



HASTINGS TENNIS & SQUASH CLUB INC

Health and Safety

Policies & Procedures

Address: 611 WHITEHEAD RD HASTINGS 4120

Date: 1 Jan 2019

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Health and Safety Policy Statement

Health and safety is everyone's responsibility, and everyone is expected to share in our commitment to work together to keep each other safe against harm to our health, safety and welfare by eliminating or minimising risk. This includes players, coaches, referees, supporters and spectators.

The Club will provide fair and effective workplace representations, consultation and cooperation and resolution of issues regarding health and safety.

As we actively promote improvements through advice, information and education and training, we will all achieve higher standards of safety for our members and others in our shared space.

Note: Members include: any employee (if applicable), contractors, person gaining work experience and volunteers.

To achieve this we will:

- Comply with relevant Health & Safety legislation
- Systematically identify new hazards, existing hazards and regularly monitor these hazards in our facilities
- Work together we will take reasonably practicable steps to ensure that any significant hazards to members are minimized, and workers are to be protected, where elimination is impracticable
- Have systems in place to record all incidents, near misses or injury. We will ensure these are reported and investigated, updating our hazard observation form and complete our risk management process to eliminate.
- Provide relevant training to all members and volunteers.
- Communicate actions to prevent harm to any other person.
- Our Executive Committee will have up-to-date knowledge of workplace health and safety. This will include understanding the operations of our organisation, and the hazards and risks associated with those operations.

Health and Safety Plan

PROCEDURES

All persons and others have a duty of care as follows:

- 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 so far as the members are reasonably able to comply with the Health & Safety Act
- Cooperate with any reasonable policy or procedures relating to health and safety in the workplace, that has been notified to the members

SUPERVISION

Supervision of children must be the responsibility of the parent and / or caregiver. Children must be supervised at all times while in attendance at our facilities.

HEALTH AND SAFETY OFFICER

At least one member of The Club is to be appointed as Health and Safety Officer.

This person is as delegated by the President of the Club

This person shall be responsible for:

- Maintaining and updating the Risk Management Form.
- Addressing new hazards when and where they are identified from others.
- Completing and dealing with Accidents reports. This includes investigations into the incident and accidents and also advising WorkSafe NZ as required by legislation.
- Ensuring that the facilities meet Health and Safety requirements.

The appointed Health and Safety Officer is directly accountable to the Executive Committee, and will submit appropriate reports as required.

This position has the capacity to delegate tasks eg maintaining and updating risk management plans etc.

Risk Management

HAZARDS

Hazards are identified as anything that has the potential to cause harm.

Hazard Identification

There are five major areas hazards can be broken into. These are:

Physical	Chemical	Biological	Ergonomic	Organisation
Weights Falls Lighting Noise Ventilation Burns Vibration Electricity	Cleaners Solvents Fumes Vapours Lack of oxygen Acids Corrosives Sprays Dust Smoke Mist	Air conditioning systems Infection Legionnaires disease Needle stick injuries Allergies Insects	Work stations Work postures Overuse injuries Seating	Hours of work Work pressure

Causal Factors

There are three categories of hazard that can cause risk. These are:

- People
- Equipment
- Environment

Risks

When identifying risks (forms of loss) there are five main categories. These are:

- Damage to the environment / surrounds (S)
- Loss or damage to equipment (E)
- Injury / illness (I)
- Financial loss (F)
- Loss of credibility (C)

Risk Assessment

Having identified the risks involved in our programmes we need to assess them in terms of their likelihood to occur. Each identified risk must be rated to describe:

- the likelihood of the risk occurring (likelihood); and
- the loss or damage impact if the risk occurred (severity);
- the priority, or degree of urgency required to address the risk

Likelihood

Rating	LIKELIHOOD
5	ALMOST CERTAIN: Will probably occur, could occur several times per activity/event
4	LIKELY: High probability, likely to arise once during the activity/event
3	POSSIBLE: Reasonable likelihood that it may arise over the activity/event
2	UNLIKELY: Plausible, could occur over a the activity/event
1	RARE: Very unlikely but not impossible, unlikely for this activity/event

Severity

Rating	POTENTIAL IMPACT
5	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
4	MAJOR: Most objectives threatened, or one severely affected
3	MODERATE: Some objectives affected, considerable effort to rectify
2	MINOR: Easily remedied, with some effort the objectives can be achieved
1	NEGLIGIBLE: Very small impact, rectified by normal processes

Priority

10/9	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
8/7	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
6/5	Medium risks that are likely to arise or have serious consequences requiring attention
4/3	Minor risks and low consequences that maybe managed by routine procedures
2/1	Almost no consequence risk, very unlikely to happen

CONTROL PROCEDURES

Where there are significant hazards we will take all practicable steps to:

Eliminate the hazard *OR if not possible*
Isolate the hazard *OR if not possible*
Minimise the hazard.

