

New Zealand  
Water Ski Racing  
Association  
(NZWSRA)

HEALTH AND SAFETY

MANUAL

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# HEALTH & SAFETY POLICY

We are committed to providing and maintaining a safe and healthy event place for all members, and to providing the information, training, instruction and supervision needed to achieve this.

We will take all reasonably practicable steps by;

- Providing a safe event place, safe equipment and proper materials
- Monitor members for prolonged exposure to hazards
- Insist upon establishment of safe methods and best practices
- Comply with all H&S legislation, regulations and codes of practice

We will take responsibility for health and safety procedures, however, members need to be aware of their responsibilities and comply with the associations health and safety policy.

**Section 45: Take all reasonable practical care of own Health and Safety**

**Section 36: Maintain a work/event environment without risks to Health and Safety**

Each member is encouraged to play a vital and responsible role in maintaining a safe and healthy work/event place through:

- Being involved in the work/event place health and safety system.
- Following correct procedures
- Safe and proper use of equipment.
- Wearing protective clothing and equipment as and when required.
- Reporting any pain or discomfort as soon as possible.
- Ensuring all accidents and incidents are reported.
- Helping new members, participants and visitors to the work/event place understand the right safety procedures and why they exist.
- Informing your manager immediately of any health and safety concerns.
- Record and report all hazards immediately.
- Keeping the work place tidy to minimise the risk of any trips and falls.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NZWSRA

# HEALTH & SAFETY OPERATIONS MANUAL

## Document Review/Contact/Location

Document Review		
Last Review Date	Next Review Date	Reviewed By

Contact and Responsibility		
Key Personnel	Designation/Responsibility	Mobile Number

Company Details	
Physical Address	
Postal Address	
Phone Number	
Email	

## **NZWSRA Commitment to Safety Management Practices**

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### **1. Purpose**

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The New Zealand Water Ski Racing Association operates in a diverse environment. Safety is of prime importance and the Executive is committed to ensuring the health and safety of all members, participant and contractors as documented in the Health and Safety Policy.

The NZWSRA will ensure compliance to health and safety legislation, regulation, relevant codes of practice, guidelines, safe operating procedures, standards and organisational requirements.

The New Zealand Water Ski Racing Association has an active and consultative commitment to all areas of health and safety management.

### **2. Employer Commitment**

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As detailed in the Health and Safety Policy Section 1.1, NZWSRA Commitment to Safety Management Systems, NZWSRA will;

- Set health and safety objectives.
- Comply with all relevant legislation, regulations, approved codes of practice, guidelines and industry standards of New Zealand.
- Ensure that all members & participants are made aware of, and understand the Health and Safety Policy and Procedures and are given reasonable opportunities to have an input into Health and Safety matters.
- Recognise and reward excellence, innovation and superior performance in the area of health and safety.

Which demonstrates NZWSRA commitment.

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 1 – Health and Safety Policy

### 3. SMART Procedures

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#### 3.1 Objectives

SMART Health and Safety objectives and performance criteria are to be set and reviewed annually.

**Action Required** Health and Safety objectives and performance criteria to be set and reviewed

**Responsible** Executive

**Time Frame** Annually

#### 3.2 Compliance

NZWSRA is committed to ensuring that all participants have adequate knowledge and specialist advice of current and relevant Health and Safety legislation, regulations, approved codes of practice, guidelines and industry standards to ensure compliance and an understanding of Executive responsibilities for health and safety.

This Health and Safety Operations Manual provides guidance, however where specialist advice is required it will be sort and initiated. Corrective actions will be developed where non-compliances are identified.

#### 3.3 Communication

Ensure that all members and participants are made aware of, and understand the Health and Safety Policy and Procedures.

**Action Required** Completion of the Health and Safety Induction by all new members and participants

**Responsible** Executive

**Time Frame** At Induction

**Action Required** Complete the Annual refresher health and safety training

**Responsible** Executive

**Time Frame** Annually

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 1 – Health and Safety Policy

### 4. Definitions

SMART Objectives      Goals which are **Specific, Measureable, Achievable, Realistic** and **Timely**



You goal should be as specific as possible and answer the questions: **What** is your goal? **How** often or how much? **Where** will it take place?



**How** will you measure your goal? Measurement will give you **specific feedback** and hold you accountable.



Goals should push you, but it is important that they are **achievable**. Are your goals attainable?



Is your **goal and timeframe realistic** for the goal you have established?



Do you have a **timeframe** listed in your SMART goal? This helps you be **accountable** and helps in **motivation**.

### Health & Safety Planning, Review and Evaluation

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#### 1. Purpose

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NZWSRA have established a “Health & Safety Plan” which contains organisational objectives.

In addition, NZWSRA have created a Health and Safety Six Monthly checklist to reflect this plan. This guides the Association in the activities that must be completed to remain compliant.

The Health and Safety Plan has been developed to meet the requirements of the Health and Safety at Work Act 2015 and supports continuous improvement of health and safety in the work/event place through:

1. Setting specific health and safety objectives
2. Establishing and supporting actions to achieve these objectives
3. Regular review of progress towards completing tasks and achieving objectives
4. Evaluating outcomes of tasks and objectives

Review on progress towards completing all the objectives and actions will be conducted on an Annual basis.

#### 2. NZWSRA Commitment

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As detailed in the Health and Safety Policy Section 2.1, Planning, Review and Evaluation, NZWSRA will;

- Annually review health and safety objectives
- Biannually review health and safety policies and procedures
- Review health and safety policies and procedures post ‘Notifiable injury or illness Injuries’ and ‘Potential Notifiable injury or illness Incidents’
- Review health and safety policies and procedures when any new legislation is introduced
- Review health and safety policies and procedures when any new codes of practice or guidelines are released

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 2 – Health and Safety Plan

### 3. SMART Procedures

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#### 3.1 Planning

**Action Required** Set **SMART** Health and Safety objectives

**Responsible** NZWSRA

**Time Frame** Annually

**Action Required** Complete the Six Monthly Health and Safety Checklist. Progress will be documented in the Health and Safety meeting minutes.

**Responsible** Executive

**Time Frame** Annually

#### 3.2 Review

Review the NZWSRA Health and Safety Policy and Procedures annually to ensure compliance to changes in Legislation, Regulations and Codes of Practice. Also consider Industry Guidelines where relevant.

**Action Required** Review and document in meeting minutes

**Responsible** Executive

**Time Frame** Annually

Review Health and Safety Policy and Procedures and after a notifiable injury or illness incident, potential notifiable injury or illness injury, a change in Safe Operating Procedures/Safe Work Procedures or introduction of new equipment.

**Action Required** Complete comprehensive investigations ensuring all documentation is checked as part of the investigation process.

**Responsible** Executive

**Time Frame** As Soon as practicable after the event

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 2 – Health and Safety Plan

### 3.3 Document Approval

Any changes to the NZWSRA Health and Safety Policy are to be approved prior to release.

**Responsible** Executive

Any changes to NZWSRA procedures e.g. Safe Operating Procedures/Safe Work Procedures are to be approved prior to release.

**Responsible** Executive

### 3.4 Document Filing

Master copies of all documents are available electronically and in hardcopy filed in the main office, situated at \_\_\_\_\_.

## 4. Documents Relevant to this Section

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- Six Monthly Health and Safety Checklist (refer Forms Appendix)

## 5. Definitions

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**Notifiable Injury or Illness** Means any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid)

- (i) the amputation of any part of his or her body:
- (ii) a serious head injury:
- (iii) a serious eye injury:
- (iv) a serious burn:
- (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping):
- (vi) a spinal injury:
- (vii) the loss of a bodily function:
- (viii) serious lacerations:
- (b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:
- (c) an injury or illness that requires, or would usually require, the person to have medical

treatment within 48 hours of exposure to a substance:

(d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—

(i) with micro-organisms; or

(ii) that involves providing treatment or care to a person; or

(iii) that involves contact with human blood or bodily substances; or

(iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or

(v) that involves handling or contact with fish or marine mammals:

(e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

### Member Participation in Health and Safety Management

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#### 1. Purpose

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To ensure that NZWSRA members are engaged in health and safety. They are to be given an opportunity to participate in improving health and safety on an ongoing basis, as per Part 3 of the Health and Safety at Work Act 2015.

#### 2. NZWSRA Commitment

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As detailed in the Health and Safety Policy Section 3.1, NZWSRA Commitment to Member Participation, NZWSRA will;

- Provide a system for member participation in health and safety matters
- Communicate health and safety matters to all members & participants
- Recognise and reward excellence, innovation and superior performance in the area of health and safety
- Have practices that provide reasonable opportunities for members to participate effectively in improving work health and safety in the business on an ongoing basis.

