



totarasprings

CHRISTIAN CENTRE

HEALTH AND SAFETY MANUAL

V11 Updated October 2023

Signed: _____
CEO

Date: _____

UPDATES/CHANGES FROM 2022 VERSION

- Title page updates
 - Updated logo
 - Updated version number
- Formatted document with brand fonts and colours
- Moved document to Google Drive
- Definitions updated - Senior Management now includes the Senior Leadership Team
- Grammar/spelling fixes
- Updated First Day Induction Check Sheet
- Updated names within Reporting and Review of Accident Data. Phil Caffyn (Board Chair) and Nick Jeffery (Risk Committee Chair)
- Updated location of Instructors PPE register
- Updated First Aid Resources

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Introduction

The Health and Safety management system is to apply to all sites and offices of *Totara Springs Christian Centre* and any site under management by the Company, along with any project involving its employees.

Failure to comply with the requirements of the Health & Safety management system will lead to disciplinary action.

The purpose of this system is to establish and maintain effective management of Health & Safety. It is designed to provide and support compliance with all Health & Safety legislative requirements and promote excellence in occupational Health & Safety management through a process of continual improvement.

Totara Springs Christian Centre has implemented a structured safety management system (SMS) to achieve a consistently high standard of safety performance. In addition, it will serve to ensure *Totara Springs Christian Centre* meets the obligations of its internal occupational Health & Safety policy and relevant occupational Health & Safety legislation.

Totara Springs Christian Centre will review this system regularly. The system has been designed to provide guidance for internal/external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

Totara Springs Christian Centre recognises that the success of the system depends on commitment from all levels and functions, particularly the leadership or senior management. *Totara Springs Christian Centre* has defined a Health & Safety policy and objectives, and plans to implement, monitor and evaluate its procedures to give effect to the Health & Safety policy and objectives; and achieve conformance with such planned procedures.

The policy and procedures are formally authorised and approved by the CEO by signing the document. This will be managed under the quality control system currently maintained by *Totara Springs Christian Centre*. The CEO also has been assigned custody to ensure the manual is maintained and updated.

1. HEALTH AND SAFETY POLICY

Objective:

***Totara Springs Christian Centre* is able to demonstrate an active, consultative commitment to all areas of Health & Safety management in the workplace.**

1.1 Health and Safety Policy

Totara Springs Christian Centre has developed and implemented a structured Health & Safety management system to meet its obligations and legislative requirements. This is designed to achieve a consistently high standard of safety performance. Regular review of Health & Safety at senior level reinforces its importance to *Totara Springs Christian Centre* and its commercial objectives and legal obligations.

1.2 Policy Authorised by CEO or other Senior Management

The CEO will formally sign and date the current written policy and display it in the designated areas. The CEO will formally approve the policy and procedures.

Senior Management and staff are appointed with the responsibilities of reviewing the documented Health & Safety policy every year prior to being formally approved by the CEO

1.3 Policy Incorporates Management Commitment to Comply with Relevant Legislation

The *Totara Springs Christian Centre* Health & Safety policy will ensure compliance with legislative requirements and current industrial standards such as:

- Health and Safety at Work (Adventure Activities) Act 2016
- Health and Safety at Work Act 2015
- Injury Prevention, Rehabilitation and Compensation Act 2001
- Other legislation
- Various Codes of Practice

1.4 Policy Includes Management Responsibilities

Totara Springs Christian Centre has delegated general and specific Health & Safety responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards.

Further individual responsibilities are contained in particular procedures and position descriptions. Every level participates in the establishment and maintenance of the Health & Safety controls as well as assisting in Health & Safety planning.

Totara Springs Christian Centre Health & Safety policy is to inform employees and other interested parties that Health & Safety is an integral part of its operations. Senior management being actively involved in the review and continual improvement of Health & Safety performance reinforces this.

General Responsibilities:

CEO

- Formally approves the Health and Safety Policy
- Maintains custody to ensure procedures are maintained and updated
- Formally approves the Health and Safety Procedures
- Reviews overall organisational Health & Safety performance
- Participates where required in the resolution of safety issues
- Reviews serious accidents/incidents and monitors corrective actions
- Reviews Health & Safety performance of middle management
- Ensures organisational compliance with Health & Safety legislation

The Health & Safety committee will:

- Ensure all appropriate actions are taken to implement the Health and Safety policy, procedures and legislative requirements
- Monitor Health & Safety performance within area of responsibility
- Demonstrate commitment to Health & Safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- Participate where required in the resolution of safety issues
- Review all accidents/incidents and prepare reports if appropriate
- Review any Health & Safety related reports and take appropriate action
- Participate in consultation where required
- Ensure consultation with employees occurs, particularly on any workplace changes which have a Health & Safety component
- Initiate actions to improve Health & Safety

Team Management, Directors and Trustees will;

- Implement the Health & Safety Policy, Health & Safety Procedures and legislative requirements
- Monitor Health & Safety performance within area of responsibility
- Demonstrate commitment to Health & Safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- Participate where required in the resolution of safety issues
- Investigate all accidents/incidents within area of responsibility
- Ensure liaison with employees, particularly on any workplace changes which have a Health & Safety component
- Initiate actions to improve Health & Safety within area of responsibility
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found
- Participate in consultation
- Ensure all employees are inducted and receive regular training as required to perform jobs safely
- Facilitate rehabilitation of injured workers

1.5 Individual Employee's Responsibilities to Health and Safety

Employees will:

- Adhere to all safe working procedures in accordance with instructions
- Take reasonable care of themselves and others who may be affected by their actions

1.6 Consultation with Union and Employee Representative

Totara Springs Christian Centre is committed to consultation and cooperation between management and employees, Union or other employee representatives to any change or input to the Health & Safety policy that will affect the workplace.

1.7 Reporting and Recording of Workplace Incidents and Injuries

Totara Springs Christian Centre has a strict procedure for internal or external reporting and recording of work-related incident, injury, or illness. Management representatives are accountable for implementing this policy in their area of responsibility

1.8 Continuous Improvement in Health and Safety

Totara Springs Christian Centre Health & Safety process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

As time proceeds and new information comes to light in terms of risk, the Health & Safety assessment needs to be repeated regularly. Repeating the assessment process by implementing a rigorous acceptability criteria, also promotes continual improvement in managing Health & Safety.

1.9 Manager's Understand Health and Safety Management

Totara Springs Christian Centre management team are responsible for the development, promotion and implementation of Health & Safety policies and procedures and therefore have a thorough understanding of the scope and structure of a Health & Safety management system. They are also responsible for communicating and training employees in all aspect of Health & Safety.

Various seminars, briefings conferences and training sessions are attended as and when are necessary and available.

1.10 Management Support Early RTW of Injured Employee

Totara Springs Christian Centre management team supports the early Return to Work (RTW) of an injured employee, provided a medical physician has endorsed that the injured employee is capable of RTW. A RTW plan will be developed including suitable alternative duties, which will identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties. *(Refer this policy) (Referenced also in Policy & Procedures)*

HEALTH AND SAFETY MANAGEMENT POLICY

Totara Springs Christian Centre are committed to providing and maintaining a safe and healthy working environment for their employees, visitors and all persons using the premises as a place of work.

To ensure a safe and healthy work environment we will:

Planning

- Set injury prevention objectives for all work areas (see 2.2)
- Review these objectives annually

Reporting

- Actively encourage the accurate and timely reporting and recording of all hazards, accidents, incidents near misses and unsafe conditions
- Investigate all hazards, accidents, incidents, near misses and unsafe conditions to ensure all contributing factors are identified and where appropriate plans are formulated to take corrective actions

Hazard Management

- Identify all existing and new hazards and take all practical steps to eliminate or minimise the exposure to any hazards deemed to be significant
- Ensure all employees are made aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner

Consultation & Commitment

- Encourage consultation and participation in all matters relating to Health & Safety
- All managers have an understanding and are committed to maintain their knowledge of the Health & Safety issues in their area of responsibility
- Promote a system of continuous improvement
- Meet obligations under the Health and Safety at Work Act 2015, Codes of Practices, relevant Standards and/or Guidelines and local authority requirements
- Every employee is expected to share in the commitment to this policy
- Every team leader has a responsibility for the Health & Safety of employees under their direction
- Every employee is expected to play a vital and responsible role in maintaining a safe and healthy environment through:
 - Observing all safe work procedures
 - Early reporting of any pain or discomfort
 - Ensure all incidents and accidents are reported.

Rehabilitation

- Management supports the safe and early return to work of injured employees. Refer to Return to Work Policy

CEO

Date:

Return to Work Policy

The return to work policy is an expression of the commitment by both *Totara Springs Christian Centre* and our employees that following a work or non-work personal injury to an employee that: -

- Treatment, return to work activities and any necessary occupational rehabilitation services will begin immediately or, if not required immediately, then as soon as is necessary to achieve an early return to pre-injury employment wherever possible;
- Return to suitable employment occurs as soon as medical opinion agrees it is possible;
- Appropriate modifications to equipment, work practices or duties will be made to allow an employee to remain at work or return to suitable work while recovering following an injury;
- Suitable employment opportunities will be made available wherever possible where an employee's injury precludes an immediate return to pre-injury duties;
- An Individual Rehabilitation Plan (IRP) will be developed jointly by the employer and the injured employee within seven days of total incapacity for work;
- The return to suitable employment of an employee following injury will be appropriately monitored and reviewed and the return to work plan will be adjusted to reflect any changes in the employee's condition and capacity for work.

This return to work policy does not differentiate between work and non-work injuries in the provision of rehabilitation.

To ensure effective rehabilitation outcomes are achieved the following actions need to be implemented.

Employees - notify the injury as soon as possible

- fully cooperate with the rehabilitation process

Employer - take all reasonable steps to maintain an employee at work

- facilitate the return to work following an injury

CEO

Date:

DEFINITIONS

The following definitions apply for the purposes of this document

| TERM | DEFINITION |
|---|--|
| Activity | Adventure activity as defined in regulation 4 of the Health and Safety at Work (Adventure Activities) Regulations 2016 |
| Activity Safety and Operation Plan (ASOP) | Detailed, written information and instructions and plans for performing a particular activity or task (including ancillary services). |
| Ancillary services | Services provided by an operator to participants that supplement and support the operator's adventure activities. |
| Audit | A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively to achieve the organization's policy and objectives. |
| Competence | The ability of a person to operate according to a required/expected standard. |
| Fatigue | The temporary inability, decrease in ability, or strong disinclination to respond to a situation because of previous over-activity: either mental, emotional or physical |
| CEO | Person assigned overall responsibility and authority for the organisation and its operations by the Board of Trustees. |
| Group Leader | Person or persons not employed by or volunteering for Totara Springs for leading, guiding, instructing, supervising or supporting an activity, or otherwise taking responsibility for others within the activity. |
| Harm | Harm is illness, injury, or both, and includes physical and mental harm caused by work-related stress. |
| Hazard and Serious Hazard | <p>A hazard is anything that does or could cause harm, and includes a situation where a person's behaviour may be an actual or potential cause or source of harm to themselves or to another person. A hazard includes anything that does or could cause harm from prolonged exposure, or harm that does not usually occur or become apparent until later.</p> <p>A serious hazard is a hazard that does or could cause a notifiable event</p> |
| Hazard Identification | The process used to identify possible situations where people may be exposed to injury, illness or disease, the type of injury or illness that may result from these and the way in which work is organized and managed. |
| Health & Safety | An overall Health & Safety goal in terms of Health & Safety performance, arising from the occupational Health & Safety policy that an organisation sets itself to achieve, and which are quantified |

| | |
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| Objectives | where practicable. |
| Health & Safety Policy | A statement by the organisation of its commitment, intentions and principles in relation to its overall occupational Health & Safety performance which provides a framework for action and for the setting of its occupational Health & Safety objectives and targets |
| Incident | Event that caused or could have caused harm to any person. |
| Instructor | See Staff |
| Instructor Skill Base (ISB) | Accompanied by a number 1, 2, or 3 indicates level of instructor skill and/or training required for a particular activity. |
| Near Miss | An incident where no injury was sustained or property damaged, but given a slight shift in time or position, damage and/or injury could easily have occurred. |
| Notifiable Event | A notifiable event is defined in section 25 of HSWA as meaning any of the following events that arise from work: the death of a person a notifiable injury or illness a notifiable incident. |
| Notifiable Incident | Notifiable incident is defined in section 24 of HSWA as meaning an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health and safety arising from an immediate or imminent exposure to: an implosion, explosion or fire an escape of gas or steam an escape of a pressurised substance an electric shock the fall or release from a height of any plant, substance, or thing the collapse or partial collapse of a structure other items listed in the Act. |
| Notifiable injury or illness | Notifiable injury or illness has the meaning defined in section 23 of HSWA, which includes (in part): (a) 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 their body ii. A serious head injury iii. A serious eye injury iv. A serious burn |

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| | <ul style="list-style-type: none"> v. The separation of their skin from an underlying tissue (eg degloving) vi. A spinal injury vii. The loss of a bodily function viii. Serious lacerations <p>(b) An injury or illness that requires, or would usually require, the person to be admitted to hospital for immediate treatment</p> <p>(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</p> <p>(d) Any serious infection to which the carrying out of work is a significant factor</p> <p>(e) Any other injury or illness declared by regulations to be notifiable.</p> |
| Participant | Person who participates in an activity and is not staff. |
| PCBU | PCBU (Person Controlling a Business or Undertaking) has the meaning defined in section 17 of HSWA |
| Personal Protection Equipment (PPE) | Equipment used to eliminate or minimise harm and serious harm from happening. |
| Policy | Intentions and direction of the operator as formally expressed by the top leadership. |
| Risk and Serious Risk | Risk (in a general sense) is the effect of uncertainty on organisational objectives. (See ISO 31000:2009 Risk management – Principles and guidelines). |
| Risk Disclosure | Statement from Totara Springs of the risks involved in participating in the activity, and a statement from the participant on any issue that could affect safety such as health factors, fitness or water confidence. |
| Safety Action Plan (SAP) | A Risk Assessment Tool for documenting risks and hazards, as well as control measures, for a particular activity |
| Safety Audit Standard (SAS) | Safety Audit Standard for Adventure Activities is the document all adventure activity organisations are audited against |
| Safety Management System (SMS) | Documented management system for directing and controlling an operation in regard to safety. |
| Senior Management | The group of people responsible for the running of Totara Springs day to day. Team leaders, Senior Leadership Team |