Where the hazards may only be minimised, we will ensure:

- Protective clothing and equipment (PPE) is provided and used by all persons, at all times as necessary
- Good work practices are used and maintained
- Staff are properly trained and / or supervised
- Where appropriate, and with members consent, health monitoring in relation to exposure to significant hazards is undertaken
- Any new hazards identified, the risks identified and then are incorporated into Hazard Observation Form and all members are informed and can view the H&S register any time
- Any new machinery / equipment / plant / tasks / chemicals / poisons are assessed before use, and safety controls / practices are established
- All hazards and the risk they impose will be regularly assessed and controls put in place
- All staff are aware of emergency and evacuation procedures
- All staff are aware to complete the Hazard Observation / Improvement Form and also review the Risk then review with the Health and Safety Officer. The Health and Safety Officer will complete an assessment on the risk to confirm.

SITE SAFETY INSPECTIONS

The Health and Safety Officer will complete a site safety inspection annually.

[See Site Safety Inspection Report. PG17](#)

Emergency Procedure

EVACUATION PLAN

In the case of an emergency such as a fire, earthquake or other event requiring evacuation, all occupants of The Club shall cease activities and immediately move to the signposted evacuation areas via the safest route.

PLEASE MEET ON THE ROAD, GRASS AREA OR REAR CARPARK BY THE ASSEMBLY POINT SIGNS.



Someone capable will contact the Emergency Services and explain the emergency.

A copy of the evacuation plan identifying this location will be displayed in a prominent place at all times.

FIRE

Fire hose reels are located **in the Men's Ablutions, Court 3 hallway and Opposite the Bistro Upstairs** and are readily accessible at all times. These Fire hose Reels are not to be interfered with for any reason, other than practical use in a fire situation.

Accidents and Injuries

All accidents and incidents affecting staff or visitors are to be reported to the Health and Safety Officer and recorded in the Accidents Report Form.

First aid kits are available in the Bar and in the downstairs Office.

For serious accidents or incidents, the following procedure shall take place:

1. Make sure the environment is safe for yourself, others and the injured person.
2. Assess the situation and check for a response. Is first aid required?
3. Get injured persons' name if possible.
4. Send for help. If the emergency requires serious medical assistance dial 111 and ask for Ambulance. If you are not sure whether Emergency Services are needed, call anyway; they can help you decide.
5. If you do not have a phone with you (or cannot get coverage), send someone else to the nearest dwelling, business etc.
6. The following information will be required by the ambulance controller:
 - The address of the incident, including suburb and city. This is especially important if you are calling from a mobile.
 - The telephone number you are calling from.
 - What has happened
 - The number of people who are ill or injured.
7. If the accident involves traffic, report to Police (111) after requesting Ambulance.
8. Provide first aid if required.

First Aid PROCEDURE

Preserve the life:

- Keep the airway clear
- Make sure the casualty is breathing and has a pulse
- Stop any bleeding
- Treat shock
- Treat other injuries in order of seriousness

Prevent worsening:

- Never move the casualty unless there is danger, and then move them in a way that will avoid further injury
- Comfort and reassure the casualty
- Give protection from weather, traffic, and the cause of the initial injury
- Place the casualty in the recovery position if appropriate

Promote recovery

- Ask someone to call an ambulance as soon as possible
- Stay with a sick or injured person until help arrives
- Alert next of kin and update club documents.

Notifiable Events

It will become a notifiable event in the case of:

Any death of a person OR

A notifiable injury or illness OR

A notifiable incident

A notifiable injury requiring any person to have immediate treatment as an inpatient or for any of the following reasons:

- Any amputation of any part of the body
- A serious head injury
- A serious eye injury
- A serious burn
- The separation of the skin from underlying tissue
- Spinal injury
- The loss of bodily function
- Serious laceration

A notifiable illness that affects people's health include:

- Chemicals or metal fumes generated by work processes can cause breathing difficulties such as asthma
- Solvents or glues used as work for painting, printing and building can cause skin allergies such as dermatitis and can affect your nervous system
- Repeated movements, constant muscle tension or lifting may cause an overuse disorder

A notifiable incident means:

- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled implosion, explosion or fire
- An uncontrolled escape or pressurised substance
- An uncontrolled escape of gas or steam
- Electric shock
- A fall or release from height of any plant, substance or thing
- The collapse, overturn, failure or malfunction of, or damage to, any plant that is required to be authorised by regulations
- The collapse or partial collapse of a structure

The Health and Safety Officer will advise WorkSafe NZ of any notifiable event. This will be reported within 7 days. Reports will be kept for a minimum of five years from the date of the event.