#### 3. Procedures

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Member participation in health and safety has been established to enable members to participate fully in health and safety matters in the work/event place and to make recommendations to the Executive. This is facilitated by;

- Fully documented health and safety meetings
- Tool Box meetings (Record of Toolbox Meeting)
- Providing reasonable opportunities for members to have an input into health and safety matters
- Providing health and safety induction and annual refresher training (Induction Checklist)
- Providing a reward system recognising member excellence in Health and Safety

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 3 – Member Participation

### 3.1 Health and Safety Meetings

**Action Required** Conduct Health and Safety Meetings with recorded minutes

**Responsible** Executive

**Time Frame** At least six monthly

### 3.2 Tool Box Meetings / Race Briefings

**Action Required** Conduct Tool Box Meetings / Race Briefing

**Responsible** Executive

**Time Frame** Prior to the start of each race event

### 3.3 Communication

**Action Required** Convey Health and Safety information and directions via notices, Email, meetings & briefings

**Responsible** Executive

**Time Frame** As required and at the pre-race briefings at each event

### 3.4 Reward System

**Action Required** Reward member excellence for Health and Safety initiatives

**Responsible** Executive

**Time Frame** Annually

### Hazard and Risk Identification, Assessment and Management

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#### 1. Purpose

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The purpose of this section is to provide a tool to ensure that actual and potential hazards and associated risk(s) in the workplace are systematically identified, recorded, assessed, managed, controlled and reviewed.

#### 2. Employer Commitment

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As detailed in the Health and Safety Policy Section 4.1, Hazard Identification, Assessment and Management, NZWSRA will;

- Systematically identify all existing and new hazards and determine whether or not they are significant hazards
- So far as is reasonably practicable, eliminate or minimise the exposure to any hazards deemed to be significant - Job Hazard Analysis
- Ensure that all members and participants are made aware of the hazards and hazard controls in their work/event area.
- Provide appropriate personal protective equipment (PPE) and adequate instruction for its use, inspection and maintenance
- Provide safe plant and equipment
- Provide for the safe handling and use of hazardous substances

#### 3. SMART Procedures

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NZWSRA use the **SAFER** hazard management process for the identification, assessment and management of hazards:

S	▪ See It
A	▪ Assess It
F	▪ Fix or Control It
E	▪ Evaluate It
R	▪ Review It

### 3.1 Objective

The **SAFER** process will be followed to assess each work/event place task to determine the hazards, associated risks and their controls

#### 3.1.1 The First step in the SAFER process is to look for hazards – ‘SEE IT’

**Look for existing and potential hazards by carrying out:**

- Routine site inspection checks
- A review of safety investigations to identify new hazards
- A risk assessment for all new and modified equipment, material, services or work processes in the workplace  
**Note:** Use the information provided by designers, manufacturers, suppliers of new plant and equipment (e.g. Safety Data Sheets)
- A hazardous substances assessment – where substances which may be hazardous to health are used in the workplace e.g. solid, liquid, dust, gas, vapour, mist or fumes, refer to the Safety Data Sheets. These will provide information about the toxicity of the substance and the workplace exposure limits to determine if an assessment is required regarding the exposure to workers.
- An environmental hazards assessment – where there is noise over 85 dB(A), tasks are subject to prolonged vibration, respiratory hazards exist e.g. – airborne contaminants – fumes, dust, vapours which may be detrimental to health.

Additionally, all workers are to report all hazards and potential hazards to the Executive.

#### 3.1.2 The Second step in the SAFER process is to – ‘ASSESS IT’

**Assess the hazard:**

There are two assessments to be made, firstly, determine the level of risk associated with the hazard. Use the Risk Assessment Matrix to determine the likelihood and consequence of harm the hazard may cause, which will determine the level of risk.

Secondly, determine whether the hazard could potentially cause notifiable injury or illness and therefore is a “significant hazard” (refer to section 5 for definition of “Significant Hazard”). All significant hazards need to be added to the Significant Hazard Register.

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 4 – Hazard and Risk

### Risk Assessment Matrix:

Use the risk matrix to assess the likelihood and consequence of the hazard and to determine the level of risk.

The methodology below sets out how we assess and assign a risk rating based on potential frequency (how likely is this hazard to happen) and potential consequence (what harm may result).

#### Potential Frequency

1. Unlikely to happen
2. Remotely possible
3. Likely to have happened
4. Probably in the near future
5. Highly likely

#### Potential Consequence

1. Superficial injury or illness
2. Minor injury/illness
3. Moderate injury/illness
4. Serious injury
5. Fatality

Low risk would be  $F=1 + C=1$  Risk Rating = 2    High risk would be  $F=5 + C=5$  Risk Rating = 10

### POTENTIAL FREQUENCY

	1	2	3	4	5
1	2	3	4	5	6
2	3	4	5	6	7
3	4	5	6	7	8
4	5	6	7	8	9
5	6	7	8	9	10

POTENTIAL HARM

### 3.1.3 The Third step in the SAFER process is to – ‘FIX OR CONTROL IT’

#### Fix or Control:

Fix or Control the hazard by following the hierarchy. The controls must be followed in this order.

**Eliminate** Eliminate means completely removing the hazard from the site

**Minimisation**

- Substitution** – Replace a hazard with a less dangerous one
- Isolation** – Separate people from the hazard
- Prevention** – Any person coming into contact with the hazard
- Engineering Controls** – Making a machine/work process safer
- Administration** – Put in place rules, signage, training, etc
- PPE** – Protective clothing and equipment

The objective of controlling hazards is to reduce the risk as low as reasonably practicable (ALARP)

**Step 1 Complete Hazard and Risk Management Template**

**Step 2 Record the agreed controls (what you will do to reduce the risk)**

1. Determine the level of residual risk (the risk that remains with the controls that are in place)
2. Engage external specialist advice if required
3. Significant hazards are to be recorded on the Significant Hazard Register

**Step 3 Inform, train, instruct and supervise workers of the hazards and their controls by:**

- Induction
- Staff training courses
- Health and Safety Committee meetings
- Health and Safety factored into regular staff meetings

**Step 4 Manage contractors’ activities using the Job Safety Analysis**

### 3.1.4 The Fourth step in the SAFER process is to – ‘EVALUATE IT’

#### Evaluate the effectiveness of the controls you have implemented

Use the risk matrix to check that the controls have reduced the risk to an acceptable level. Complete the Hazard and Risk Management template. Complete a Safety Action Plan & Work Form.

### 3.1.5 The Fifth step in the SAFER process is to – ‘REVIEW IT’

#### Review the Controls

Reviewing the controls of a hazard means assessing whether the hazard still exists and if the controls remain effective and follow current best practice. Hazards and their controls are to be reviewed on an annual basis or following a workplace injury or safety incident.

Once the controls have been implemented, they must also be monitored to ensure they are effective. Monitoring must be carried out within the first six weeks following identification. Monitoring can be carried out by:

- Safety Observations
- Regular inspections
- Regular environmental assessment
- Review of injuries, incidents, audits and investigations

<b>Action Required</b>	Review the Six Monthly Health and Safety checklist to make sure new hazards are identified and recorded. If required complete the Hazard and Risk Management template where new hazards have been identified.
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<b>Responsible</b>	Executive
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<b>Time Frame</b>	Six Monthly
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<b>Action Required</b>	Complete the Hazard and Risk Management template to identify any new hazards when planning to purchase new equipment, material or services, equipment is modified, or work processes are changed.
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<b>Responsible</b>	Executive
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<b>Time Frame</b>	Before new equipment, material or services are purchased, equipment is modified, or work processes are changed.
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## HEALTH & SAFETY OPERATIONS MANUAL

### Section 4 – Hazard and Risk

Safety Incidents and Investigations will be reviewed to determine if a previously unidentified hazard exists or a control for a significant hazard has failed. NZWSRA Incident Form Completed

**Action Required** Review Safety Incidents and Investigations

**Responsible** Executive

**Time Frame** Six Monthly

It is recognised that we don't have specific health and safety expertise internally, after referring to this Health and Safety Operations Manual, refer to specialist Health & Safety advisors, e.g. Medical & Safety Consulting Ltd.

**Action Required** Seek further specialist advice

**Responsible** Executive

**Time Frame** As required

Ensure that all members, visitors and contractors are made aware of any hazards. New workers to complete the Induction. New Participants and members are to be advised of any significant hazards.

**Action Required** Complete Event H&S Induction for new members, participants and contractors

**Responsible** Executive

**Time Frame** When new member participates and when visitors and contractors enter the site.

### 4. Definitions

#### Adverse Health Effects

A general definition of adverse health effect is “any change in body function or the structures of cells that can lead to disease or health problems”

Adverse health effects include:

- bodily injury,
- disease,
- change in the way the body functions, grows, or develops,
- effects on a developing foetus (teratogenic effects, phototoxic effects),
- effects on children, grandchildren, etc (inheritable genetic effects),
- decrease in life span,
- change in mental condition resulting from stress, traumatic experiences, exposure to solvents, and so on, and
- effects on the ability to accommodate additional stress.

#### Harm

- (a) Means illness, injury, or both and
- (b) Includes physical or mental harm caused by work-related stress

#### Hazard

The meaning of the word hazard can be confusing. Often dictionaries do not give specific definitions or combine it with the term “risk”. For example, one dictionary defines hazard as “a danger or risk” which helps explain why many people use the terms interchangeably.

There are many definitions for hazard but the more common definition when talking about workplace health and safety is:

- (a) A **hazard** is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.  
Basically, a hazard can cause harm or adverse effects (to individuals as health effects or to organisations as property or equipment losses).
- (b) Workplace hazards can come from a wide range of sources. General examples include any substance, material, process, practice, etc that has the ability to cause harm, or adverse health effect to a person under certain conditions:
- (c) A person’s behaviour can also be a hazard where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour).

**Table 1**

Examples of Hazards and their effects		
Workplace Hazard	Example of Hazard	Example of Harm Caused
Thing	Knife	Cut
Substance	Benzene	Leukaemia
Material	Asbestos	Mesothelioma
Source of energy	Electricity	Shock, electrocution
Condition	Wet floor	Slips, falls
Process	Welding	Metal fume fever
Practice	Hard rock mining	Silicosis

As shown in Table 1, workplace hazards also include practices or conditions that release uncontrolled energy like:

- an object that could fall from a height (potential or gravitational energy),
- a runaway chemical reaction (chemical energy),
- the release of compressed gas or steam (pressure, high temperature),
- entanglement of hair or clothing in rotating equipment (kinetic energy), or
- contact with electrodes of a battery or capacitor (electrical energy).

### Types of hazards

A common way to classify hazards is by category:

- biological – bacteria, viruses, insects, plants, birds, animals, and humans, etc
- chemical – depends on the physical, chemical and toxic properties of the chemical
- ergonomic – repetitive movements, improper set up of workstation, etc
- physical – radiation, magnetic fields, pressure extremes (high pressure or vacuum), noise, etc
- psychosocial – stress, violence, etc
- safety – slipping/tripping hazards, inappropriate machine guarding, equipment malfunctions or breakdowns

### Risk

1. Is the likelihood or probability that a person will be harmed or experience an adverse health effect and certain consequences (death, injury, or illness) occur if a person is exposed to a hazard. It may also apply to situations with property or equipment loss.
2. Risks arise from people being exposed to a hazard (a source of harm).
3. Factors that influence the degree of risk include:
  - how much a person is exposed to a hazardous thing or condition,
  - how the person is exposed (e.g. breathing in a vapour, skin contact), and
  - how severe are the effects under the conditions of exposure?
4. Risk assessment is the process where you:
  - identify hazards,
  - analyse or evaluate the risk associated with that hazard, and
  - determine appropriate ways to eliminate or control the hazard.

### Notifiable Injury or Illness

Means any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid)

- (i) the amputation of any part of his or her body:
- (ii) a serious head injury:
- (iii) a serious eye injury:
- (iv) a serious burn:
- (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping):
- (vi) a spinal injury:
- (vii) the loss of a bodily function:
- (viii) serious lacerations:

(b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:

(c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:

(d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—

- (i) with micro-organisms; or
- (ii) that involves providing treatment or care to a person; or
- (iii) that involves contact with human blood or bodily substances; or
- (iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
- (v) that involves handling or contact with fish or marine mammals:

(e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

**Significant Hazard** Means a hazard that is an actual or potential cause or source of –

- (a) Notifiable injury or illness; or
- (b) Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person’s exposure to the hazard, or
- (c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

**5. References**

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- The Health and Safety at Work Act 2015
- ACC Workplace Safety Management Practices

### Induction, Information, Training and Supervision

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#### 1. Purpose

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NZWSRA is committed to ensuring that our members receive the appropriate training to do their role safely and are adequately supervised when using equipment or machinery. This includes Induction Training, Internal Safety Training and Specialised Training by external providers.

#### 2. NZWSRA Commitment

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As detailed in the Health and Safety Policy Section 5.1 We will:

- Ensure that the Executive are properly instructed (at least every two years) so that they understand their specific health and safety responsibilities.
- Ensure that all members are adequately trained in the safe use of plant, equipment and substances that they are required to handle.
- Ensure that all unsafe behaviours are stopped and appropriately dealt with.
- Ensure that all members receive Health and Safety training when inducted and receive training annually.

#### 3. Procedures

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We will provide members with the information, training, instruction and supervision necessary to protect everyone from risks to their safety and health that may arise from our operations. We will ensure that members receive appropriate training, including:

- Licencing/Qualification for the use of equipment and machinery
- Safe Working Procedures/Safe Operating Procedures
- Use and maintenance of PPE
- Hazard identification, control and management
- Worker Health and Safety Training
- First Aid procedures and
- Emergency procedures

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 5 – Training

### 3.1 Information

Health and Safety information is distributed to workers through:

- Posters, signs, training
- Safety meetings and briefings
- Health and Safety meeting minutes

**Action Required** Record minutes of Health and Safety meetings and distribute to members to view

**Responsible** Health and Safety Representative

**Time Frame** As soon as possible after each meeting

### 3.2 Document Control

NZWSRA have a system for controlling Health and Safety documents including notification of outdated documents. All Health and Safety documents will be dated and have a version attached.

**Action Required** When Health and Safety Policy and Procedures are reviewed the version and date will be updated and current versions will be communicated

**Responsible** Executive

**Time Frame** As required

### 3.3 Induction Training

All members will undergo Induction Training and be signed off prior to participation. Once they are proficient at the tasks they are expected to perform, they are to be reassessed and signed off for unsupervised work. Induction training will also include a Health and Safety component at commencement of employment as follows:

- Emergency procedures
- Incident and injury reporting - Report to on-site medical team
- Hazard and Risk Identification and management
- NZWSRA and Member Responsibilities
- The process for member health and safety representation
- Designated roles for health and safety
- Event injury notification process - Report to medical team
- Use and maintenance of relevant health and safety equipment, including Personal Protective Equipment (PPE) where required

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 5– Training

**Action Required** Induction training prior to commencement of an Event

**Responsible** Executive

**Time Frame** Prior to season start and annual refresher training

### 3.4 Safety Training

All members will be provided with training and be adequately supervised to enable them to carry out their job safely and ensure that they have the right skills and knowledge to meet legislative requirements. Members are responsible for the operation/re-fueling of their Boats.

Once trained and approved, members will be responsible for the use of the correct systems and processes in the storage and re-fueling of petrol.

Role specific training will be provided for specialised roles, e.g. Health and Safety Training and First Aid Training

### 3.5 External Safety Training

Where it is recognised that there are no members with the skills or experience to provide specialised internal training, external training providers will be selected.

External Safety Training is provided to members where it is required to carry out their role safely and to meet legislation requirement. The preferred training providers will ensure competency of trainees through written/oral test, certifications, or practical skill demonstrations.

**Action Required** Identify the training needs of members and make sure the training is provided.  
Ensure adequate training documentation.

**Responsible** Executive

**Time Frame** As required

**Action Required** Participate in Health and Safety training and follow instructions

**Responsible** All Members

**Time Frame** As required

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 5– Training

**Action Required** Provide members with the appropriate level of supervision/a buddy where they don't have the knowledge and/or experience to carry out the role safely unsupervised.

**Responsible** Executive

**Time Frame** Where required

**Action Required** Give approval for members to operate equipment, plant or machinery when they have received the appropriate training and they are considered to be competent.

**Responsible** Executive

**Time Frame** As required

## **Contractor Management**

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### **1. Purpose**

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To maintain a safe environment for all members, participants, visitors and contractors. We will appropriately manage and supervise all contractors working for NZWSRA.

### **2. NZWSRA Commitment**

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As detailed in the Health and Safety Policy Section 6.1 – Management of Contractors, We will:

- Ensure that all contractors and subcontractors are actively managing their health and safety responsibilities through a process which includes pre-qualification, monitoring and review.

### **3. Procedures**

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#### **3.1 Scoping the Work**

Consider the Significant Hazards and likely risks associated with the proposed work and decide whether the work will proceed. If it does, determine what work needs to be contracted out and the broad safety implication of this work. Include these health and safety factors as part of any request for proposal, tender or contract.

**Action Required** Scope the work to be done and decide whether a contractor needs to be engaged

**Responsible** Executive

**Time Frame** As required

### 3.2 Prequalifying the Contractor

To assess the capability of a potential contractor to complete the work safely and competently, request a Contractor Pre-Qualification Questionnaire be completed and the following documentation to be provided.

- Copy of their current Health and Safety Policy
- Copy of their current Hazard Register
- Copy of their current Public Liability Insurance Certificate
- Copy of relevant licences, certifications
- Copy of relevant Health and Safety staff training records and qualifications

Regular Contractors are to be pre-qualified on an annual basis so that their information can be kept current and that they can be pre-approved as a contractor.

<b>Action Required</b>	Ensure the contractor or sub-contractor completes a Contractor Pre-Qualification Questionnaire and provides the required documentation before being selected to carry out the work.
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<b>Responsible</b>	Executive
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<b>Time Frame</b>	As required
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### 3.3 Select and Engage the Contractor

Consideration must be made on how any work undertaken by contractors will be completed safely.

**Before awarding a contract or engaging a contractor NZWSRA Ltd must ensure that: -**

- Pre-qualification of the contractor has been completed
- A JSA or alternative robust risk assessment has been submitted
- Any “permit to work” requirements have been identified and will be met

<b>Action Required</b>	Engage the contractor after the pre-qualification requirements have been met.
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<b>Responsible</b>	Executive
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<b>Time Frame</b>	As required
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### 3.4 Contractor Visits

All Contractors and sub-contractors visiting are required to sign in and out using the Visitor Control Register. Contractors and sub-contractors must be given a Site Safety Briefing covering; emergency procedures (including evacuation assembly point) and hazards they may be exposed to.

All contractors and subcontractors that visit are subject to the NZWSRA Contractor Management Process.

Any contractors and sub-contractors who visit and introduce any uncontrolled hazard(s) as a result of their visit must either eliminate (remove) the hazard from site or complete a Job Safety analysis (JSA) so that the hazards(s) are controlled while they are on site. Where the contractor has already provided a robust safe work plan this may be accepted in place of a JSA.

**Action Required** Ensure all contractors and sub-contractors receive a site safety briefing

**Responsible** Executive

**Time Frame** As required

Contractors and sub-contractors must report all injuries/safety incidents and hazards to the Manager as soon as possible.

**Action Required** Ensure all contractors have completed a Job Safety Analysis (JSA) or a Safe Work Plan to document significant hazards and how they will be safely managed, prior to commencing work.

**Responsible** Executive

**Time Frame** Prior to the contractor starting work

### 3.5 Monitoring

We are required to monitor the safety performance of all contractors and sub-contractors while they are working for us – this is to ensure the safety of both the contractors/others on site and that the event site is safe. If the work involves any permit-to-work requirements, these must also be monitored to ensure they are adhered to. Time must be scheduled to monitor the contractor while they are at work. Report your observations on the Contractor Assessment and Performance Review section of the Contractor Pre-Qualification Form.

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 6 – Contractors

**Note:** The frequency of monitoring observations should reflect the duration and risk associated with the task.

<b>Action Required</b>	Monitor the performance of contractors and sub-contractors
<b>Responsible</b>	Executive
<b>Time Frame</b>	Dependent on the duration of the work and the associated risk

Where there are any identified health and safety issues they must be addressed and resolved with the contractor to ensure that the work site is safe and that everyone is working safely.

<b>Action Required</b>	If you see any unsafe work – <b>STOP IT</b>
<b>Responsible</b>	Members/Executive
<b>Time Frame</b>	Immediate

### 3.6 Review

The safety performance of contractors working for NZWSRA must be reviewed. If during review it is determined that a contractor did not perform at a standard that was acceptable, and as a result introduced risk into our business, then alternative contractors must be engaged. See “Contractor Pre-Qualification Questionnaire”.

**Consideration should be given to whether:**

- The conditions of the Job Safety analysis (JSA) were adhered to
- There were any injuries or safety incidents as a result of the Contractors work
- Any Health and Safety issues were identified as part of the monitoring process

<b>Action Required</b>	Complete a review of the contractor’s performance using the Job Safety Analysis Form.
<b>Responsible</b>	Member engaging contractors
<b>Time Frame</b>	As soon as the job is completed

<b>Action Required</b>	Carry out an annual pre-qualification and review of regular contractor’s performance using the Contractor Pre-Qualification Questionnaire
<b>Responsible</b>	Member engaging contractors
<b>Time Frame</b>	Annually

### 4. Documents Relevant to this Section

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- Job Safety analysis (JSA) (refer Appendix)
- Contractor Pre-Qualification Questionnaire (refer Appendix)

### 5. Definitions

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<b>Contractor</b>	Refers to a person who works as a Sole Trader, Corporate Entity, or on some basis other than as a member.
<b>Permit-to-Work</b>	A written order giving permission to perform hazardous work, e.g. hot work, confined spaces; having considered the risk, agreed how the work will be performed safely and the emergency response plan.
<b>Regular Contractor</b>	A Contractor who performs regular maintenance and repair activities (e.g. painting contracts) or routine service contracts (e.g. cleaning).
<b>Principal</b>	Refers to the person who has engaged a person, or another business as a contractor. A Principal to a contract has duties under the Health and Safety at Work Act 2015.

## **Environmental Health Hazards**

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### **1. Purpose**

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While there are health hazards in the work/event place environment which could cause adverse effects on worker health such as dust, chemical fumes, noise or vibration, NZWSRA has a duty to minimise members' exposure to these risks and to monitor the impact on their health.

### **2. NZWSRA Commitment**

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As detailed in the Health and Safety Policy Section 7.1 where it has been identified a potential environmental health hazard exists, NZWSRA will engage a specialist to conduct environmental testing where required. Where health hazards are identified regular environmental assessments will be required. Annual worker health monitoring is to be carried out.

<b>Action Required</b>	Conduct Environmental testing
<b>Responsible</b>	Executive and external Specialists
<b>Time Frame</b>	As soon as practicable following identification of a potential environmental health hazard and then retest every five years.

<b>Action Required</b>	Carry out member health monitoring
<b>Responsible</b>	Executive and external Specialists
<b>Time Frame</b>	Annually or as required

When there has been a critical event (i.e. a notifiable injury or illness injury or a potential notifiable injury or illness incident) which may have been hazardous to members health, consider if health monitoring is to be conducted.

<b>Action Required</b>	Consider conducting health monitoring
<b>Responsible</b>	Executive and external Specialists
<b>Time Frame</b>	After every critical event that may have been hazardous to member health

## **Electrical Safety**

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### **1. Purpose**

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To ensure that all legislative and organisational requirements are met. NZWSRA utilise Electrical Tagging as a means of ensuring that electrical equipment and appliances are safe.

### **2. NZWSRA Commitment**

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As detailed in the Health and Safety Policy Section 8.1 We will so far as is reasonably practicable, eliminate or minimise the exposure to any hazards deemed to be significant and ensure that all workers are made aware of the hazards and hazard controls in their work area.

We will also ensure that all electrical equipment is safe by following the test and tag procedure.

### **3. Procedures**

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#### **3.1 Electrical Testing and Tagging**

All electrical equipment or appliances that 'Plug in' to a power source are to be tested by a qualified tester at intervals that reflect the likelihood of damage or wear and tear and display a current test tag. The Tester must test in accordance with AS/NZS 3760.

#### **Tagging Frequency**

In accordance with AS/NZS 3760 and is dictated by environment and use as follows:

- **6 monthly** – Factory, workshops and manufacturing environments
- **12 monthly** – In an environment where the power cord is subject to flexing in normal use (e.g. power tools, extension cords) or is open to abuse or in a hostile environment (i.e. when the power cord is located where it may be damaged).
- **5 yearly** – In an environment where the power cord is **NOT** subject to flexing in normal use (e.g. computer or fridge) or is **NOT** open to abuse and is **NOT** in a hostile environment (i.e. the power cord is located where it is unlikely to be damaged).

**Action Required** Ensure that all electrical equipment and plug-in appliances display a current test tag

**Responsible** Executive

**Time Frame** As set out in the frequency table

### 3.2 Visual Inspection

Testing and tagging is vital as it can detect faults that will not be apparent from visual inspection alone. However, it is only an inspection on the day that the testing takes place. It is up to all NZWSRA members to visually inspect electrical equipment and appliances before they use them and to report any obvious faults as hazards that require immediate attention.

**Action Required** Visually inspect electrical equipment and plug in appliances and report all faults

**Responsible** All Members

**Time Frame** Prior to use of electrical equipment and appliances and report as soon as possible after an incident

**Action Required** **Any faulty electrical equipment is to be immediately removed from use until repaired or replaced**

**Responsible** Executive

**Time Frame** Immediately upon any electrical equipment being identified as faulty

### 3.3 New Equipment

All new electrical equipment or appliances that 'Plug in' to a power source must be tested and tagged in accordance with AS/NZS 3760 prior to use at the Business.

**Action Required** Ensure no new equipment is commissioned without appropriate inspections to ensure it is correctly tagged

**Responsible** Executive

**Time Frame** Prior to use of electrical equipment and appliances and report as soon as possible after an incident

### 3.4 Hire Equipment

**Action Required** All hire equipment must be inspected prior to taking delivery/collection to ensure it has a current test tag

**Responsible** Executive

**Time Frame** Prior to receipt of equipment

## **Media Policy**

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### **1. Purpose**

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NZWSRA is committed to portraying a positive image at all times and ensuring any interaction with any media personnel, agency or medium provides the best possible outcome for the NZWSRA.

### **2. NZWSRA Commitment**

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As detailed in the Health and Safety Policy Section 9.1, NZWSRA will outline our requirements for all members and how they are to respond if approached by members of the media for any reason.

### **3. Procedures**

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NZWSRA has the following Media Policy in place which applies to all members, participants and is inclusive of visitors and subcontractors:

This policy outlines the coordination of contact between the NZWSRA and the media. It should apply to all members at all times without exception. It is designed to ensure that in all dealings with the media, the NZWSRA acts in a professional, coordinated manner and that all statements made are accurate and appropriate

For the purposes of this policy, media contact includes: providing information via media releases or statements, letters to the editor, responding to media enquiries over the phone and via email, interviews or briefings, disclosing information to the media, comments on talkback radio, addressing a seminar or conference where the media are present, and media activities for events, reports, and launches.

#### **Media Strategy:**

All media relations' activity will be undertaken with the recognition that the media play an important role in influencing positive attitudes towards and perceptions of the NZWSRA.

**Media Relations Manager:**

The Media Relations Manager (appointed by the executive) is responsible for approving all external content for media including media releases, media statements and letters to the editor. They are the official spokesperson and will coordinate all contact with the media.

**General Media Contact:**

Members will not under any circumstances initiate media contact. If any person other than the Media Relations Manager is contacted directly by a journalist, they will request the journalist's name, contact details, publication or program deadline (date and time), topic, and what they are requesting – for example, a quote, statement, or background briefing and immediately forward to the Media Relations Manager.

Journalists are to be treated respectfully and courteously by all members at all times.

Media responses should always be 'on the record'. They will be truthful and accurate, and not include speculation, guesswork or personal opinion. They will not include disparaging comments about other organisations or individuals.

**Confidentiality:**

Personal or contact details of members, clients, spokespeople, ambassadors, board members or any other person or entity associated with the NZWSRA will not be provided to the media without prior consent.

**Issues Management:**

All members will report emerging issues of potential media and public sensitivity relating to the organisation to the immediate attention of the Media Relations Manager.

**4. Roles & Responsibilities**

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For the purpose of this policy the title Media Relations Manager is that person so designated by the executive as the sole interaction between our organisation and the media.

## **Drugs and Alcohol Policy**

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### **1. Purpose**

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The NZWSRA is committed to providing a safe and healthy workplace and to ensuring that members can participate in an environment/event free of alcohol and drug use.

### **2. Employer Commitment**

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As detailed in the Health and Safety Policy Section 9.1, NZWSRA will outline our requirements for creating and maintaining an alcohol and drug free event environment and for dealing with substance abuse in the work/event place. We will provide an opportunity to members with a substance use problem to get well rather than provide grounds to terminate the employment.

### **3. Procedures**

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NZWSRA has the following Drug and Alcohol Policy in place which applies to all members, participants and is inclusive of visitors and subcontractors:

1. All individuals are expected to report fit for duty for scheduled events and be able to perform safely and acceptably without any limitations due to the use or ***after-effects*** of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
2. Off the event and on the event involvements with alcohol or drugs can have adverse effects upon the work/event place, the integrity of our event, the safety of other members, the wellbeing of our members families, and the ability to accomplish the goal of an alcohol and drug free work/event environment. We therefore want to emphasize that we have **zero tolerance** for members who arrive at the event under the influence of alcohol or drugs, and/or whose ability to participate is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs.

3. We strictly prohibit the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol while participating in an event. To this end we reserve the right to conduct searches for drugs or alcohol in our work environment. Members may also be subject to random drug and/or alcohol testing - refer the NZWSRA Drug and Alcohol Policy NZWSRADO01.

Any drugs or alcohol found as a result of such a search will be confiscated and the owner or user will be subject to disciplinary action up to and including termination from the event.

This action may in certain circumstances include advising the Police.

#### **4. Roles & Responsibilities**

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It is the responsibility of all members to identify concerns about an individual's immediate ability to perform their role, and take appropriate steps. Where necessary, they should advise the executive who will remove any member who is suspected of breaching this policy from Event premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

1. Please refer to the New Zealand Water Ski Racing Association Drug & Alcohol Policy - NZWSRADA01.
2. This policy outlines all procedures and processes regarding Drugs and Alcohol
3. This policy also outlines the process for the required Breath Alcohol test (BAC), which is to be completed prior to the event start, on each event day.
4. This policy also outlines the formal process for testing, the formal process should a member have a positive breath alcohol reading.

5. In support of those who may have developed or are developing the disease of chemical dependence, all members, participants and contractors are required to document and report any violations of this policy. Any member, participant, contractor or management not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

#### 4. Disciplinary Procedure

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The disciplinary procedure will follow a three-step progression:

1. Warning with 1 - weekend event suspension
2. Warning with 2 - weekend event suspension
3. Possible Termination of membership

### Prevention of Bullying in the Workplace

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#### 1. Purpose

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To maintain a safe environment where all members are treated in a fair and respectful manner.

#### 2. Employer Commitment

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As detailed in the Health and Safety Policy Section 10.1, NZWSRA is committed to a work/event place free from bullying and will neither accept nor tolerate bullying within the work/event place.

#### 3. Procedures

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NZWSRA will do the following to prevent and respond to work/event place bullying. The Executive will prevent workplace bullying by:

- Actively looking for ways to create a positive work/event place ('healthy work/event') that members feel is pleasant, fair, rewarding and positively challenging.
- Encouraging positive leadership styles and investing in executive to achieve this.
- Training key members to receive bullying reports and give support and advice.
- Directing attention towards behaviour rather than people, and aiming to promote harmonious relationships across the association.
- Providing members who believe they've been bullied, with a range of options to resolve the issue.
- Promoting low-key solutions before formal actions.
- Aiming to repair the working relationship and promote positive work/event place values.
- Openly discussing bullying, in both formal and informal settings, and providing information and training about it.
- Identifying work/event place factors that contribute to bullying, and putting control measures in place.
- Ensuring our work/event place processes and systems are fit for purpose and regularly reviewed
- Having regular member surveys on work/event place culture.

**5. Definitions**

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**Bullying**

Bullying is defined as unreasonable and repeated behaviour towards a person or group that creates a health and safety risk. Repeated behaviour is persistent and can include a range of actions. Unreasonable behaviour covers actions which a reasonable person wouldn't do in similar circumstances, including victimising, humiliating, intimidating or threatening a person. A single incident isn't considered bullying but can escalate if ignored.

## **Issue and Use of Personal Protective Equipment (PPE)**

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### **1. Purpose**

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To minimise the impact of work/event place hazards NZWSRA will ensure that members receive the PPE required to do the job safely, that they understand its correct use and how to take care of it. It is noted the Members will take their own responsibility for the use of PPE when refueling, however this will be monitored to ensure compliance by the NZWSRA.

### **2. NZWSRA Commitment**

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As detailed in the Health and Safety Policy Section 11.1, We will provide appropriate personal protective equipment (PPE) and adequate instruction for its use, inspection and maintenance.

### **3. Procedures**

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#### **3.1 Requirement for PPE**

PPE shall be supplied by NZWSRA to their members who are carrying out tasks or working in an environment where there is risk of injury or harm to health.

PPE should not be solely relied upon to protect people from injury, there should be additional controls in place. Wherever reasonably practicable Elimination must first be considered, then minimise. **PPE is the lowest level of control.**

**Action Required** Issue PPE to members as required

**Responsible** Executive

**Time Frame** As required

### 3.2 Selection of PPE

The suitability of PPE should be evaluated based on the level of risk associated with the task, the type of hazards, e.g. chemical, physical, etc., and;

- The task requirements
- The duration of use
- The potential for the PPE to fail
- Maintenance requirements
- The durability of the PPE
- The physical attributes of the user (e.g. fit, comfort)

**Action Required** Select suitable PPE for the task

**Responsible** Executive

**Time Frame** As new hazards are identified or existing hazards are reviewed which cannot be eliminated.

### 3.3 Issue of PPE

Any PPE that is issued for respiratory, hearing, or eye protection shall be fit tested by an appropriately trained person. All PPE shall be recorded.

**Action Required** Record the issue of PPE

**Responsible** Executive engaging Specialist advice where required Prior to

**Time Frame** the respiratory, hearing, or eye protection being worn

**Action Required** Arrange fit testing prior to the PPE being worn

**Responsible** Executive engaging Specialist advice where required As

**Time Frame** the respiratory, hearing, or eye protection PPE is issued

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 11 – Personal Protective Equipment (PPE)

### 3.4 Use of PPE

After PPE has been issued, information and training shall be given to members as to;

- Why it is required
- When it should be worn
- How it should be worn

**Action Required** Provide training on the correct use of PPE

**Responsible** Executive

**Time Frame** After issue of PPE

### 3.5 Care, Maintenance and Replacement of PPE

All PPE is to be inspected, cleaned and maintained as per the manufacturer's instructions to ensure that it continues to minimise the risk to the user. When the PPE issued is either past its 'use by' date or is worn out and no longer effective it shall be replaced.

**Action Required** Inspect PPE to ensure it is current and effective

**Responsible** All Members who have been issued with PPE

**Time Frame** After issue of PPE

**Responsible** Executive to ensure PPE is maintained and replaced when necessary

**Time Frame** Maintenance checks on a regular basis and replacement when PPE is no longer fit for use

### 3.6 Signage

In areas where the wearing of PPE is mandatory the relevant signage shall be put in place where it is visible to all people either working in or passing through the area.

**Action Required** Install PPE signage as require

**Responsible** Executive

**Time Frame** When a hazard or environmental assessment has been carried out and it has been determined that PPE is required in that area.

**HEALTH & SAFETY OPERATIONS MANUAL**  
**Section 11 – Personal Protective Equipment (PPE)**

**4. Definitions**

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<b>Personal Protective Equipment (PPE)</b>	Means all clothing and equipment which is intended to be worn or used by a person to protect them from risks to health and safety while at work.
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## **Emergency Planning and Readiness**

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### **1. Purpose**

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To secure the health and safety of members, participants, visitors and contractors, we have developed a process that practically identifies and communicates a response to a wide range of potential emergency situations.

### **2. NZWSRA Commitment**

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As detailed in the Health and Safety Policy Section 12.1, We are committed to provide Emergency Response Plans to cover foreseeable adverse events. See Appendix B ["Emergency Procedures"](#)

### **3. Procedures**

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#### **3.1 Reviewing and Updating the Emergency Response Plan**

**Action Required** Review and update Emergency Response Plan information

**Responsible** Executive

**Time Frame** Annually

**Action Required** Ensure that each site has a current Emergency Response Plan on display and that all out of date emergency response plans have been discarded.

**Responsible** Executive

**Time Frame** Annually

### 3.2 Communicating the Emergency Plan

In November of each year all members will be asked to sign the Emergency Response Plan ‘Sign-off’ to acknowledge that they have read and understood the updated Emergency Response Plan.

**Action Required** Ensure that all new members have read and signed off the Emergency Response Plan

**Responsible** Executive

**Time Frame** As part of their Induction process

**Responsible** All members to read and sign off the Emergency Response

**Time Frame** Plan Annually

### 3.3 Emergency Drill Procedures

In November each year, we will dictate the months that the sites emergency plan is to be tested:

- Trial Evacuations annually

Emergency evacuations (including false alarms) cannot be treated as trial evacuations as only planned evacuations meet the requirements of the fire regulations.

**Action Required** Record all drills in writing

**Responsible** Executive

**Time Frame** Annually

## 4. Definitions

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<b>Emergency</b>	Is an unexpected extreme event that poses an immediate risk to health, life, property or the environment.
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## **Injury and Incident Reporting, Recording and Investigation**

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### **1. Purpose**

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Executive are committed to ensuring the accurate and timely reporting and recording of all work/event place injuries/safety and incidents to fulfil our obligations in regard to:

- Managing member injuries and supporting them in a safe and early return to participation post injury
- Identifying and managing 'Notifiable injury or illness' injury incidents according to the legislative requirements
- Identifying trends from safety reporting and taking appropriate remedial actions
- Identifying and managing hazards and risks

### **2. NZWSRA Commitment**

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As detailed in the Health and Safety Policy Section 13.1, Incident and Injury Reporting, Recording and Investigation, we will:

- Require the accurate and timely reporting and recording of all work/event place injuries and incidents
- Investigate all reported work/event place injuries and incidents to ensure that all contributing factors are identified and implement appropriate corrective actions. Notifiable injury or illness Injuries and Potential Notifiable injury or illness Incidents will be investigated by trained safety investigators independent to the site where incidents occur
- Foster the early reporting of any pain, discomfort or injury
- Provide a treatment which ensures a safe and early return to participation

### **3. Procedures**

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#### **3.1 Reporting**

All members must report any discomfort, pain or injury, safety incident or near miss incidents that occur at an event to the medical team as soon as possible and at least the same day as the injury, incident or near miss occurs. Reports can be made verbally or in writing.

All members should report any pain, discomfort or injury that may affect their ability to complete their role safely as soon as possible to the medical team.

## HEALTH & SAFETY OPERATIONS MANUAL

### Section 13A – Injury and Incident Reporting

**Action Required** Report discomfort, pain, injury, or near miss incidents

**Responsible** Executive must ensure that all members are accurately reporting all injuries, safety incidents and near miss safety incidents.

**Time Frame** As soon as possible after the injury, safety incident or near miss incident occurs

**Responsible** All members must report all injuries and safety incidents

**Time Frame** As soon as possible but on the same day for an injury and no later than 24 hours following a safety incident.

#### Notifiable Injury or Illness Incident Reporting

**Action Required** Notify Executive of all Notifiable injury or Illnesses Incidents

**Responsible** Executive

**Time Frame** Immediately after ensuring the welfare/safety of the injured person/s

**Action Required** Report all Notifiable injury or Illness Incidents

**Responsible** All Members

**Time Frame** As soon as possible

**Action Required** Verbally notify WorkSafe NZ of any Notifiable injury or Illness Incidents (phone notification 0800 030 040)

**Responsible** Executive or Senior Medical Team Member

**Time Frame** Verbal notification – as soon as possible and within 24 hours of the injury/incident occurring

**Action Required** A written notification to be sent to WorkSafe NZ of any Notifiable injury or Illness Incidents. Complete the WorkSafe Notifiable injury or illness Notification form online at: <http://www.employment.govt.nz/Tools/Accident/Home/SeriousHarmNotification>

**Responsible** Executive or Senior Medical Team Member

**Time Frame** Written notification – as soon as possible and with 7 days of the injury/incident occurring

# HEALTH & SAFETY OPERATIONS MANUAL

## Section 13A – Injury and Incident Reporting

<b>Action Required</b>	Report in writing all Notifiable injury or Illness Incidents and Potential Notifiable injury or Illness Incidents to Executive
<b>Responsible</b>	Executive
<b>Time Frame</b>	As required

### 3.2 Safety Investigation

All reported work/event place injuries and incidents must be investigated and appropriate corrective actions developed and implemented.

All recorded injuries and safety incidents require a base level investigation to be completed. It is the responsibility of the Executive to ensure that corrective actions are appropriate, assigned to the correct person, and completed prior to closing the investigation.

<b>Action Required</b>	Ensure corrective actions are developed and completed for all investigations
<b>Responsible</b>	Executive & Senior Medical Team Member
<b>Time Frame</b>	When an injury or incident is recorded in Incident Report Form
<b>Responsible</b>	Executive to ensure that all corrective actions identified through safety investigations and/or audits are completed
<b>Time Frame</b>	At the due date of the corrective audit/action

<b>Action Required</b>	All 'Medical Treatment Injuries', 'Lost Time Injuries' and Potential Notifiable injury or Illness Incidents must be investigated using the Incident Report form
<b>Responsible</b>	Executive with support from external contractor firm
<b>Time Frame</b>	As soon as practicable but within 7 days of the incident occurring

<b>Action Required</b>	For Notifiable injury or Illness Incidents complete a Notifiable injury or Illness Investigation Report
<b>Responsible</b>	Executive with support from a trained Safety Investigator
<b>Time Frame</b>	Within 24 hours and complete the Notifiable injury or illness Investigation Report within 7 days

Any hazards identified as part of a safety investigation must be managed in accordance with **SAFER** Hazard Management Process (refer Section 4 of this Health and Safety Manual). Corrective actions must be **SMART** (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime bound), assigned to the person who will complete them and implemented in the agreed time frame.

**HEALTH & SAFETY OPERATIONS MANUAL**  
**Section 13A – Injury and Incident Reporting**

**3.3 Injury and Incident Data Review**

All incident data is to be reviewed to provide information to Executive and members that can be used in injury prevention initiatives.

**Action Required** Review all recorded Injuries/Incidents to identify trends and develop prevention initiatives

**Responsible** Executive

**Time Frame** Annual reviews of the previous 12 months' data

**4. Definitions**

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**HEALTH & SAFETY OPERATIONS MANUAL**  
**Section 13A – Injury and Incident Reporting**

<b>Potential Notifiable injury or Illness Incidents</b>	Any incident that almost caused 'Notifiable injury or Illness' to someone, but fortunately did not, is considered a 'Potential Notifiable injury or Illness Incident'.
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## **Injury, Incident and Interaction Recording**

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### **1. Reporting**

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All NZWSRA members must report any injury or safety incident that occurs at an event to the Executive & Senior Medical Team Member as soon as possible and at least the same day as the injury or incident occurs.