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|-------------------|---|
| Staff | Person or persons employed by or volunteering for Totara Springs responsible for leading, guiding, instructing, supervising or supporting an activity, or otherwise taking responsibility for others within the activity. |
| Technical adviser | Person or group of people that has professional credentials such as a high-level, nationally recognised qualification, or extensive knowledge, skills and experience to assist an operator with various technical tasks, including advising and reviewing the policies, procedures and practices relating to an activity. |
| Top leadership | Person or group of people associated with the operator's organisation who direct and control the operations at the highest level within the legal entity. Top leadership is equivalent to the 'officers' of a PCBU as defined in the HSWA. CEO and trustees & Directors |

2. PLANNING, REVIEW AND EVALUATION

Objective:

Totara Springs Christian Centre is able to demonstrate a focus on continuous improvement through a systematic approach to occupational Health & Safety that includes setting specific objectives, establishing and support systems or program memes to achieve objectives, regular review of progress and evaluation of outcomes.

2.1 Review of Health and Safety Management

Totara Springs Christian Centre reviews its Health & Safety system annually to gather material to help develop an improvement plan. This includes:

- Identifying the effectiveness of systems and practices currently in place
- Establish baselines against which future progress can be measured
- Quantify costs related to workplace illness and injury
- Identifying hazards and injury factors

More frequent reviews will take place in response to organisational and legislative changes. Management will undertake the reviews in consultation with staff.

The Health & Safety Management system is reviewed following:

- Notifiable Injury or Illness
- Change in work procedures
- Change in policy including any applicable legislation changes

The review can occur whenever the above is recognised by either management or employee.

Refer to Appendix HS1. Health & Safety Objectives

2.2 Health and Safety Objectives

Totara Springs Christian Centre has documented their Health & Safety objectives.

Objectives

Totara Springs Christian Centre will:

- Provide safe plant and systems of work
- Provide written procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide information, instruction, training and supervision to employees, contractors and customers to ensure their safety
- Provide support and assistance to employees.

Management representatives are accountable for implementing the Health & Safety policy in their area of responsibility.

2.3 Consultative Process to Review and Evaluate Hazard Management

Totara Springs Christian Centre is committed to consultation and cooperation between management and employees. The organisation will consult with employees by direct consultation and regular communication meetings and on any workplace change that will affect the Health & Safety of any of its employees. The Health & Safety Review is reviewed and then referred to the Property Manager and CEO there is a consultative process with employees as demonstrated in the minutes of employee meetings.

2.4 Knowledge of Current Health and Safety Information

Totara Springs Christian Centre is committed to building a strong foundation for Health & Safety. This includes the selection of key people from management and employees to drive effective Health & Safety activities. To ensure that management and employees have a greater understanding of Health & Safety policies and procedures they have access to current Health & Safety information and legislation. *Totara Springs Christian Centre* maintains a list of current Health & Safety documents and resource information.

All Health & Safety information is available through;

- Legislation
- Health and Safety at Work Act (2015) and Amendments
- WorkSafe Publications
- Injury Prevention, Rehabilitation, and Compensation Act 2001 and Amendments
- Regulations associated with above
- Codes of Practice
- NZ Standards

To demonstrate conformance the following occurs:

- Regular audits
- Action on audit recommendations
- Minutes of both senior management meetings and employee meetings where Health & Safety was discussed
- Record of accident investigations

2.5 Self-Assessment and Audit Procedure

Totara Springs Christian Centre has a number of internal audit systems to determine whether the system has been properly implemented and maintained and whether the organisation has met the performance objectives set within its Health & Safety policy.

3. HAZARD/NEAR MISS IDENTIFICATION, ASSESSMENT AND MANAGEMENT

Objective

Totara Springs Christian Centre has an active method that systematically identifies, assesses and manages the actual and potential hazards and near misses in the workplace, over which **Totara Springs Christian Centre** has authority or influence.

3.1 Procedure to Identify and Record Hazards/Near Misses in the Workplace

Totara Springs Christian Centre has a procedure by which all hazards/near misses will be identified, including all situations or events that could give rise to potential injury, illness or damage to plant or property.

Refer to Appendix Health & Safety HS2 Hazard Identification, Assessment and Control Procedure.

1. Potential hazards/Near Misses, which have been identified, should be notified to the immediate manager.
2. Hazard identification and risk assessment must accompany any proposal for the introduction of new equipment or processes or the modification of equipment or processes.
3. Once a potential hazard has been reported or changes proposed it would be brought to the attention of the management team and the employees through the consultative process.
4. The appropriate Manager will implement control measures, where appropriate, based on the hierarchy of control (see below).
5. Hazard Control plans or similar will be developed as part of the control mechanism.
6. The full assessment report is available in the Shared Drive/OSH/Meetings/AIR reports. The employees may recommend additional action.
7. The management should review the controls within 1 (one) week of their introduction to ensure that they are appropriate and that additional hazards have not been introduced. The assessment team may recommend changes to controls where appropriate.
8. The appropriate Manager implements any modifications to the controls.
9. A full Hazard Control Report is tabled at the Staff Meeting on a regular basis
10. Review of controls is included in the regular hazard inspections of the area.

3.2 Process to Assess and Identify Significant Hazards & Near Misses

Hazard identification and Near Misses is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant or property.

3.3 Appropriate Control for Significant Hazards

Hazard/Near Miss Control is the process of implementing measures to reduce the risk associated with a hazard or near miss. Significant hazard control is the process of implementing measures to reduce the risk associated with significant

hazard/near misses. The control process must follow the control hierarchy, in order, as prescribed in Health & Safety legislation. It is always important that any control measures do not introduce new hazards, and that ongoing effectiveness of the control is monitored.

The Hierarchy of Control is:

1. Remove the hazard completely

ELIMINATION

2. Engineering controls (earth leakage device, mechanical lifters etc)

MINIMISATION

3. Change of work practices (training, procedures etc)

4. Personal protective equipment (hearing protection, eye protection, gloves etc)

Note: Provision of protective equipment should always be the **last** control option considered. A combination of controls may be appropriate however the combination must be based on the control hierarchy.

3.4 Trained and Experienced People to Identify and Manage Hazards

Totara Springs Christian Centre has appointed trained and competent staff, and they will receive ongoing training in hazard identification and management, risk assessment and control techniques.

3.5 Obtaining Special Advice

Totara Springs Christian Centre has a list of qualified personnel that provide Health & Safety advice within the organization. The list ensures that decisions concerning Health & Safety incorporate the expertise currently available to the organization prior to any approach to an external party.

- Relevant legislation, regulations, codes of practice safe operating procedures MSDS are available to all staff
- Specialist advice that would be consulted include:
 - Work Safe NZ
 - OutdoorsMark
 - Skills Active
 - ACC
 - Employers and Manufacturers Assoc.
 - IPMS
 - Suppliers

This Manual and all other relevant reference material are available from Management or can be found on the Shared Drive on the computer

Specialist Health & Safety advice is available and includes:

- Outdoors Mark
- Work Safe NZ
- Skills Active
- EMA
- ACC
- Dr Courtenay Kenny Occupational Medicine Specialist contracted to IPMS

3.6 Significant Hazards/Near Misses Review Timetable

The regular review of Significant Hazard's and Near Misses is timetabled to continually improve the risks and controls of these hazards. These are recorded in the minutes of Health & Safety meetings and a reminder process is in place for the next meeting. Any changes or opportunities for improvement have to be approved by senior management.

3.7 Hazard Identification of New or Modified Equipment, Material, Process or Services

Totara Springs Christian Centre will identify hazards and assess risks for any new or modified equipment, material, process or services. The assessment will be conducted in consultation with relevant employees and a report will be filed with Management within 1 week or the soonest practicable, of the requested assessment for further discussion or implementation.

3.8 Active Involvement of Union and Employee Representative in Hazard Management

Totara Springs Christian Centre has a consultation mechanism where employee, Union, and employee representatives are involved in decisions affecting Health & Safety. All employees are encouraged to participate in the discussions, development, and the implementation of Health & Safety improvements.

All employees are encouraged to discuss with their teams health & safety representative any concerns on Health & Safety issues. *Totara Springs Christian Centre* has an "open door" communication policy to encourage employees to discuss any concerns on Health & Safety issues and to offer suggestions on Health & Safety and injury management with their Team Leader or Manager/ Hazard/Near Miss forms are available from the main office, these can be filled in and given to the Health & Safety Officer for review.

3.9 Process to Identify Tasks that requires Monitoring and Regular Testing

Totara Springs Christian Centre has the process to identify tasks that are safety risks. The processes adopted are similar to the processes used in the planning stages to establish the risks and hazards associated with tasks or processes. The type of tools and techniques used will vary according to each scenario e.g. sudden impact or illness will rapidly increase if exposure to a particular hazard occurs.

The result from this analysis process is compared against the relevant criteria for the management of the hazard and for management to decide whether tasks required further monitoring and regular testing.

When and where employees are exposed to an identified hazard, which has the potential for adverse health effects, biological monitoring is available. The following procedure will be adopted:

- Identify the hazard
- Identify feasibility of monitoring programme

- Consult with medical practitioner or occupational health specialist and agree on monitoring regime
- Implement monitoring
- Convey results to individual employees

Where results exceed acceptable limits the following procedures will be implemented:

- Thoroughly investigate and establish cause of elevated result
- Consult if appropriate with Occupational Medicine Specialist
- Remove if necessary the individual employee from the work process (do not replace unless controls are improved)
- Implement improved control strategies
- Document on hazard register
- Review monitoring programme

3.10 Process for Pre-Employment Health Screening

Totara Springs Christian Centre will check where appropriate to ensure that potential employees have the competency and the capacity to perform the tasks related to the position descriptions. It is also a Health & Safety requirement to ensure the safety of other employees.