WORKSAFE NZ: 0800 030 040

Appendix 1: Risk Management Plan

	Hazard or causal factor	Risk Environment (S) Equipment (E) Injury (I) Finance (F) Credibility (C)	Likelihood	Severity	Priority (1-10)	Prevent, Isolate, Minimise	Management Plan
Club Environment	People						
	Equipment						
	Environment						

Appendix 2: Hazard Observation Form

Date:	Time:
Reported by:	
Is it a: <input type="checkbox"/> Hazard <input type="checkbox"/> Incident <input type="checkbox"/> Near miss <input type="checkbox"/>	
Improvement	
TYPE: (tick all applicable)	
<input type="checkbox"/> Safety <input type="checkbox"/> Environment <input type="checkbox"/> Maintenance	
<input type="checkbox"/> Process <input type="checkbox"/> Housekeeping <input type="checkbox"/> Other	
DESCRIPTION:	
ACTUAL SEVERITY: (tick one)	
<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	
<input type="checkbox"/> Significant	
POTENTIAL SEVERITY: (tick one)	
<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major	
<input type="checkbox"/> Significant	
ACTION TAKEN	

Appendix 3: Accidents Report Form

Particulars of Accident			
Date:	Time:	Location:	Date reported:
Details of Injured Person			
Name:	Age:	Contact number:	
Address:			
Type of injury:			
Injured part of body:			
DAMAGED PROPERTY			
Property damaged:			
Nature of damage:			
THE ACCIDENT			
Describe what happened			
WHAT WERE THE CAUSES OF THE ACCIDENT?			
How bad could it have been?			
<input type="checkbox"/> Very serious <input type="checkbox"/> Serious <input type="checkbox"/> Minor			
What is the chance of it happening again?			
<input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> Rare			
What has or will be done to prevent it occurring again in future? By whom? When?			
TREATMENT AND INVESTIGATION OF ACCIDENT			
Type of treatment given:		Name of first aider:	Doctor/hospital:
ACC form completed?	Date:	OSH advised?	Date:

Appendix 4: First Aiders Register

Name	First Aid Qualification	CPR Qualification	First Aid Certificate Expiry	Contact Number

Appendix 5: First Aid Register

Name	
Role	

Date of treatment	
Time of treatment	
Person giving first aid	
Nature of injury	
Treatment provided	

Appendix 6: Site Safety Inspection Report

(SAMPLE ONLY)

WORKPLACE

ITEM	PASS	N/A	ACTION REQUIRED
Partition walls secure			
Ceiling tiles / panels secure			
Light fittings / covers secure			
Cleanliness of workplace maintained			
Office equipment set up to prevent OOS			
Adequate lighting in all work areas			
Clear access / egress to all exits			
No loose carpet edges, mats etc.			
Floor surfaces are not slippery			
Noise levels are not excessive			
Electrical equipment in good condition			
Desks and chairs suitable for tasks			

FURNISHINGS

ITEM	PASS	N/A	ACTION REQUIRED
Decorations, pictures, etc. secured			
Lockers, storage shelving secure			
No broken furniture			
No unsafe desks / chairs			
Hazard and warning signs securely fixed			
Correct signs utilized and in place			
Emergency exits well sign posted			
Sufficient firefighting equipment			
Fire extinguishers checked regularly			
Fire/evacuation instructions available			
Fire evacuation drills completed			

FIRST AID KITS

ITEM	PASS	N/A	ACTION REQUIRED
Adequate number of kits available			
First Aid kits maintained			
Items clearly marked			
Names of qualified first aiders posted			
Emergency numbers displayed			
First Aid book available			
Instructions for incident reporting posted			

KITCHEN AREAS

ITEM	PASS	N/A	ACTION REQUIRED
Kitchen area maintained and clean			
Food preparation areas clean			
Floors maintained clean / non slip			
Drinking water available			
Storage facilities available			
Waste disposal – bins emptied regularly			

TOILETS

ITEM	PASS	N/A	ACTION REQUIRED
Toilets flushing systems operate			
Toilets cleaned regularly			
Hand drying facilities – clean towels			
Floors maintained – clean / non slip			
Supply of toilet paper available			
Soap / hot / cold water provided			

STORAGE AREAS

ITEM	PASS	N/A	ACTION REQUIRED
Floor areas / aisles kept clear			
Lighting adequate to enable safe access			
Rubbish not permitted to accumulate			
Material Safety Data Sheets available			
Incompatible materials stored separately			
Exclusion of ignition sources			

Signature

Name:

Date: