the time and resources required to carry out individual responsibilities to health and safety
- support the safe and early return to work of injured or ill employees/contractors
- ensure Health and Safety representatives are provided with sufficient time to carry out their role.

Employees/contractors are responsible for:

- ensuring their acts (or failures to act) do not cause harm to others
- taking actions that maintain the health and safety of themselves and others
- accurately reporting all accidents, incidents, near misses and symptoms of discomfort
- identifying and reporting workplace hazards; hazards include stress and fatigue
- actively participating in health and safety training
- actively participate in their own rehabilitation, in the event of an injury or illness
- comply with any reasonable safety instructions, policies or procedures
- using any Personal Protective Equipment supplied, as appropriate

## ***Reporting and Monitoring***

Board reporting and monitoring of compliance with this policy will be via the following mechanisms:

- monthly reporting of workplace accidents to the Volleyball NZ Board;
- inclusion of risks determined to have a 'high' or 'critical' risk rating within the monthly Board risks register;
- a review of H&S related policy and procedures, at the Audit and Risk Committee on a six monthly basis; and
- inclusion of H&S practices as part of the 3 year internal audit programme, frequency based on perceived risk. Note: N/A to Volleyball NZ as no internal audit programme operating.

## ***Compliance with this Policy***

If a staff member or contractor is found to have not complied with this policy, either intentionally or unintentionally, action appropriate to the seriousness of the non-compliance will be taken. Action may range from censure through to dismissal.

If an instance of non-compliance with this policy occurs, the Chairperson of the Volleyball NZ Board and Chairperson of the Audit and Risk Committee, must be notified immediately and the necessary action will be taken to mitigate risk to Volleyball NZ, external organisations and/or to individuals.

Volleyball NZ will comply with the Health and Safety in Employment Act 1992 and amendments, and all other relevant legislation, regulations and Codes of Practice.

## ***Links***

### **Department of Labour Website**

<http://www.osh.govt.nz/>

### **Health and Safety in Employment Act**

<http://www.legislation.govt.nz/act/public/1992/0096/latest/DLM278829.html>

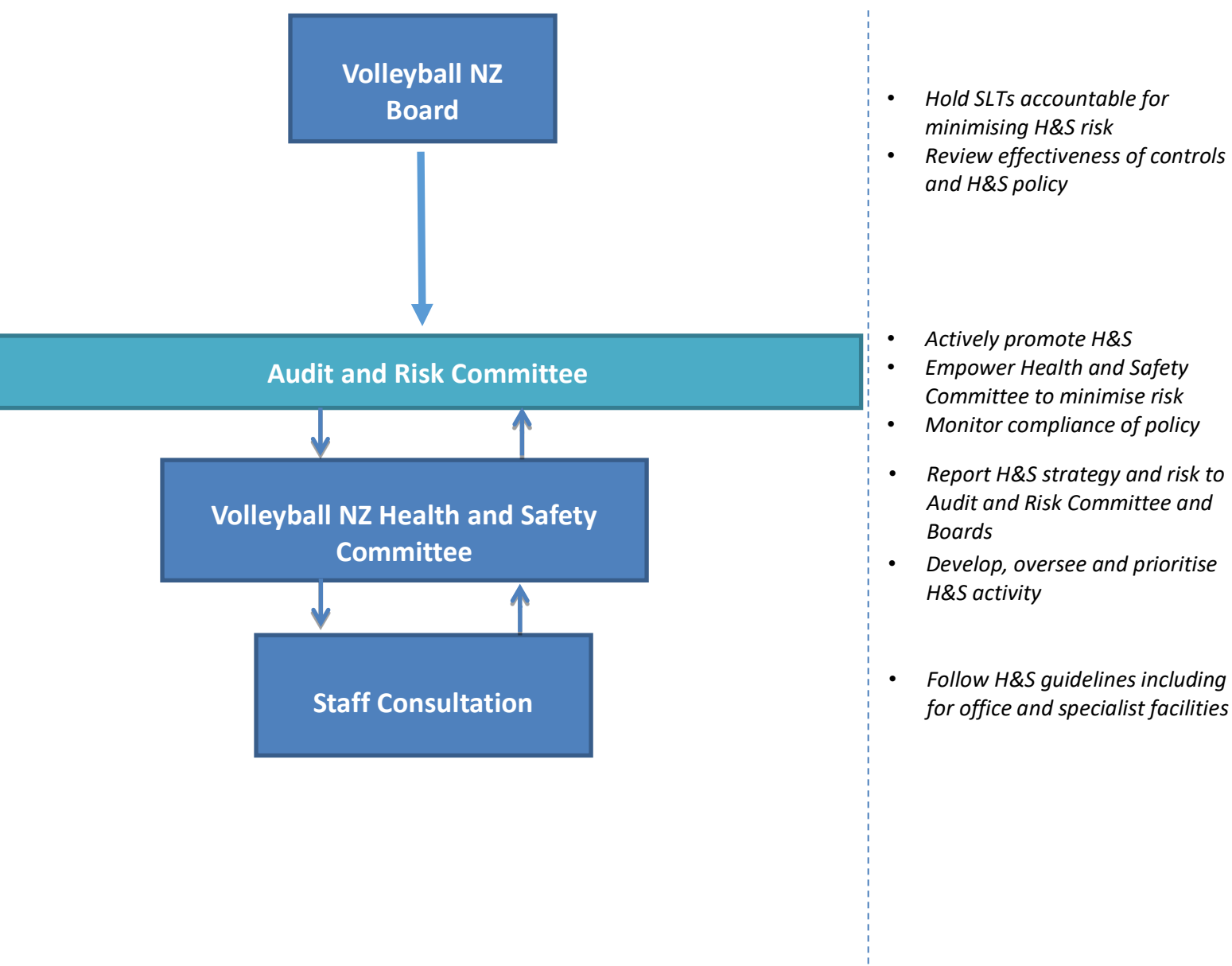
### **Health and Safety Reform Bill**

<http://www.legislation.govt.nz/bill/government/2014/0192/latest/DLM5976660.html>

## Section 1: Governance Structure, Roles and Responsibilities

The following is a representation of the Volleyball NZ Health & Safety Governance structure and the supporting specific roles and responsibilities.

### Volleyball NZ Health & Safety Governance Structure



Role	Responsibilities
Board, (& its sub-Committee the Audit and Risk Committee (ARC)), CEO, SLT	<ul style="list-style-type: none"> <li>- Acquire up to date knowledge of health and safety matters.</li> <li>- Gain an understanding of the nature and hazards of the organisation.</li> <li>- Ensure the organisation has resources and processes to eliminate or minimise risks.</li> <li>- Ensure the organisation has processes for being informed about incidents, hazards and risks and responding to that information in a timely way.</li> <li>- Ensure the organisation has processes for compliance with health and safety laws.</li> <li>- Verify the provision of the above three resources and processes.</li> <li>- Representatives of the Board along with the CEO and SLT, in addition to H&amp;S Committee reporting, are to gain assurances that health and safety systems are operating effectively through making personal observations of systems in practice and talking to staff/contractors directly involved in operational activities at least twice a year. A register of such visits and observations will be maintained by the Board Secretary</li> </ul>
Audit and Risk Committee (ARC)	<ul style="list-style-type: none"> <li>- Review 6 monthly H&amp;S systems, processes and practices.</li> <li>- Audit of H&amp;S systems, processes and practices on a 3 yearly basis</li> </ul>
Senior Leadership Team (SLT)	<ul style="list-style-type: none"> <li>- General duty to ensure the provision of a safe work environment, including plant, structures, safe systems of work, safe use, handling, storage of plant, structures and substances, facilities for welfare, information, training, supervision and monitoring of health.</li> <li>- Ensure managers are trained in OHS matters.</li> <li>- Ensure an annual training plan is prepared.</li> <li>- Set safety standards and monitor compliance.</li> <li>- Review completed accident reports and investigations</li> <li>- Appoint H&amp;S representatives</li> </ul>
Volleyball NZ H&S Committee	<ul style="list-style-type: none"> <li>- Meet quarterly to review and discuss H&amp;S matters</li> <li>- Report 6 monthly to ARC on H&amp;S matters</li> <li>- Initiate OHS Annual Plans and Objectives</li> <li>- Monitor and review safety plans and objectives.</li> <li>- Identify hazards and hazard management methods.</li> <li>- Report accidents and near misses for preventive action.</li> <li>- Review accidents, investigations and trends.</li> <li>- Monitor legislative compliance and new developments.</li> <li>- Provide communication link to all employees.</li> <li>- Report any accidents monthly to ARC, and quarterly on other H&amp;S matters</li> </ul>



Role	Responsibilities
Volleyball NZ H&S Coordinator	<ul style="list-style-type: none"> <li>- On-call assistance.</li> <li>- Provides general advice on H&amp;S matters.</li> <li>- Sets induction procedures and ensures new office based staff and contractors receive H&amp;S induction.</li> <li>- Maintains the central hazard register.</li> <li>- Initiates regular health monitoring.</li> <li>- Conducts monthly Health and Safety inspections to monitor hazards and facilities</li> <li>- Assists with accident investigations if required.</li> <li>- Records all reported lost work days to be discussed at monthly safety meetings, to be incorporated into monthly staff meetings</li> <li>- Attends monthly safety meetings, to be incorporated into monthly staff meetings, and review of H&amp;S systems.</li> <li>- Initiates rehabilitation planning with injured employees.</li> <li>- Ensure Notifiable Events are reported to WorkSafe NZ.</li> </ul>
All Volleyball NZ employees & contractors	<ul style="list-style-type: none"> <li>- Ensure they do not put themselves or anyone else at risk of injury because of anything they DO, or anything they FAIL TO DO.</li> <li>- Follow all reasonable safety instructions, policies and procedures.</li> <li>- Report accidents.</li> <li>- Report hazards.</li> </ul>

### **Volleyball NZ Health and Safety Committee**

Health & Safety Representatives

Health & Safety Coordinator

Programme Services Coordinator

Corporate Services Manager

## **Important notes on responsibilities under the Health & Safety at Work Act:**

- A primary duty of care applies to workers of the employer, workers influenced by the employer and any other person.
- Board members must acquire and update their knowledge of the undertaking, including the nature of the undertaking and its hazards and ensure the management has, and uses, resources and processes to eliminate or minimise risks, hazards, incidents, and has compliance processes.
- Managers, including those who manage fixtures, fittings or plant, have specific duties and may be personally liable under the Act.
- Duties under the Act require the application of what is “Reasonably Practicable”. This takes into account:
  - The likelihood of the hazard or risk.
  - The degree of harm that would result.
  - What the person concerned knows or ought to know about the hazard/risk and means of eliminating or minimising it.
  - Availability and suitability of these means.
  - After all the above are considered, the cost associated with eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
- Duties under the Act cannot be transferred to another person. (This includes duties to visitors, contractors and any other person to whom we have a duty, including athletes).
- Any duty holder may have more than one duty at the same time, and more than one person may have the same duty. Each duty holder must comply with their duty fully, even though another person has the same duty, to the extent to which they have capacity, influence or control. This means, for example, that if contractors are working in an area under our control or influence, they, their manager/company, Volleyball NZ duty holders and Volleyball NZ as an organisation are potentially liable.
- If more than one person has a duty for the same matter under the Act, each person must, so far as reasonably practical, consult, cooperate and coordinate with all others; there is a duty of consultation. This would, for example, apply to building risks, where both the occupier and landlord have duties together.
- We cannot contract out of our duties under the Act. Any such attempt to transfer duties will have no effect in law.
- Workers must:
  - Take reasonable care for their own health and safety.
  - Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
  - Comply, as far as reasonably able, with reasonable instructions to allow compliance with the Act.
  - Cooperate with any reasonable policy or procedure relating to health and safety.
- Any person at a workplace must:
  - Take reasonable care for their own health and safety.
  - Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
  - Comply, as far as reasonably able, with reasonable instructions to allow compliance with the Act.

- No person may display “adverse conduct” towards employees who take on the role of employee representative. Adverse conduct includes a number of acts and omissions that would be prejudicial to the employee. For the full definitions, refer to the Act.

## **Section 2: Planning & Review processes for the OHS System**

*This section is about the ways we monitor our performance in health and safety and plan for improvements.*

### **6 Monthly Assessment and Review**

The Volleyball NZ Audit and Risk Committee, will initiate a 6 monthly review of H&S systems and processes.

There are five parts to this review:

1. Assessment of compliance with legislation.
2. Review of internal business developments, risk controls, incidents, accidents and responses to these.
3. External contexts, such as best practice, legislative changes, applicable codes and guidelines.
4. The relevance and effectiveness of existing policies and procedures.
5. Setting of H&S improvement objectives for the coming year.

This review includes opportunities for the Committee members to gain assurances that health and safety systems are operating effectively through making personal observations of systems in practice and talking to staff/contractors directly involved in operational activities.

The output is a set of actions, amendments and resource adjustments to update or modify processes and a set of OHS Plans and Objectives for the year ahead.

The Audit and Risk Committee will initiate a full audit of H&S policies, systems, processes and practices on a minimum of every 3 years.

### Section 3: Hazard Management

*This section is about how we recognise and control hazards. Hazards are an expected part of any workplace. Our duty is in how we manage (eliminate or minimise) the risk.*

#### What the law says:

- Hazards must be identified and the risk must be managed.
- The risks must be eliminated as far as is reasonably practicable. If it is not reasonably practicable to eliminate risks, the risk must be minimised as far as is reasonably practicable. (Note that the term minimisation is now a parent term for the hierarchy of controls).

#### Summary of the hierarchy of controls:

**Elimination** (preferred) – For example, filling a hole so that the hole is gone. Elimination does not necessarily mean the hazard has to be removed; it could involve reducing the hazard to a non-hazardous level. For example, reducing the noise emitted by a machine below a dangerous level.

**Minimisation** – If elimination is not reasonably practicable, the risk must be minimised by one or more of the following:

- **Substitution** - This is the next preferred after elimination. This involves replacing the hazard with something that gives rise to a lesser risk (example, replacing a solvent based flammable substance with something water based).
- **Isolation** – Making sure people cannot come into contact with the hazard. It can include physical barriers, distance, insulation, etc. For example, placing a fence around a hole, storing hazardous substances in a different location, etc.
- **Engineering controls** – Devices and controls that are designed to protect against hazards causing harm (e.g. sensors, supports, extraction of dust and fumes).

**If a risk then remains:** Minimise the remaining risk by **Administrative Controls** (e.g. training, special procedures, information).

**If a risk then remains:** Minimise the remaining risk by the use of **Personal Protective Equipment**. (PPE)

## **Hazard identification:**

We identify hazards by four main methods:

1. Monthly Health and Safety inspections to monitor hazards and facilities.
2. Investigating accidents to find out and prevent what caused them.
3. Employees and managers reviewing hazards in monthly safety meetings, to be incorporated into monthly staff meetings.
4. Employee reports of hazardous or unhealthy situations.

Hazards to **all** employees must be identified and dealt with. Think about hazards that are:

- Particular to specific occupations (working in a gym and an office have different hazards).
- Off site (e.g. drivers and mobile employees).
- Not sudden and are caused over time (e.g. noise, fatigue, gradual process and chemicals).

We have a list of hazards we deal with. These are recorded on the Hazard Register. These need to be particular for each location, even if some hazards are common. For each hazard, there are agreed ways we keep them under control, like guards, training, clothing, monitoring.

## **Where else can we go to get advice on dealing with hazards?**

There is a list of specialist advisors on noticeboards.

## **Monitoring Health**

Some hazards identified in the Hazard Register may be “health” related, such as noise (hearing loss), dust (lung function), muscle tension (Gradual Process Disease) and similar.

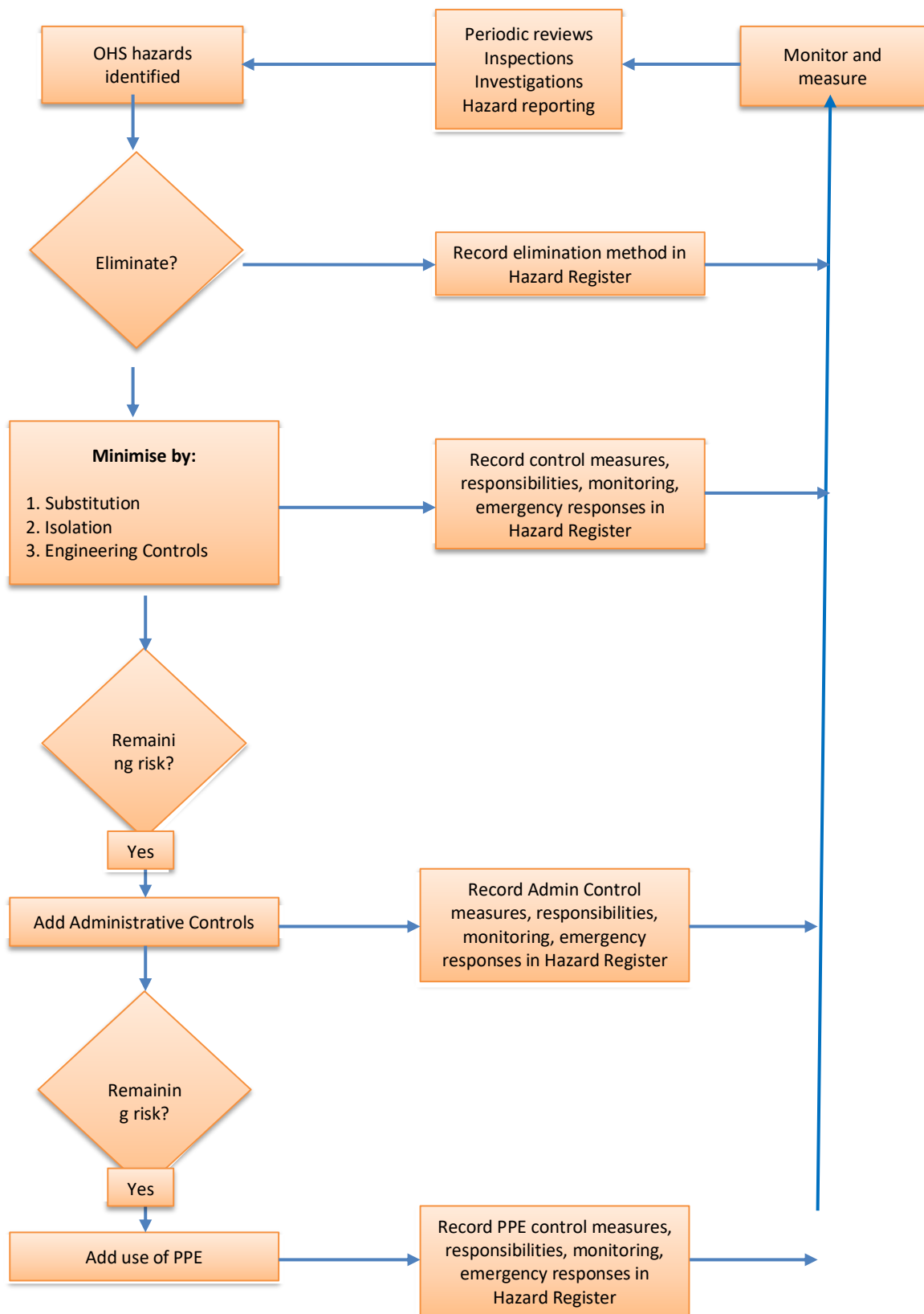
Protective equipment and training will be provided, however, the effects are not visible, so we must monitor employee health at appropriate intervals, to make sure the protection provided is successful in controlling the risk.

This will be done by professionals who specialise in health checks and the results will be kept confidential. It is not compulsory to have health checks, however, it is in all employees’ interests to participate, so that early action can be taken if a condition develops.

## **Visitors**

See Visitors and Contractors Section.

## Flowchart of Hazard Management



## Specialist OHS Advisors

The following are advisors in their line of expertise.

***(This table to be completed – this can include for example companies who advise on handling and storage of pool chemicals, do workstation assessments, or any other hazard where special knowledge or training are needed to ensure appropriate control measures are used)***

[illegible]



## Section 4: Training and Supervision

*This section is about making sure employees have the skills, information and knowledge to work safely and ensure others know how to work safely.*

### What the law says:

The Primary Duty of Care in the Act outlines (among other things), the following requirements relating to training and supervision:

- Provision of safe systems of work.
- Safe use, handling and storage of plant, structures and substances.
- Provision of information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out.

### What we do:

#### a) Induction training

All **new employees and contractors** must take part in a H&S Induction and sign the acknowledgement on the H&S Induction Checklist to say that they have read and understood the information given.

It is also good practice to review H&S procedures with **existing employees** once a year. Athletes should be inducted in the same manner as far as general health and safety rules are concerned, although it is acknowledged that their induction also includes initial screening and setting up their Strength & Conditioning programme.

#### b) Ongoing training

- Where special knowledge is required, for example, coaching qualifications, first aid, CPR, these qualifications will be recorded in the Training Record.
- At least once a year, a Training Plan will be agreed at the safety (staff) meeting.
- Training records will be regularly updated.
- Training will either be given by internal supervisors/experienced employees as identified on the Training Record, or, for specialised subjects, by outside agencies who can provide evidence that their instructors have a recognised qualification.
- If employees do not have the required training, we will provide training before they are expected to do the job.

#### c) Standard Operating Procedures

In some cases, where a job is high risk, and specific procedures are required (e.g. working alone, specialised equipment), a Standard Operating Procedure (SOP) will be provided. This falls into the Administrative Controls category in the hazard control hierarchy in Section 3. Only employees trained in the relevant SOP will be permitted to do the work. SOPs, as a minimum, will set out the

steps required for preparation, protective equipment to be used, operating rules, and what to do upon completion of the task.

#### **d) Supervision**

- There is a recognised structure for management and supervision.
- It should be clear who an employee's immediate supervisor is. This person gives training and is responsible for safety. They must ensure that safe instructions are given and work stops if anything becomes unsafe.
- The supervisor must not allow untrained employees to perform a job unless they know how to do it safely.

#### **e) OHS Information**

Employers are required by the Health and Safety in Employment Act to provide safety information to all employees.

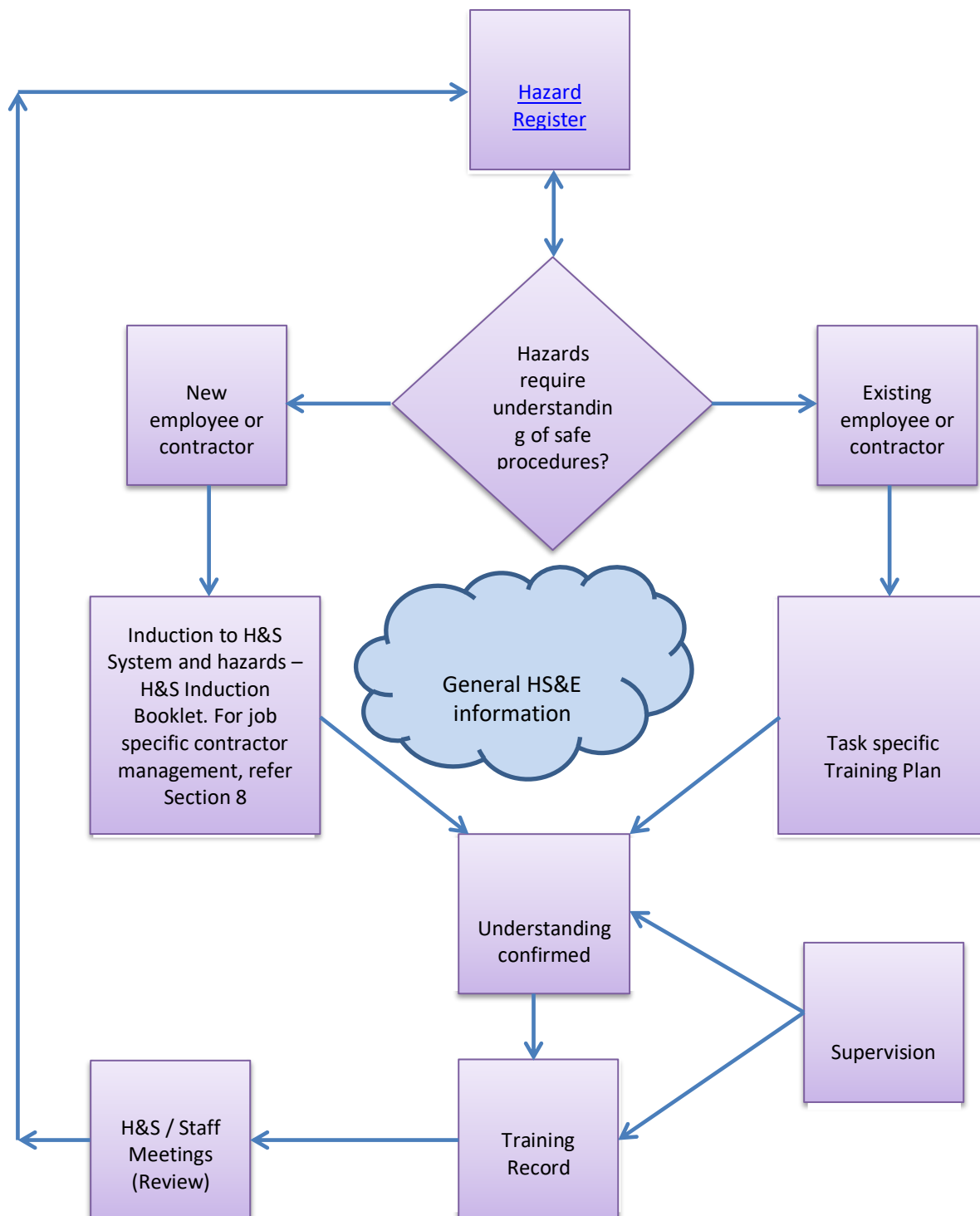
Site noticeboards will include the following information:

1. Evacuation procedures
2. Hazard Registers
3. Fire Wardens List
4. Emergency Contact List
5. Names of Employee Safety Reps
6. Safety Policy Statement
7. Specialist Advisors List
8. Access to H&S Information List

Safety (Staff) Meeting minutes will be saved on the intranet or shared drive.

Instructions on how to access these and other relevant codes and standards are provided in link in the above notice "Access to Health and Safety Information" to be saved on the intranet or shared drive.

## Flowchart of Training and Supervision



## Access to Health and Safety Information

<i>The following legislation, codes and standards are relevant to this workplace.</i>	
Name of information	Where to find it
Health and Safety in Employment Act	<a href="http://www.legislation.govt.nz/act/public/1992/0096/latest/DLM278829.html">http://www.legislation.govt.nz/act/public/1992/0096/latest/DLM278829.html</a>

## Section 5: Accident Reporting & Investigation

*This section is to ensure we record incidents and accidents, report Notifiable Events to WorkSafe and learn from them.*

### What the law says:

There is a duty on Board Members of a business to “receive and consider information regarding incidents, hazards and risks, and responding in a timely way to that information”.

We must record all injuries, however slight, and all incidents that had the potential to cause an injury in the “Record of Accident, Incident or Serious Harm”.

We must report any “Notifiable Events” to WorkSafe New Zealand immediately and by the fastest possible means in the circumstances. A Notifiable Event means:

- a) The death of a person.
- b) A Notifiable Injury or Illness of a person. (Definition in Appendix 2).
- c) A Notifiable Incident. (Definition in Appendix 2).

Records of notifiable events must be kept for 5 years. We must investigate all incidents and accidents to identify causes and take steps to prevent the same, or similar incidents or accidents happening again.

### What we do:

#### a) Records and reports:

- Any injury or near injury must be recorded in the Accident Register.
- Any accident scene resulting in a Notifiable Event must not be disturbed (except as directed by an inspector or constable, to remove a deceased person or to prevent further harm) and reported to WorkSafe.
  - Immediately and by the fastest possible means (by phone (0800 030 040), fax, in writing or the WorkSafe website: <http://www.business.govt.nz/worksafe>
  - If required by WorkSafe, in writing within 48 hours.
- Notifiable Events must also be reported immediately to the H&S Coordinator, using a copy of the relevant Record form and completed accident investigation.

#### b) Investigation:

It is the line manager’s job to be aware of all work-related injuries, infections or near misses. All treatments and entries in the Accident Register must be reviewed daily. The investigation procedure is as follows:

1. Every person injured or infected is to be asked to give details of the cause.
2. The manager may take this opportunity to re-instruct or reinforce safe methods.
3. A written investigation MUST be completed if:
  - a) The injury was a Notifiable Event.

- b) Under slightly different circumstances, the accident would have been likely to cause a Notifiable Event. Note: Serious does not necessarily have to be sudden.
- 4. The investigation and corrective actions MUST be approved by a senior manager.
- 5. Some specific action MUST be taken as a result of every investigation, however small. The Senior Manager should not accept corrective actions based on superficial or incomplete investigations.
- 6. Completed investigations will be discussed at the next safety meeting and the corrective actions will be documented through to completion.
- 7. If an investigation reveals a new hazard, or new hazard control measure, the Hazard Register must be updated accordingly.

**c) Monthly report:**

A report of accidents and days lost due to work injury is to be made by each site to the H&S Coordinator by the fifth working day of the month following. These will be reviewed by the Volleyball NZ SLT, as appropriate.

The report is to be emailed, using the Monthly Report Form provided.

For all accidents, include copies of the completed Record Form and investigation.

A summary of all notifiable events & resulting actions are to be reported to the next available Board meeting.

## Flowchart of Accident Reporting & Investigation





## Section 6: Consulting with Employees

*This section deals with the system we operate for employee participation in health and safety.*

### What the law says:

We must consult on health and safety issues with those directly affected. Employees and others who may be directly affected must have the opportunity to express their views and contribute to the decision making process.

### What we do:

**Structure & Frequency:** There will be an Volleyball NZ Health Safety Committee with at least one Board Member attending at a frequency appropriate to become familiar with issues, ensure adequate resourcing and compliance. See Board Members' duties in Section 2.

Employee members are typically not responsible for the work performance of others, as this is a management or supervisory function, so they are not normally liable for prosecution while performing this role in good faith.

There will be a six-monthly Volleyball NZ safety meeting, to which employee representatives and functional experts may be invited. The Volleyball NZ Health & Safety committee will meet monthly. The meetings may be incorporated into any other strategic planning meeting. All other departments and locations must include health and safety discussions in their regular meetings at least quarterly, using the agenda in Appendix 1. Brief minutes are to be kept and copies sent to the H&S Coordinator within 5 days of each meeting.

**Selection of safety representatives:** Annually, or when a representative resigns, employees at each location or workgroup will be asked to nominate a safety representative for their area of work. It is expected that employees doing similar work would be represented by a person in that area, so that health and safety matters that are workgroup-specific can be addressed. Any worker may request the organisation to facilitate an election of a health and safety representative.

Volleyball NZ may determine work groups to be represented, taking into account the number of employees, number of workplaces, the distance between them, likely risks, the nature of the work, the nature of employment arrangements and the duty to act in good faith.

A health and safety representative must be elected by members of that workgroup unless the number of candidates is the same as the number of vacancies. A list of OHS representatives will be displayed and maintained in a way that is readily available to workers (e.g. notice boards, induction information, newsletters etc).

## **Functions of Health & Safety Representatives:**

- Representation of workers in health & safety matters.
- Monitoring of measures taken by the employer in compliance with the Health & Safety at Work Act.
- Investigating complaints from their workgroup regarding health & safety matters.
- Inquiring into anything that appears to be a health & safety risk to workers in the group.
- Promoting the interests of harmed workers, including rehabilitation and return to work.

**Scope of meetings:** Consultation is required by the Act for:

- Identification of hazards and assessing risk of work.
- Decisions on elimination or minimisation of risks.
- Decisions on adequacy of facilities for welfare.
- Changes that may affect the health and safety of workers.
- Decisions about procedures for consultation, health, work conditions, monitoring, adequacy of facilities.
- Decisions about the process for resolving health and safety issues.
- Developing worker participation practices.
- Other issues, as prescribed by Regulations.

The Volleyball NZ Health & Safety meetings will follow a fixed agenda (Appendix 1). It will also be responsible for the following reviews:

- Annual Health & Safety Plan
- Monthly monitoring of Health & Safety Plan
- Annual Training Plan
- Annual election of Safety Representatives

Minutes will be taken, including agreed actions and who is responsible. These minutes will be posted on noticeboards and sent by email to all locations and the H&S Coordinator.

The Volleyball NZ H&S meeting will consider plans, objectives, resourcing, legal and compliance issues, accident statistics and issues raised by site committees.

## **Cessation of unsafe work:**

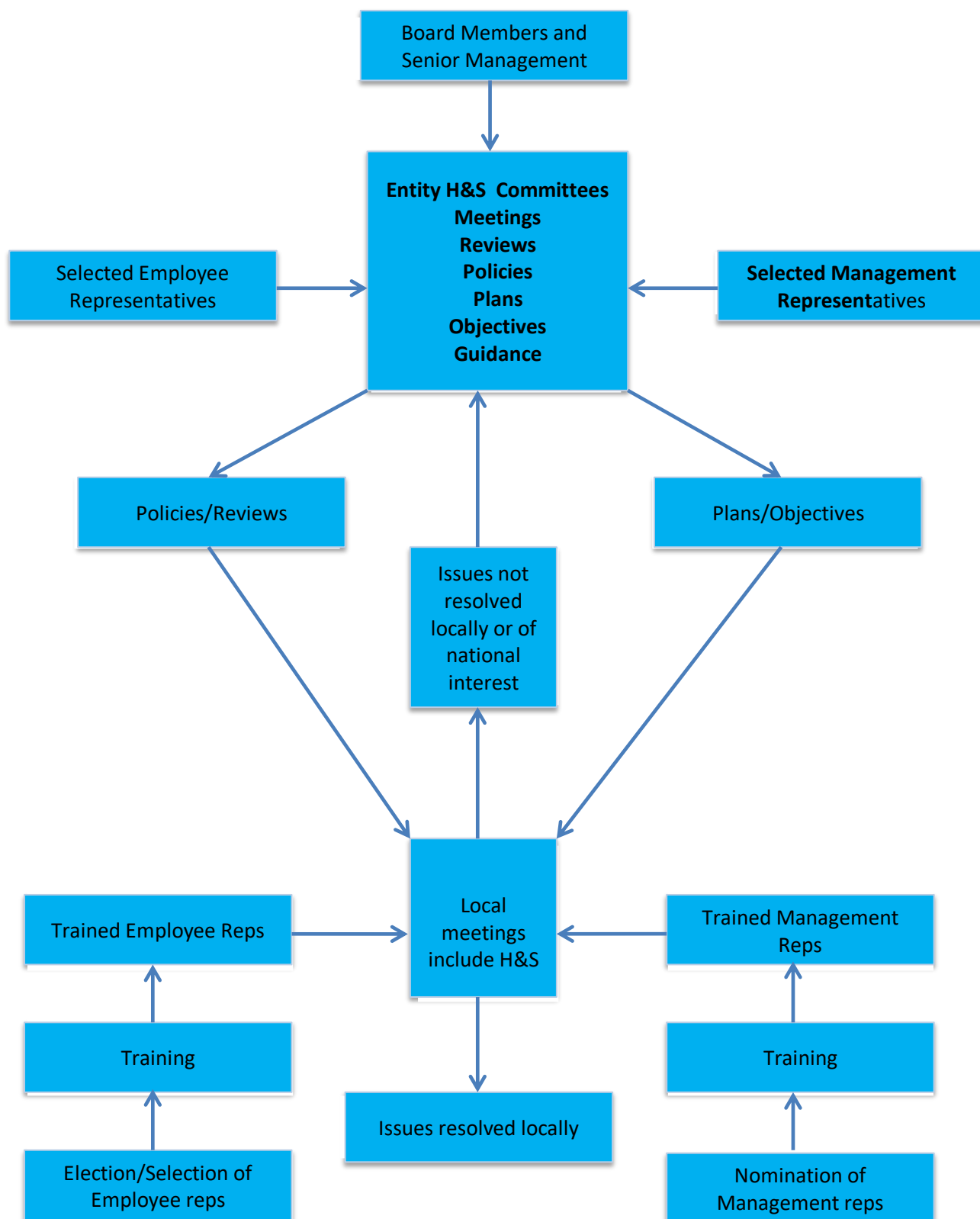
A worker may cease or decline to do work if they have reasonable grounds to believe that they would put themselves or anyone else at risk of a serious injury. A trained health and safety representative may advise that reasonable grounds exist, but must inform their manager and try to resolve the issue as soon as possible. The worker may be provided with alternative work until the matter is resolved.

This does not apply to an inherent risk that has been understood and adequately controlled, unless for some reason the risk has materially increased.

**Other matters regarding consultation with employees:** (for detail, please consult the Health and Safety at Work Act, 2014).

- There are provisions for resolution of health & safety issues.
- The employer must provide health and safety representatives with reasonable opportunities to carry out their duties and facilitate the process.
- There is a procedure for determining workgroups to be represented.
- There are rules for eligibility to be a health and safety representative and to be a voter.
- There is a procedure for election of representatives.
- There are rules for term of office and removal of health and safety representatives.
- There are rules for how a representative may gather information, get assistance, attend meetings, accompany inspectors and consult with the Regulator.
- There are rules about the functions and powers of representatives.
- There are rules about the obligations an employer has to health and safety representatives in terms of them carrying out their role.
- There are rules about allowing the representative to attend specific training.
- There are rules as to the powers of the representative to issue Provisional Improvement Notices.
- There are rules about an employer displaying “Adverse Conduct” towards health and safety representatives.

## Flowchart of Consulting with Employees





## **Section 7: Emergency Management**

*This section deals with the planning required in case an emergency of any type happens.*

### **What the Law says:**

The organisation must provide information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business. We must have a plan that has the following: response to emergencies that might arise, evacuation procedures, notification of emergency services, medical treatment and assistance, effective communication during the emergency, testing of procedures and providing information and training to relevant people.

### **What we do:**

#### **a) General Emergencies**

A list of emergency contacts will be maintained by each location and displayed on noticeboards.

Depending on site activity and location, procedures such as earthquake, tsunami, volcanic activity, hazardous substances and other relevant events shall be displayed.

#### **b) Evacuation Procedures**

All locations will display Evacuation Procedures in each building section.

Locations employing with more than 10 people under the same roof must obtain an Approved Evacuation Scheme from the Fire Service. It may be necessary and is required by law that we cooperate with other occupiers in achieving this.

Fire Wardens and Deputies are appointed in each building section and trained using the provided test once a year.

A Head Warden and Deputy are also appointed for each location, which also may require cooperation between duty holders. All Wardens must be listed on the Warden List and posted on noticeboards.

Wardens should not fight fires. Their job is to raise the alarm if not already sounding and ensure all people in their section leave immediately and go to the Assembly Point. Delaying evacuation even very briefly can result in tragic consequences. Wardens should quickly search their area if safe to do so and follow evacuees to the assembly point.

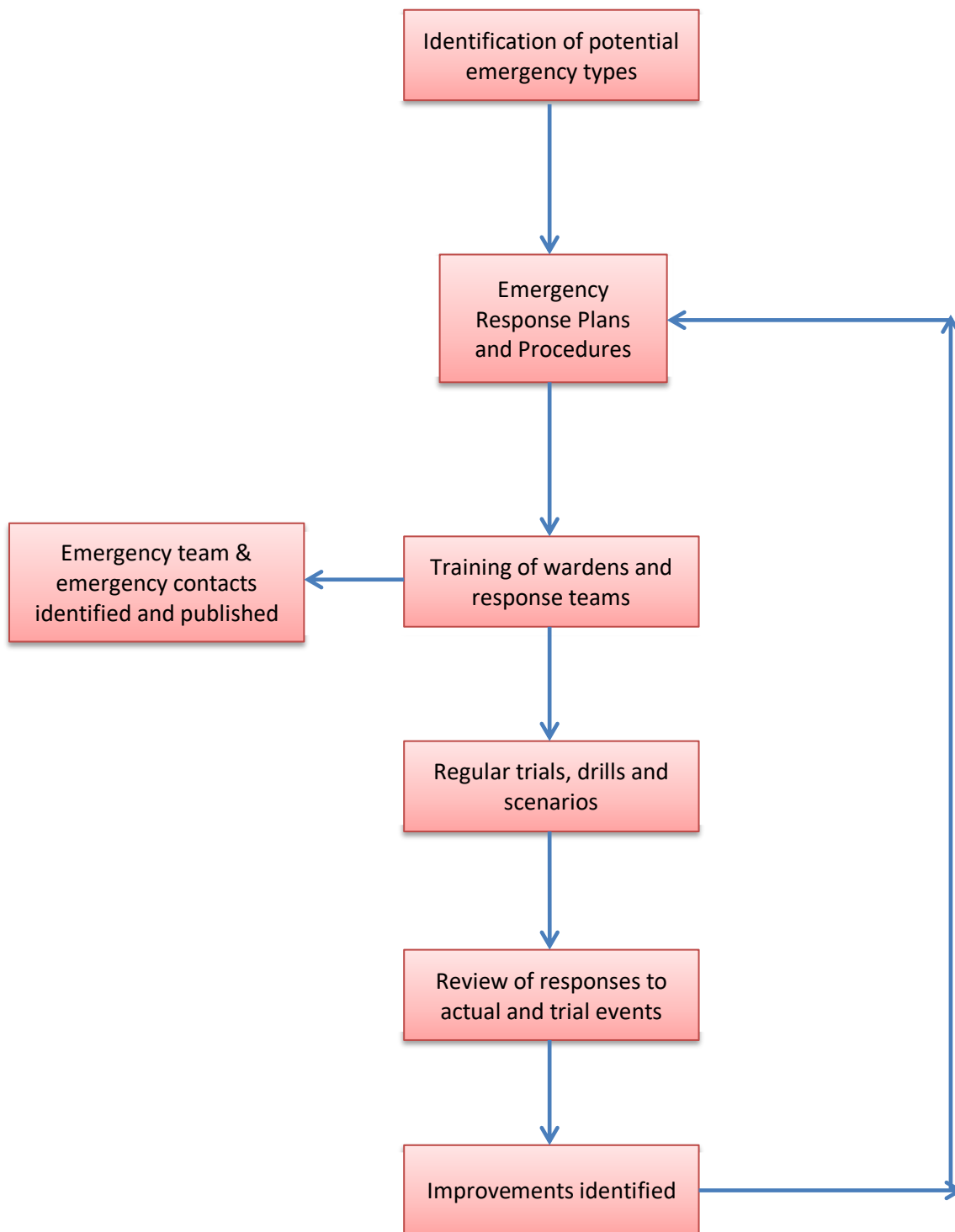
The Head Warden or Deputy will account for all personnel, visitors and athletes and report to the Fire Service when they arrive.

Trial evacuations will be held every 6 months for buildings with more than 10 people working in them and a debrief documented on the Evacuation Report.

#### **c) Business Continuity Plan**

In the event of a serious emergency, refer to the Business Continuity Plan for Volleyball NZ

## Flowchart of Emergency Management





## Emergency Contact List

To be completed and displayed at each location

Agency/Emergency	Contact Number
Ambulance	111
Civil Defence	
Electric Power Lines	
Environmental	
Fire	111
Gas	Emergency 111 Leaks:
Health	Emergency 111 Medic Alert (bracelets) – 0800 840 111
Poisons/Hazardous Chemicals	Urgent – 0800 764 766 (0800 POISON) Nat. Poisons Centre – 03 479 7227
Police	Emergency 111
Rescue	111

## Emergency Fire Evacuation Procedure

### IN CASE OF FIRE

- Raise the alarm immediately.
- Call the fire service. Dial 111.
- Leave the lights on and leave through the nearest fire exit doors. **DO NOT USE LIFTS.**
- If time permits, close all doors and windows. **DO NOT LOCK DOORS.**
- Meet at the assigned assembly point.

**DO NOT RETURN TO THE BUILDING UNTIL THE ALL CLEAR IS GIVEN**

## **Lists of H&S Personnel**

At each location, details will be prominently displayed of all Fire Wardens, First Aiders and Health and Safety representatives.

### **Fire Warden Test**

1. My area is: (describe limits of building).
2. Say where to find the following:  
  
Nearest alarm switch to your work place:  
  
Warden identification (vest or similar):
3. A real fire alarm must be backed up by:
4. The wardens in my area are: (names)
5. The Assembly Area is at:
6. If possible, when leaving, we should close all:  
  
a)  
  
b)
7. Why is this important?
8. Why should people be told not to carry “stuff” out of the building?

9. If anyone refuses to leave, what should be done?
10. At the assembly point, I will:
11. How can I tell which part of the building is affected? (Where the alarm was raised)
12. If people want to re-enter the building, what should I tell them?
13. What is the most important information you can give to the Fire Service as soon as they arrive?
14. What is the second most important type of information you can give the Fire Service?
15. The Fire Service officers can be identified by:  
Red helmet with \_\_\_\_\_ (colour) stripe  
(White helmets are even more senior).

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

## Evacuation Report

To be completed and forwarded to the local Fire Safety Office of the N.Z. Fire Service.

Building Name: .....

Address of Building: .....

Name of Person Supervising Evacuation: ..... Phone No: .....

Fire Service Advised? Yes / No    Date:    /    /    Name of Person Advised: .....

Was Evacuation an:    (circle one)    Emergency / Planned

Date Evacuation Conducted: .....

Time of Evacuation: .....

1. Time Taken to complete evacuation of the Building? (record minutes and seconds)		
2. Did all occupants evacuate safely, expeditiously and efficiently?	Yes	No
3. Could the Alarm be heard in all areas?		
4. Were all Smoke and Fire Control Doors closed?		
5. Were all Wardens and Staff members familiar with the Procedure?		
6. Did all Wardens wear Identification in accordance with Scheme?		
7. Was the correct Assembly Area used?		
8. Was the Building Assistance Register available?		
9. Are all Evacuation Procedure Notices in place?		
10. Are all Exit ways clear and all doors able to open?		
11. Has Firefighting equipment been serviced in the last 12 months?		
12. Did the person responsible know to make a call to the Fire Service using 111? (Do not make a call, use role play)		
13. Is a copy of the approved Evacuation Scheme available?		
14. Has the appointment of Wardens been reviewed in the last 6 months?		
15. Does the building have a current Warrant of Fitness?	Yes	No

Expiry date                    /                    /                    Compliance Schedule or B.W.O.F # .....

If you have ticked "No", provide details of actions to rectify fault. Continue on separate page if required:

Signed.....Date.....

Trial Evacuation Supervisor

## Section 8: Visitors and Contractors

*This section details the way we protect visitors and contractors from causing harm to themselves or others.*

### What the Law says:

We must ensure, so far as is reasonably practicable, the health and safety of:

- Workers employed, or caused to be employed, by Volleyball NZ while working at for us; and
- Workers whose activities in carrying out work are influenced or directed by Volleyball NZ while the workers are carrying out the work.
- We must also ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part how Volleyball NZ operates. This includes a clear obligation for the safety of athletes.

### What we do:

Line Managers must ensure that all contractors are inducted to the site and that hazards are identified and acceptable controls put in place to manage those hazards.

The degree of control is in proportion to the level of risk. For example, the measures we might take to manage the activities of a plumber coming on site to repair a leaky tap do not need to be as stringent as we would use for a contractor carrying out long term building alterations or construction work.

The measures we take to protect visitors, contractors and other people in or near our workplace therefore do not differ significantly from those for employees.

Depending on the **risk**, we can choose from a range of contractor selection, induction and hazard management options. The following are guidelines only.

## Guidelines for managing contractor, visitor and other's safety

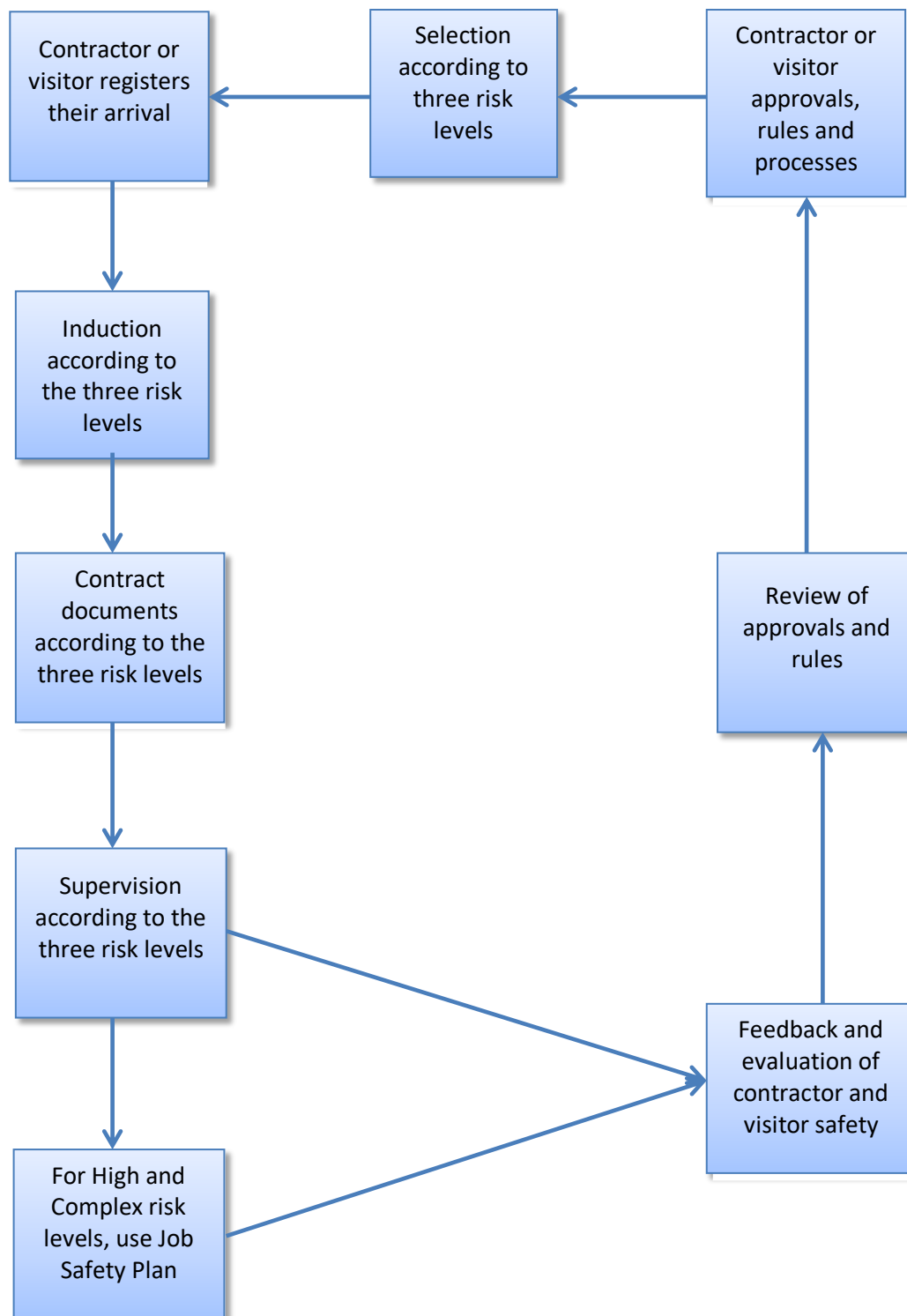
<p><b>Lower Risk Contractors and visitors.</b> <b>All</b> of the following would <b>tend</b> to be true:</p> <ul style="list-style-type: none"><li>• One or two contractor personnel only.</li><li>• Less than 1 day in duration (may be repeated many times over a period).</li><li>• Proposed tasks are routine and very unlikely to result in unplanned hazardous outcomes.</li><li>• No employees are directly exposed to harm.</li><li>• The tasks do not require standard operating procedures, method statements or permits.</li><li>• The tasks do not require special safety training or certified competencies.</li><li>• There is no significant risk to property.</li><li>• There is no work required directly upon any critical service, access or utility.</li><li>• There is no recognised code of practice or work standard covering the task.</li></ul>	<p><b>Selection:</b> Generally speaking, select these contractors based on referrals, reference checks or prior knowledge about their performance.</p> <p><b>Induction:</b></p> <ul style="list-style-type: none"><li>• Contractor/visitor registers their arrival on site and purpose of visit.</li><li>• Contractor/visitor asked to read the emergency procedures.</li><li>• Contractor/visitor asked to read and sign the site rules and specific hazard precautions noted on the document as appropriate for the purpose of the visit.</li><li>• Receptionist or Line Manager allocates a host to the person.</li><li>• The host must accept the responsibility to escort and brief the contractor/visitor in a way appropriate to the risk. For example:<ul style="list-style-type: none"><li>▪ An office visitor would be escorted and wearing protective clothing.</li><li>▪ A truck driver must remain in his/her vehicle and not operate machinery.</li><li>▪ A contractor must not go straight to a job without contacting a host first.</li></ul></li></ul> <p><b>Contract:</b> By basic sign-in to site rules.</p> <p><b>Supervision:</b> Only required in cases where the contractor is new to the site, however, if in doubt, escort the visitor/contractor to the location, show them the relevant equipment or process and ensure critical phases of the operation are supervised.</p> <p><b>Feedback and Evaluation:</b> The visitor/contractor is asked to record their departure and report any hazardous conditions, accidents or near misses.</p>
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<p><b>Higher Risk Contractors and visitors exposed to unusual hazards.</b>  <b>Any one or more</b> of the following would <b>tend</b> to be true:</p> <ul style="list-style-type: none"> <li>• More than 2 contractor personnel and/or more than one day duration.</li> <li>• Proposed tasks include serious injury risks and/or may result in unplanned hazardous outcomes.</li> <li>• <b>Employees may be directly exposed to harm as a result of the work.</b></li> <li>• The task(s) cannot be eliminated or satisfactorily isolated and require standard operating procedures, method statements or permits.</li> <li>• The contractor needs specific training or competencies in order to do the task safely.</li> <li>• There is a significant potential risk to property.</li> <li>• Work on any critical service, access or utility.</li> <li>• There is a known code of practice or other work standard covering the task.</li> </ul>	<p><b>Selection:</b> This risk level requires a level of certainty about the visitor's/contractor's competence to do the job knowledgeably and safely. Assurances we must seek may include:</p> <ul style="list-style-type: none"> <li>• Certificates of competency that are recognised by "WorkSafe" or a reputable authority.</li> <li>• Evidence of a safe system of work, such as an SOP, hazard analysis or job safety plan.</li> <li>• Trade training or documented experience.</li> <li>• Attainment of a recognised safety standard, such as ACC's WSMP scheme.</li> <li>• Recognition within an industry or activity group.</li> <li>• Qualifications or experience of supervisors.</li> </ul> <p><b>Induction:</b></p> <ul style="list-style-type: none"> <li>• Contractor/visitor registers their arrival on site and purpose of their visit.</li> <li>• Contractor/visitor asked to read the emergency procedures.</li> <li>• Contractor/visitor also asked to read and sign a copy of the site rules and specific hazard precautions noted on the document for the purpose of the visit.</li> <li>• Receptionist or Line Manager allocates a host to the person.</li> <li>• The host must accept the responsibility to escort and brief the contractor/visitor. For example: An office visitor would be asked not to enter operational areas unless escorted.</li> <li>• A truck driver must remain in or close to his/her vehicle and not operate machinery.</li> <li>• A contractor must not go straight to a job and start work without contacting a host first.</li> <li>• Agree and sign a Job Safety Plan, detailing the hazards they may create or encounter, the methods for controlling the hazard and any qualifications or competencies that are applicable,</li> </ul> <p><b>Contract:</b> All Level B visitors/contractors must:</p> <ul style="list-style-type: none"> <li>• Read and sign the Contractor Acknowledgement</li> </ul> <p><b>Supervision:</b> At initial set up and by means of spot checks at critical phases.</p> <p><b>Feedback and Evaluation:</b> The visitor/contractor is asked to record their departure and report any hazardous conditions, accidents or near misses. Contractor performance is discussed at Safety Committee meetings. Non-performance may result in alternative providers being considered.</p>
<p><b>Complex Risk Contracts</b>  <b>Any one</b> of the following is true:</p>	<p><b>Selection:</b> This risk level also requires a level of certainty about the visitor's/contractor's competence to do the job knowledgeably and safely. Assurances we must seek may include:</p> <ul style="list-style-type: none"> <li>• Certificates of competency that are recognised by "WorkSafe" or a reputable authority.</li> </ul>



<ul style="list-style-type: none"> <li>• Work more than one week <b>and</b> including any Level 2 work.</li> <li>• Work involving more than one contract <b>and</b> including any Level 2 work.</li> <li>• Work subject to a project plan or legal contract.</li> <li>• Work requiring an external or internal project manager.</li> <li>• Multiple Level 1 or 2 work that increases the risk of accidental loss (e.g. excavation near other contract work; “hot work” while fire protection is being repaired).</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of a safe system of work, such as an SOP, hazard analysis or safety plan.</li> <li>• Trade training or documented experience</li> <li>• Attainment of a recognised safety standard, such as ACC’s WSMP scheme</li> <li>• Recognition within an industry or activity group</li> </ul> <p>In addition, this risk would normally require selection processes that involved the Supply Team and/or Legal Team. Contractors appointed at this level must satisfy senior management of their capabilities.</p> <p><b>Induction:</b></p> <ul style="list-style-type: none"> <li>• Contractors and sub contractors register their arrival on site and purpose of visit.</li> <li>• Contractors and sub contractors asked to read the emergency procedures.</li> <li>• Contractors and sub contractors also asked to read and sign a copy of the site rules as appropriate for the purpose of the visit.</li> <li>• Agree and sign a Job Safety Plan, for individuals, detailing the hazards they may create or encounter, control methods for the hazards and any qualifications or competencies that are applicable.</li> </ul> <p><b>Contract:</b> All Level C contractors must typically:</p> <ul style="list-style-type: none"> <li>• Be working under a legal contract which includes general health and safety obligations.</li> <li>• Read and sign the Contractor’s Acknowledgement.</li> </ul> <p><b>Supervision:</b> Typically:</p> <ul style="list-style-type: none"> <li>• A Project Manager will be responsible for daily supervision and liaison with the Principal Contractor.</li> <li>• The contractor will be required to appoint a safety officer or representative, who will be responsible for communicating on a daily basis between the Project Manager and a group of contractors doing similar or related work.</li> <li>• The safety representative will also be expected to attend safety meetings and discussions.</li> </ul> <p><b>Feedback and Evaluation:</b> The Project Manager will monitor the Principal Contractor and sub contractors on a regular basis, both by spot checks and meetings. Contractor performance is discussed at Safety Committee meetings. Non-performance may result in alternative providers being considered.</p>
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## Flowchart of Contractor and Visitor Management



## **Section 9: ACC Claims and Rehabilitation**

*This section deals with the way we assist injured employees back to full employment.*

### **What the Law says:**

Employees who have a work related accident may be eligible for compensation. To be entitled to this, a doctor must certify their condition. ACC are, in appropriate cases, able to engage with the employer and medical providers to arrange a safe and early return to work by rehabilitation planning.

### **What we do:**

#### **a) Claims**

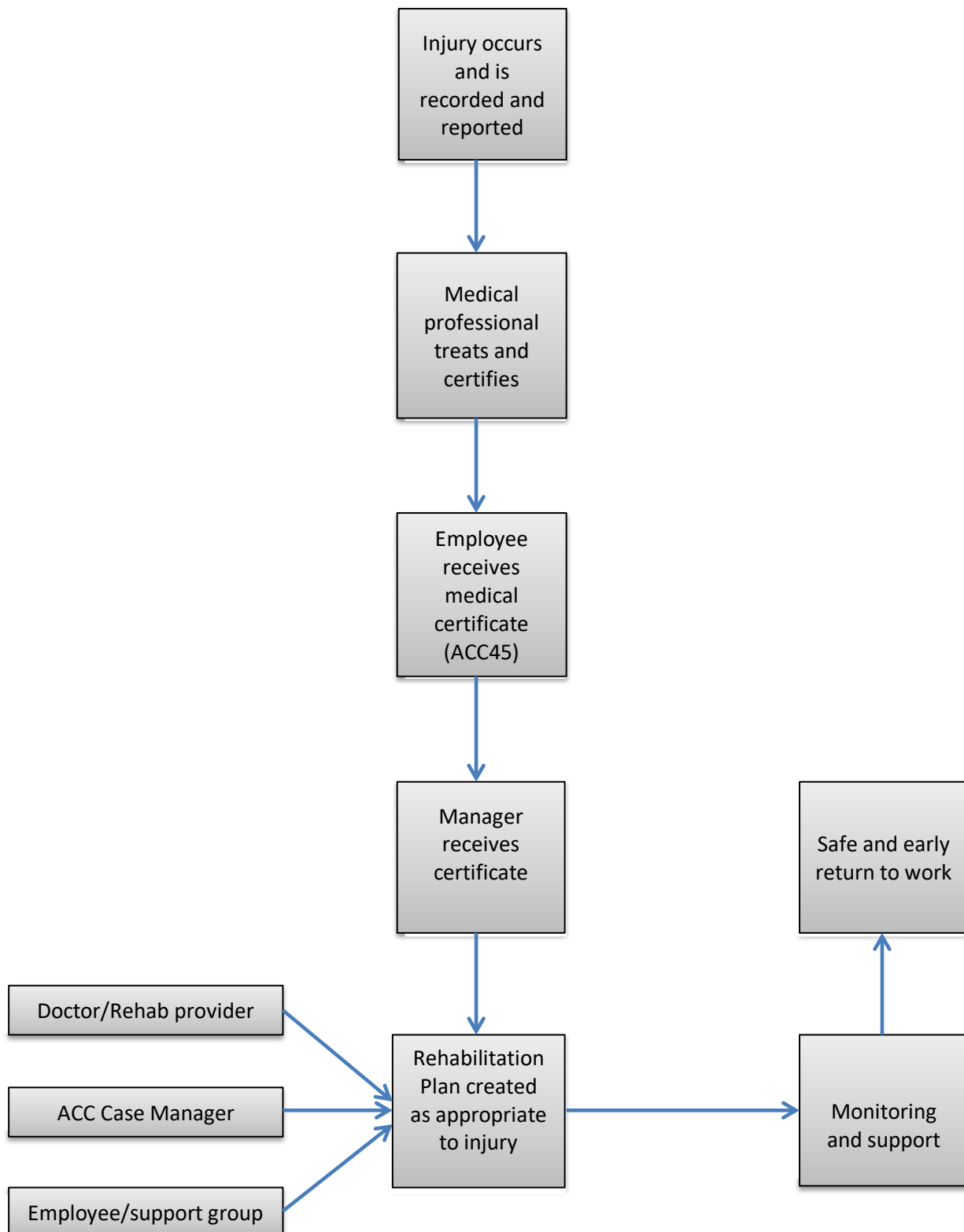
The process to be followed is:

- Employee reports the injury immediately to their manager and records it in the Accident Report Form.
- If necessary, they visit a doctor and receive an “ACC 45” form. The doctor will complete the form and give the employee a copy.
- Employee brings the copy as soon as possible to their manager. If they cannot bring it, they should call as soon as possible and arrange for the certificate to be delivered.

#### **b) Rehabilitation**

- Often recovery from injury is improved by early return to work, preferably to the pre-injury status.
- If employees are injured, they will be provided with suitable alternative work at the earliest opportunity.
- It is the line manager’s responsibility (in conjunction with the appropriate GM) to agree a rehabilitation plan with the injured employee, their medical provider and any other party that may be able to assist (e.g. specialist, physiotherapist, ACC Case Manager, family members).
- Rehabilitation may consist of shorter hours, avoidance of specific types of work or movement, retraining or different job.
- The outcome of rehabilitation in order of preference is:
  - Same job, same employer.
  - Different job, same employer.
  - Different job, different employer.

## Flowchart of Rehabilitation



## Appendix 1: Standard Forms and Templates

***These forms have all been created as separate documents and there will be links below to these documents rather than the actual forms***

- Form 1: Hazard Register
- Form 2: Training Plan
- Form 3: Employee Training Record
- Form 4: Record of Accident, Incident or Serious Harm
- Form 5: Accident Investigation
- Form 6: Monthly Accident Report
- Form 7: Health and Safety Committee Meeting Agenda
- Form 8: Contractor Site Safety Rules
- Form 9: Permit to Work

## Hazard Register

This table describes the health and safety hazards we may be exposed to and the ways we control the hazards.

Hazard Description/Location	Possible consequences if hazard not adequately controlled	Could cause Notifiable Event? Yes/No	Elimination, Substitution, Isolation, Engineering, Admin controls, PPE	How hazard is to be monitored

## Training Plan

Training Required Internal/External	Name	Level / Qualification Required	Provider/Trainer	Due Date

## Employee Training Record

Name	Training course	Provider	Level of Ability	Date Completed	Date Refresher

**Key:** 1. In training under supervision; 2 Competent; 3 Able to train others; 4 Designated supervisor for this task or function





Accident Investigation		
Date	Time	Place
Name of person		
Describe what happened:		Diagram:
<b>Injured person?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/> (Notifiable Event must be reported to WorkSafe immediately)	<b>Damaged property?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/> Description:	<b>Near miss?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/> Description:
<b>What things caused the accident?</b>		<b>Go one step further. Why did each cause exist?</b>
1.		
2.		
3.		
4.		
<b>How do we stop this or something similar happening again?</b>		
<b>Corrective Actions</b>	<b>Who by:</b>	<b>By when:</b>
1.		
2.		
3.		
4.		
<b>Senior manager's comments:</b>   <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span><b>Approved</b> _____</span> <span><b>Position</b> _____</span> </div>		

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Monthly Accident Report				
Site:		Month/Yr:		
Name of Person or event	Date of Injury	Type of Injury	Investigation Yes/No	Days Lost this Month

Send this report for attention of the H&S Coordinator by the fifth working day of each month.

Ensure documentation and information is attached, e.g. accident investigation report, ACC Claim form, WorkSafe notification, etc.

## Health and Safety Meeting Agenda As Incorporated Into Monthly Staff Meetings

The Safety Meeting was held on \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date)

Present: \_\_\_\_\_  
\_\_\_\_\_

### A G E N D A

	ACTION BY
1. Matters arising – previous meeting	
2. Review of Monthly H&S Inspection	
3. Monthly Analysis of Accidents	
4. Review of OHS Plans and Objectives	
5. Hazard review (new and existing)	

<b>6. Contractor/visitor safety</b>	
<b>7. Accident and investigations, corrective actions and rehabilitation</b>	
<b>8. Impacts:</b> <ul style="list-style-type: none"> <li>- new equipment/methods</li> <li>- new legislation/standards</li> <li>- critical events</li> </ul>	
<b>9. Emergency drills/actual events</b>	
<b>10. Excellence and innovation – recognition of superior performance</b>	

If you have any Health and Safety issues to raise, please see your Manager or any health and safety representative.

## Contractor Site Safety Rules

Please read the following information and sign/date it.

1. Sign in each day.
2. Report any accidents you have on site.
3. Report any hazards you see or create.
4. Discuss a safety plan with your host if you are to do any of the following:
  - Work at height.
  - Hot work (gas cutting, welding, grinding).
  - Excavation.
  - Machine repairs and maintenance.
  - Use of power supplies.
  - Entry to confined spaces.
  - Erection of scaffolding.
  - Use of hazardous/flammable substances/gases.
  - Noise over 85 decibels.
  - Creation of dust, mist or vapour.
  - Raising heavy objects.
  - Disposal of waste.
  - Other highly hazardous work.
5. Sign out at the end of each day.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

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

## Contractor's acknowledgement of health and safety obligations

<b>The Principal</b> ( <i>the person or organisation engaging the Contractor</i> ) Name & Address:
<b>The Contractor</b> ( <i>the person or organisation being engaged to perform services</i> ) Name & Address:
<b>Description of Service</b> ( <i>to be performed by the Contractor</i> )
<b>The Contractor hereby acknowledges that:</b>  <ol style="list-style-type: none"><li>1. They understand their obligations to themselves, their sub-contractors and their employees under the Health and Safety at Work Act, 2014, and confirm their intention to comply at all times while working on this contract.</li><li>2. They recognise that the Principal can be responsible for only advising the nature of, and methods of controlling hazards specific to the Principal's business or worksite and that the Contractor shall apply best industry practice to ensure the safety of all involved at all times.</li><li>3. The Principal will advise the contractor of the emergency procedures, location of emergency equipment, location and use of safety equipment, basic safety rules, hazards and hazard controls, go and no-go areas and access and authorisation requirements relevant to the service being performed.</li><li>4. The Contractor shall ensure that all their sub-contractors and employees are informed of the same and that no person shall be permitted to work on the contract without being so informed.</li><li>5. The Contractor has a health and safety management system in place, which ensures their compliance with the Health and Safety at Work Act, 2014 in connection with this contract.</li><li>6. The Contractor agrees to make available for inspection on demand by the Principal any documentation related to health and safety in connection with this contract.</li><li>7. The Principal has the right to monitor the Contractor's activities and carry out safety audits and/or spot checks from time to time during the progress of the contract.</li><li>8. The Principal has the right to suspend work at the Contractor's expense where the Principal is not satisfied that all practicable steps are being taken to ensure the health and safety of employees and others in connection with the contract.</li><li>9. The Contractor will advise the Principal immediately of any accidents, including those in which serious harm is caused or a significant hazard was involved, and meet the requirements of the Health and Safety at Work Act, 2014 in reporting Notifiable Events to WorkSafe NZ.</li><li>10. The Contractor will advise the Principal immediately of any new hazard created during the contract and will take all practicable steps to avoid harm being caused to any person as a result of such hazards.</li><li>11. Before beginning work on the contract, the Contractor will carry out a systematic identification of hazards likely to be encountered and will develop controls for those hazards. The Principal may provide a Site Safety Plan template for completion in relation to certain types of work in relation to risk. Satisfactory completion of this Plan will be a condition of this contract.</li></ol>



<b>Signed for and on behalf of The Contractor</b>	<b>Signed for and on behalf of The Company</b>
Full Name:	Full Name:
Signature:	Signature:
Date:	Date:

### Job Safety Plan

		Details
Names of Personnel and Sub-Contractors		
Job or Purpose of Visit		
Report accidents or hazards to:		
Hazards Involved (Site/Contract Related)	Agreed Method Of Managing Hazard	Qualification/Certificates Required

#### High Hazard Checklist:

Work at height, hot work (gas cutting, welding, grinding), excavation, machine repairs and maintenance, use of power supplies, entry to confined spaces, erection of scaffolding, use of hazardous/flammable substances/gases, noise over 85 decibels, creation of dust, mist or vapour, raising heavy objects, disposal of waste, other highly hazardous work.

I/we will observe the above agreed Safety Plan and retain a copy at all times as evidence of a permit to work. I/we sign this declaration on behalf of all persons for whom I/we have responsibility under the Health and Safety at Work Act, 2014.

Signed \_\_\_\_\_  
(Contractor or Visitor)

Position \_\_\_\_\_ Date \_\_\_\_\_

**Signed** \_\_\_\_\_  
(Company Representative)

**Position** \_\_\_\_\_ **Date** \_\_\_\_\_

## Hazard or Discomfort Report

This organisation encourages the **reporting of hazards** and the **early onset of injuries** so that prevention can be carried out before serious injuries happen.

The left column is for reporting new hazards, such as damaged equipment.

The right column is for reporting any aches and pains or stresses you experience.

Please complete this report as best you can and give it to your manager for action.

**Person Reporting** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Hazard</b>	<b>Discomfort/Stress</b>
<b>Describe Hazard</b> (what/where and causes)	<b>Describe Discomfort/Stress</b> (what/where & causes)
<b>Suggested method of managing the hazard</b>	<b>How could this discomfort/stress be managed?</b>
<b>Signature</b>	<b>Signature</b>
<b>Manager's Response</b>	<b>Manager's Response</b>
<b>Can the hazard be eliminated? If not, consider what substitution, isolation, engineering, administrative controls and PPE are needed.</b>	<b>Can the hazard be eliminated? If not, consider what substitution, isolation, engineering, administrative controls and PPE are needed.</b>
Send this form to the Health and Safety Coordinator for updating of the Hazard Register.  Signature: Line Manager..... Date.....  Health and Safety Coordinator.....Date.....	



## **Appendix 2: Definitions**

### **Notifiable injury or illness: (Brief version).**

- a. Any infection for which the work was a significant factor in contracting the infection.
- b. Zoonoses contracted by working with animals, their hides, carcasses or waste products.
- c. An injury or illness requiring immediate treatment:
  - i. As an in-patient, or
  - ii. For any of the following:
    - A. Amputation of any part.
    - B. Serious head injury.
    - C. Serious burn.
    - D. Separation of skin from underlying tissue.
    - E. A spinal injury.
    - F. Loss of bodily function.
    - G. Serious lacerations.

### **Notifiable Incident: (Brief version).**

- a. A workplace incident that exposes a worker or any other person to a serious risk to health or safety from an immediate or imminent exposure to:
  - i. Uncontrolled escape of a substance.
  - ii. Uncontrolled implosion, explosion, fire.
  - iii. Uncontrolled escape of gas or steam.
  - iv. Uncontrolled escape of pressure.
  - v. Electric shock.
  - vi. Objects falling from height.
  - vii. Collapse, overturning, failure, malfunction, damage to “authorised” plant.
  - viii. Collapse of a structure.
  - ix. Collapse or failure of excavation or shorings.
  - x. Inrush of water, mud or gas underground.
  - xi. Interruption of main ventilation underground.

### **Reasonably Practicable:**

That which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including—

- (a) the likelihood of the hazard or the risk concerned occurring; and
- (b) the degree of harm that might result from the hazard or the risk; and
- (c) what the person concerned knows, or ought reasonably to know, about—
  - (i) the hazard or the risk; and
  - (ii) ways of eliminating or minimising the risk; and
- (d) the availability and suitability of ways to eliminate or minimise the risk; and

- (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Acknowledgement to Aktive - Auckland Sport and Recreation for this document