3.11 Clear Marking of Designated Areas to Minimised Hazards

Other work areas where workers, visitors or the public at large are exposed to some risks or hazards are identified with proper markings. Some of these marked areas require appropriate foot-wear; clothing or hard hat to be worn and is a Health & Safety requirement. *Totara Springs Christian Centre* ensures that visitors and employees are informed of the risks involved and ways to avoid those risks.

3.12 Stress/ Mental Awareness

If an employee suffers from stress in the workplace, it is in both the employee and their employer's interests to deal with the stress effectively. Any employee who suffers from stress in the workplace should notify their employer as soon as possible.

Before an employer can take any steps to address stress in the workplace, they need to identify stressed employees, or employees who have a vulnerability to stress. This could involve looking at the following:

- The employee's work and types of tasks they perform.
- What the employee's workload is like. For example, whether they are working excessive hours
- Whether the employee has said anything to their manager about being stressed out, finding it hard to cope etc.
- Once an employer has been notified or identifies stress in the workplace, the sorts of steps they should take, to reasonably address the employee's stress, include actions such as the following:
- Liaising with the employee and the employee's doctor or medical specialist.

- Allowing the employee time off work to recuperate/recover.
- After the employee has been on leave, allowing them to ease back into work (maybe part-time, or reduced hours).
- Providing support (e.g. an employee assistance programme).
- Providing additional resources (e.g. assistance).
- Discussing and adjusting the mix of duties.
- Suggesting alternative less stressful roles for the employee.

4. INFORMATION, TRAINING AND SUPERVISION

Objective

Totara Springs Christian Centre will ensure that all employees are informed of their own responsibilities for Health & Safety in the workplace. **Totara Springs Christian Centre** will ensure that employees have specific hazard management knowledge of the hazards to which they are exposed.

4.1 Health and Safety Induction Programme for New Employee

“First Day Induction” for new or transferred employees is to be provided by a Manager. The Induction is a verbal explanation, observation of the task in a safe working environment with supervision.

All items on the First Day Induction Checklist Form Appendix Health & Safety 04/1 are to be explained to the employee and may include: -

- emergency procedures and equipment, facilities such as toilets, meal rooms and first aid kit; copy of Health & Safety policy and policies and procedures;
- explain safety signs, symbols and safety controls;
- safety equipment and how to use it;
- procedures and forms for reporting injury, hazards and near misses; etc.
- drug and alcohol policy

The induction form is to be signed by both the new employee and the person providing the training (i.e. Manager or Supervisor) and held under “Personal information” in the personnel file.

4.2 Identification of Health and Safety Training Needs

Totara Springs Christian Centre will undertake ongoing assessment and record required training in the Training register (individual personnel files and on Shared/HR & Finance/Human Resources/Training/HR Worksheet) to ensure that every employee is provided with appropriate training. Procedures are in place to ensure that employees have competencies and these are kept up-to-date in tasks where hazards and risks have been identified. Training programmes are developed after completing an assessment of the current capability against the required competency profile.

Totara Springs Christian Centre documents and records training provided to establish and evaluate its effectiveness. The Health & Safety competency standards includes: - using industrial competency standards, examining job descriptions, analysing work tasks, analysing results of inspection and audits and review of incident reports.

4.3 Health and Safety Information and Training are Clearly Understood

All employees who are required to complete some form of recurring training, certification or assignment of responsibilities must be reminded through the bring-up process. All in-house and external training is recorded and where

required, signed by employees who participated. The employee must demonstrate competency in the area of training. Qualified, experienced, and competent professionals must carry out all training. This includes the use of any petrol or electrically powered tool they must be trained and signed off by the Property Manager (or designated competent person). A copy of the training records are kept in the Instructing Team Leaders (activities) and Property Managers (tools) office in the relevant folders.

The Management maintains a reminder for recurring training

Understanding of training is demonstrated by

- Practical demonstration
- Verbal confirmation

4.4 Access to Staff with Skills, Experience and Qualification for Training

Totara Springs Christian Centre ensures that its managers and employees are adequately trained, experienced and qualified with the relevant skills to undertake in-house training. Trainers are documented on the *HS Worksheet and Form 06/1 – Employee, Competency, Licence and Training record*

4.5 Process to Determine External Trainers

External trainers are selected by demonstrating through

- Qualifications
- Experience
- Recommendation

their competency to complete the training at the required standard

4.6 Health and Safety Documented Control System

Documentation of operation processes and procedures are defined and appropriately documented and updated as necessary. *Totara Springs Christian Centre* has clearly defined the various types of documents, which establish and specify effective operation procedure and control.

Employees are trained as to why and when these procedures are required and to be competent in their use. Procedures are reviewed regularly as well as when changes to equipment, processes or material have occurred.

Health & Safety documentation supports employee awareness of what is required to achieve the Health & Safety objectives and enables the evaluation of the system and performance. The documentation, also known as the Health & Safety manual, is current, comprehensive, and dated v.9 September 2020, to ensure it is the current version.

4.7 Access to Health and Safety Information

Health & Safety Manuals are available where *Totara Springs Christian Centre* operations are performed and are easily accessed by all employees, all new employees receive the latest edition to familiarize themselves with it. There is also a copy in the Administration office. Other safety information such as current

Health & Safety legislation, Internet, and other Health & Safety information are available to all personnel from this office. Information is also available on the Shared Drive. All obsolete documents are removed and archived for historic or legal reasons.

4.8 Experience and Skills Supervision to Train New Employee

Supervision of employees who are undergoing on-the-job training is provided by highly skilled staff with the relevant experience to undertake supervision. Each Manager is responsible for the supervision of new employees.

5. INCIDENT AND INJURY REPORTING, RECORDING AND INVESTIGATION

Objective

Totara Springs Christian Centre has an active reporting, recording and investigation process and corrective action is taken. The terms incidents and injuries in this context includes all “near miss” events, work-related illnesses and injury events that harmed or might have harmed any employee during the course of their work.

5.1 System for Reporting, Recording and Analysing Incidents, Injuries and Work-related Illness

Totara Springs Christian Centre has a documented procedure for reporting, recording and analysing incidents, injuries and work-related illnesses.

- The Accident Investigation Form (Appendix Form Health & Safety 07/1) is to be completed by the employee or the immediate supervisor within 12 hours of the injury or incident.
- All injuries are to be reported.
- Incidents where a person could have been injured or equipment damaged must be reported.
- It is the responsibility of each staff member to ensure the completed Injury/Incident Report is sent to the location indicated on the form within 24 hours of the time of the injury or incident.
- On receipt of an Injury/Incident Report, the Health & Safety Officer shall arrange for an investigation to be commenced.
- For all injuries and incidents, an investigation report is to be completed by the Manager (or person designated by the Manager) in conjunction with the employee involved.
- The report is to be completed within 24 hours, or when practicable, of the incident and forwarded to the CEO if deemed necessary
- Serious incidents are communicated to the CEO as soon as is practicable.

5.2 Employee Specific Responsibilities to Report Incidents, Injuries and Work-related Illness

Employees are responsible for the reporting of all work-related injuries, illnesses, incidents where a person could have been injured, and equipment damaged. The employee or immediate supervisor must complete an Incident/Accident Report within 12 hours of the accident or incident. It is the responsibility of the supervisor to ensure that the report is sent to the location indicated on the form within 24 hours of the time of the injury/incident.

5.3 Advise Worksafe when a Notifiable Injury or Illness Occurs

Totara Springs Christian Centre has a procedure to record in a register all accidents/incidents in the workplace. If the accident involves a notifiable injury or illness then **Totara Springs Christian Centre** has procedures to notify Worksafe by telephone or e-mail as soon as possible advising them of how the accident happened, employees that are injured, and the work site.

A written notice on the required form is to be provided to Worksafe as soon as possible after *Totara Springs Christian Centre* is aware of the accident/incident. This is to be no later than 48 hours after the accident/ incident

5.4 Procedure to Investigate Injuries, Incidents that Harmed or might Harm Employees

Investigation of accidents/incidents provides an opportunity to examine many aspects of the operation of the organization. The key of the investigation is to identify control measures that will prevent a recurrence of the same incident/accident. The focus is to identify the deficiencies in the system and to make changes if necessary to prevent recurrence.

The procedure starts with an investigating team elected to conduct the investigation. Depending on the seriousness or the complexity of the accident, a senior member of management, a person with technical knowledge of the work externally, and a Health & Safety professional will be included in the team.

The main stages of the investigation are: -

- Gather objective information and establish facts. Data collected relates to machine, environment and human factors
- Determine corrective and preventive actions
- Prepare a report (contain a proposed action plan for management consideration and implementation).

5.5 Procedure for Corrective Action to any Deficiencies Identified during an Investigation

Totara Springs Christian Centre management will evaluate the action plan proposed by the investigating team before taking preventive and corrective action. *Totara Springs Christian Centre* then either implements the corrective action provided by the investigating team, or develops a system that will address the deficiency with the current system. The required outcome is to prevent any future recurrence.

The new system will comply with the designated standards and Health & Safety legislative requirements and after implementation will have a follow-up procedure to ensure its effectiveness.

On completion of the investigation, senior management will be provided with a copy of the report to ensure that any recommendation has been implemented.