Reports can be made verbally or in writing.

All members should report any pain, discomfort or injury that may affect their ability to complete their role safely.

### **2. Recording**

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**Action Required** Record all reported injuries and safety incidents or near miss incidents

**Responsible** Executive must ensure that all injuries are reported and accurately recorded

**Time Frame**

- All injuries must be recorded as soon as possible and at least the same day that the injury occurred
- All incidents must be recorded as soon as possible and at least within 24 hours of the incident occurring
- Recording will be done via the on-site medical teams report forms

## **Advice to Executive**

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### **1. Purpose**

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The purpose of this document is to advise members that we are committed to providing support and a safe and early return to participation for all our members – we must work with our members and treatment providers to achieve this goal.

### **2. Emergency Response and/or Notifiable injury or illness**

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#### **In the event of a serious injury**

- Take immediate action in order to seek the appropriate medical treatment

#### **In the case of notifiable injury or illness**

- If required Phone Emergency Services – **111**
- Freeze the scene
- Call the Health and Safety Professional at the earliest opportunity to ensure WorkSafe NZ Notification and Reporting requirements are met

### **3. Discomfort and/or Pain**

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Early intervention for discomfort and/or pain can prevent a work/event place injury. We will work with members to manage their discomfort/pain even if they do not know the cause OR if the discomfort/pain occurred out of work.

### **4. First Aid**

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Having skilled First Aiders & Paramedics, with an adequately stocked First Aid Kit, at an event can ensure effective treatment for injuries in the first instance.

### **5. Medical Treatment**

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We are committed to taking our injured members to the doctor/treatment provider if they need to go. The Executive will work closely with the on-site medical team to provide any support that may be required to achieve this. The on-site medical team will be responsible for arranging the prompt evacuation of any member requiring further medical care.

## **Advice to Members**

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### **1. Purpose**

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The purpose of this document is to advise all Members that we are committed to providing a safe and early return to participation for you – we would like you to work with us and treatment providers to achieve this goal.

### **2. What You Must Do If You Are Injured At An Event**

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- 1. Report it Immediately**
  - We will work with you to manage your discomfort/injury even if you do not know the cause or if the injury occurred out of work
  - We will direct you to a medical provider for treatment if necessary
- 2. Undertake Alternative Duties**
  - If you cannot perform your usual role, we will ask the medical provider to approve the alternative duties that are available to you
- 3. Provide copies of all relevant documentation**
  - If an ACC45 or ACC18 is generated, you must ask for a copy and return it to the Executive as soon as possible (within 24 hours)
- 4. Look after yourself until you recover**
  - Follow the advice of the Medical Practitioner
  - Avoid aggravating your discomfort or injury – at work and at home!

## **Agreed Participation Plan**

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### **1. Purpose**

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The purpose of the Injury Management Pack is to develop a participation plan that is agreed by the injured member, the Treatment Provider and the Executive.

### **2. Agreed Work Plan**

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See Template Form **“Agreed Participation Plan” - Clearance to return to Participation**

### **3. Deviation from the Plan**

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If the injured member is unable to follow the agreed participation plan and /or adhere to the conditions of a current medical certificate they will be required to visit a treatment provider and have their injury re-assessed; at this stage the agreed work plan should also be reviewed and updated to reflect any changes.

## Safe Systems in Action

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### 1. Purpose

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We utilise a variety of methods to monitor and review the level of health and safety compliance with the aim of ensuring that documented policies and procedures are put into practice so that safety is visible as we work.

### 2. Policy Statement

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As detailed in the Health and Safety Policy Section 14.1 we are committed to the continuous improvement of our future health and safety performance and to visible health and safety.

### 3. SMART Procedures

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#### 3.1 Safety Training

All members must be trained in what they need to know, and do, to participate safely. People participating safely, reduces the risk of injury to members, participants and visitors.

**Action Required** Refer to Section 5 of this Health and Safety Manual and ensure all members have received the training they require to participate safely.

**Responsible** Executive

**Time Frame** As required

**Action Required** Complete the Annual member Health and Safety Quiz as refresher health and safety training

**Responsible** Executive

**Time Frame** Annually

### **3.2 Safety Checks**

Documented safety checks pro-actively measure whether NZWSRA events, machinery and equipment is safe and compliant. A safe place of work/event reduces the risk of injury to members, participants and visitors.

**Action Required** Complete Health and Safety checks

**Responsible** Executive

**Time Frame** Annually

### **3.3 External Audit**

As required, external audits will be conducted annually to provide an independent assessment of NZWSRA level of compliance with legislative and organisational health and safety requirements.

## APPENDIX A - HEALTH & SAFETY POLICY

### POLICY STATEMENT SIGN OFF AND CONTROL

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DOCUMENT CONTROL	
<b>Policy Title</b>	Health and Safety Policy
<b>Policy Review Number:</b>	Version 01
<b>Effective Date:</b>	01 July 2018
<b>Review Period:</b>	This Health and Safety Policy will be reviewed at least Bi-Annually
<b>Policy Audience:</b>	All Members, Participants, Visitors and Contractors
<b>Responsible Role:</b>	Executive
SIGN OFF AND APPROVAL	
<b>Approver Name:</b>	
<b>Approver Role:</b>	
<b>Approver Name:</b>	
<b>Approver Role:</b>	
<b>Approval Date:</b>	

# Emergency procedures

## Stop, think, act!

The first priority in the event of an emergency is for the safety of all people present

Raise the alarm

Turn to the relevant page to confirm what to do

### Emergency phone numbers

Dial 111 for Fire/Police/Ambulance

- 1. Call from a safe place
- 2. Use a cordless or mobile phone if practical
- 3. Tell the operator which emergency service you want
- 4. Wait until that service answers
- 5. Give the following address (*Location of Event*):

Street Number:	Street Name:	Suburb:
Nearest City/Town:		Region:

- 6. Do not hang up until told to do so by the emergency service
- 7. Make sure someone is available to direct the emergency service to the scene

Immediately after calling 111, activate the emergency procedure
Use an alternative phone if emergency services ask you to keep the line available

*To be effective, this chart must be read and understood by all members until it becomes second nature!*

## In any emergency

Turn to the relevant page to confirm what to do

Contact the people below for support as appropriate Report to the executive all events:

- that result in harm to people, or damage to property
- where the on-site emergency services are involved
- where members are involved

### Company contacts

	Name	Phone (Day)	Phone (Night)	Phone (Mobile)
Manager				
Owner				

### Emergency contacts (other than 111)

	Name	Expertise	Phone (Day)	Phone (Night)	Phone (Mobile)
Fire Service					
Police					
Ambulance					
Doctor					
Medical centre					
Hospital					
Poison centre			0800 POISON / 0800 764 766		

### Local/regional council


### Neighbours


# Fire and emergency procedures checklist

- You must know and understand what to do if a fire occurs
- Your first concern is the immediate safety of all people present
- Next call emergency services
- Contain the fire but only if it is safe to do so
- If help is available, allocate responsibilities to others to create a competent firefighting team

Fire emergency checklist	Precautions
1. Raise the alarm	Do not endanger yourself
2. Evacuate people from the area	Make sure you have an escape route
3. Activate any emergency shut down systems	Do not use water on petroleum or electrical fire
4. Call emergency services (dial 111)	Do not leave the site unattended if there is a risk of further outbreak
5. Call race committee	Advise executive of the incident

Evacuation/assembly points (outlined at the race briefing ):

\_\_\_\_\_

Location of nearest phones (Closest landline phone at the event site, if no cellular coverage):

\_\_\_\_\_

\_\_\_\_\_

# Fire at a flammable storage area in Pits

**Raise the alarm by (to be done by person closest to the incident):**

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- Evacuate people from the area
- If it is safe to do so:
  - Activate emergency stop if present, or remove remaining fuel from the area
  - Switch off power to all equipment/boats/vehicles
  - Shut off any isolation valves/battery isolations on boats
- If a small fire, use your fire extinguisher – contain and extinguish the fire if it is safe to do so
- Call the Fire Service (dial 111)
- If a large fire, do not attempt to extinguish the fire – retreat to a safe distance
- If the fire involves a flammable gas or a compressed gas, apply water cooling if it is safe to do so
- Ensure someone is available to direct the Fire Service to the scene

## Using a fire extinguisher

- Make sure the extinguisher is of the correct type
- Make the extinguisher ready for use by breaking the seal/removing the safety pin
- Carry the extinguisher to the fire, perform a quick "test" of the extinguisher
- Keep yourself low to reduce the effect of heat and smoke
- When in position, aim the extinguisher at the base of the flames
- Discharge the extinguisher in a sweeping motion across the base of the flames
- Keep going until you have completely extinguished the fire
- If the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately

## Always keep between the fire and your escape route

### After the event

- Complete an incident report
- Review the effectiveness of the emergency plan

# Cardio-pulmonary resuscitation (CPR)

- Danger:** Check for the safety of yourself, the casualty and bystanders
- Response:** Check for response, tap the casualty, gently shake and shout
- Send for Help:** Contact the on-site paramedic or Phone 111 and ask for an ambulance
- Airway:** Open airway, tilt head back
- Breathing:** If not breathing normally start CPR
- CPR:** Start CPR, 30 chest compressions, two breaths
- Defibrillate:** If you have a defibrillator and been trained in its use, attach an AED and follow the machine prompts

(manager to complete)

First aiders trained in CPR:

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Doctor:

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Medical Centre:

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## To check for normal breathing

1. Tilt head back and raise chin forward
2. Checking for normal breathing
  - a. Look for movement
  - b. Listen for breathing
  - c. Feel for breath on your cheek
  - d. If casualty is not breathing normally, turn on back, start CPR

### 3. CPR

**First position hands in center of chest, push down firmly and quickly 30 times**

- a. Breathing: With head tilted back, pinch nose and seal your mouth over patient's mouth. Blow twice into casualty's mouth Look for movement

**Take care if poisoning is suspected, make sure there is no residual poison in the mouth, consider mouth to nose resuscitation**

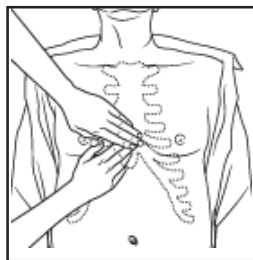
- b. Chest compressions – Push down on chest firmly and quickly 30 times

**Continue with two breaths and 30 pumps until help arrives**

## Call, Pump Blow



CALL  
Dial 111



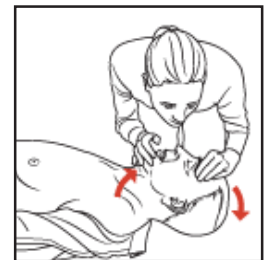
PUMP  
Position hands in the center of the chest



Firmly push down five centimetres on the chest 30 times



BLOW  
Tilt head  
Lift chin  
Check breathing



Give two breaths. Continue with 30 pumps and two breaths until help arrives

- If reluctant to give mouth to mouth, continue with chest compressions
- CPR is needed if a patient has collapsed, is not responsive and is not breathing normally
- Casualties who have collapsed should be carefully assessed to decide what emergency care is needed
- Chest compressions are the most important part of CPR
- If for any reason you cannot give rescue breaths to a patient, DO attempt chest compressions.

# Emergency first aid

Have the product label or safety data sheet available and read the instructions on what to do in an emergency

(manager to complete)

First aid kits are located at: \_\_\_\_\_

The medical centre is: \_\_\_\_\_

First aiders: \_\_\_\_\_

Doctor: \_\_\_\_\_

Poison centre: 0800 POISON / 0800 764 766



<p><b>Control of bleeding</b></p> <ol style="list-style-type: none"> <li>1. Apply direct pressure to wound – use your hand(s) (wear gloves)</li> <li>2. Elevate (raise) the limb</li> <li>3. Apply a pad and firm bandage</li> <li>4. If necessary, use clean rags or clothing</li> </ol> <p><u>Remember</u> Always check circulation below the bandage If there is tingling, numbness, or blueness, loosen the bandage</p>	<p><b>Poisoning</b></p> <ol style="list-style-type: none"> <li>1. Seek medical advice or call an ambulance</li> </ol> <p><u>Remember</u> <b>Do not</b> make the person vomit without advice from a medical professional <b>Do not</b> give fluids without advice from a medical professional</p>
<p><b>Foreign bodies in the eye(s)</b></p> <ol style="list-style-type: none"> <li>1. Wash the eye(s) with clean cool water</li> <li>2. If the foreign body is stuck to the eye surface <b>Do not</b> attempt to remove it</li> <li>3. Place a covering over both eyes and send for, or take the person to, medical aid</li> </ol>	<p><b>Chemicals in the eye</b></p> <ol style="list-style-type: none"> <li>1. Wash the eye(s) with clean cool water for at least 15 minutes</li> <li>2. Wash from near the nose outwards and always wash under the upper eyelid</li> <li>3. Send for, or take the person to, medical aid Seek medical advice or call an ambulance</li> </ol>
<p><b>Management of minor wounds</b></p> <ol style="list-style-type: none"> <li>1. Clean the wound with soap and water</li> <li>2. Cover lightly with clean dressing</li> <li>3. Seek medical help, if necessary</li> </ol>	<p><b>Breathing difficulties</b></p> <ol style="list-style-type: none"> <li>1. If a person is breathing but unconscious, turn them onto their side</li> <li>2. Clear airway of obstructions, such as tongue or vomit</li> <li>3. Seek medical help, if necessary</li> </ol>
<p><b>Management of burns</b></p> <ol style="list-style-type: none"> <li>1. Cool the burnt area with cool water for 10-15 minutes</li> <li>2. If necessary, cover the burn with a clean dressing or plastic wrap before removing person to medical aid</li> </ol> <p><u>Remember</u> Do not burst blisters Do not remove clothing that is stuck Do not apply creams</p>	<p><b>Management of chemical burns</b></p> <ol style="list-style-type: none"> <li>1. Protect yourself from the substance</li> <li>2. Avoid skin and eye contact</li> <li>3. Brush off dry chemicals, flush liquids from the skin using cool running water for 15 minutes or more</li> <li>4. Remove any contaminated clothing</li> <li>5. Treat for shock if faint, pale, shallow, rapid breathing</li> <li>6. Wrap area with a dry sterile dressing or clean cloth</li> <li>7. Protect from pressure and friction</li> <li>8. If the skin has blisters or if there is an overall body reaction, get medical help immediately</li> </ol>

# When disaster strikes

Turn on your radio for advice and information  
Know the civil defence warning signal  
Know your nearest civil defence post and police station  
Do not go sightseeing

## Civil Defence

Your civil defence warning signal is: \_\_\_\_\_

Your nearest civil defence post is at: \_\_\_\_\_

Your nearest police station is at: \_\_\_\_\_

Your local radio station is: \_\_\_\_\_

Your civil defence cabinet/kit is at : \_\_\_\_\_

## Earthquake

### During the earthquake

- Keep calm
- Stay indoors where practical
- Keep away from windows and heavy furniture
- Take cover – use a doorway or get under a strong table or other sturdy structure

### After the earthquake, if the building is damaged

- Turn off water, electricity and gas at mains
- Conserve your water
- Treat injuries
- Get in touch with neighbours – they may need help
- When help is needed go to your nearest civil defence post
- Advise manager of damage sustained

Flood	Volcanic eruption
<ul style="list-style-type: none"> <li>• Be prepared to get to high ground</li> <li>• Turn off electricity and gas supplies</li> <li>• Do not go into floodwaters alone</li> <li>• Do not go sight seeing</li> <li>• Do not drink flood water</li> <li>• Move valuables, clothing, food, and medicines above likely reach of floodwater if it is safe to do so</li> </ul> <p>Avoid backflow from drains and toilets – fit bungs or sandbags and weigh down</p>	<p>What warning systems are in place:</p> <hr/> <p><b>Before a volcanic eruption</b> Your route to a safe location is:</p> <hr/> <hr/> <p><b>During the volcanic eruption</b></p> <ul style="list-style-type: none"> <li>• Stay indoors as much as possible</li> <li>• Save water at early stage as supplies may become contaminated</li> <li>• Keep gutters and roof clear of ash to prevent roof collapse</li> <li>• If you must go outside, use protective clothing, cover your head, breathe through a mask, carry a torch.</li> </ul>

# Emergency equipment

## Fire-fighting equipment

<i>(manager to complete)</i>	Location	Description <i>(e.g. 2kg dry powder or 9 litre foam/other)</i>	Test date
Fire extinguishers	1.		
	2.		
	3.		
	4.		
Hose reel			
Sprinkler systems			
Fire blanket			
Other			

## Emergency response equipment

Civil defence kit contents		

## People responsibilities and plan testing

### First aid and training

Name	Location	Date trained		

# Incident Reporting

Every incident resulting in harm to people, damage to property or damage to the environment must be reported to the executive immediately

- Respond to the incident promptly and positively
- Preserve scene in the case of notifiable injury or illness
- Collect relevant information about the incident
- Develop and take remedial actions
- Complete insurance claims and reports required

Report all incidents to:

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Accident report forms are found at:

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**Enforcement Agencies contact numbers:**

Worksafe NZ

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**Local Body and National Authorities:**

Regional Council

Police

Rural Fire

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