5.6 Review Injury and Incident Data to Identify Trends and Provide Injury Prevention Initiative

Totara Springs Christian Centre will utilize the data from the incident/accident report to identify injury/incident gaps, trends and areas of opportunity for improvement. This will include developing corrective strategies; verify the effectiveness of preventive or corrective actions, and the development of objectives and targets for further improvements. This is completed by the Health & Safety team and recommendations are forwarded to the CEO and Totara Springs Trustees.

6. EMPLOYEE PARTICIPATION IN HEALTH AND SAFETY MANAGEMENT

Objective

Totara Springs Christian Centre will ensure that all employees have ongoing opportunities to be involved in, and to have their interests represented, in the development, implementation and evaluation of safe workplace practices.

6.1 Forum for Communication between Employer, Employee, Union & Employee Representatives

Totara Springs Christian Centre encourages employees, Union, other employee representatives to participate in discussions regarding safe work practices and Health & Safety issues. Employees are encouraged to discuss any incidents/accidents, near miss and hazard alerts with their H&S team representative. A staff communication meeting is held where employees of **Totara Springs Christian Centre** can be informed of discussion points and be advised of any changes.

6.2 Employees to be Involved in Health & Safety Development, Monitoring and Review

Totara Springs Christian Centre has recognized the importance of employee involvement in the process and consultation with employees concerning the development, assessment of risks, identification of hazards, monitoring of performance, and the reviewing of objectives and targets against performance. One Team Member from each Team will be a part of the Health & Safety Committee and both report from and back to their Teams.

6.3 Health & Safety training for Employees actively involved in Health & Safety Management

Totara Springs Christian Centre has a procedure for identifying competencies, licences and training needs of all employees. Any employees who are actively involved with Health & Safety management but require further training are entered into the Training Register (individual personnel files and on Shared/HR & Finance/Human Resources/Training/HR Worksheet).

7. EMERGENCY PLANNING AND READINESS

Objective

Totara Springs Christian Centre has an effective general emergency plan to manage emergencies likely to occur within any part of the organization's operation and to comply with the legislative requirements. Refer SMS document.

7.1 Documented Emergency Evacuation Plan that identifies Potential Emergency Situations

Totara Springs Christian Centre has developed a written Emergency Evacuation plan that identifies the kinds of emergencies that might occur at its workplace. Emergencies could include fire, earthquake, weather event, chemical spill, medical emergency, etc.

Totara Springs Christian Centre has developed key principles in an emergency situation:

- All risks will be continually monitored in order to minimise the potential of an emergency
- The safety of personnel is foremost
- Emergency plans will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- Plans should be simple but effective
- Emergency control personnel will be trained in their appointed duties
- All personnel will be regularly trained in appropriate response procedures

7.2 Emergency Procedure implemented and Communicated to Employees and Contractors

All new employee/contractors have to attend an induction programme on their first day or soon after and this includes advising them of the emergency procedures which they have to sign at the end of the induction. However emergency information is displayed on notice boards and information about Emergency exits, Fire extinguishers, hose reels and evacuation area are in the Policies & Procedures book and are found on Shared Drive/OSH/Fire/ Emergency Evacuation Plans.

7.3 Senior Staff are trained to take Control in an Emergency

Totara Springs Christian Centre has emergency control measures in place to take control of emergency procedures in time of emergency.

7.4 Periodic Testing of Emergency Evacuation at regular intervals no greater than 3 months

Emergency evacuation are conducted approximately every 3 months and emergency equipment provided for emergency procedures are checked monthly as part of the monthly workplace inspection.

7.5 Consultative Review of Emergency Response Procedures after Practice Drills and Actual Emergency Event

- All risks will be continually monitored in order to minimise the potential of an emergency

- The safety of personnel is foremost
- Emergency plans will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- Plans should be simple but effective
- Emergency control personnel will be trained in their appointed duties
- All personnel will be regularly trained in appropriate response procedures

8. PROTECTION OF EMPLOYEES FROM CONTRACTORS & SUBCONTRACTORS

Objective

Totara Springs Christian Centre has a systematic approach to ensure that contractors, subcontractors and their employees do not cause harm to the employees of the principal while undertaking the work required by the contract.

(NB: There are other specific duties required of *Totara Springs Christian Centre* as a principal under the terms of the Health & Safety in employment legislation that are not part of this programmes requirements.)

8.1 Designated Person(s) to Coordinate Health & Safety Induction for Contractors and one-off Maintenance

Totara Springs Christian Centre has appointed a Manager for each workplace the responsibility of carrying out the “first day induction” of all contractors and one-off maintenance. The induction programme is set out in a form “Contractor induction form – Form HS 04/2” which has to be signed by both parties at its completion.

8.2 Criteria to Select and Manage Contractors Includes Assessment of Health & Safety Performance

Contractor induction to *Totara Springs Christian Centre* is to be provided by the Property Manager or delegate. All items on the Contractor Induction Checklist (Form Health & Safety 04/2) are to be explained and the Record of Induction signed by both the person providing the induction and the contractor’s employee.

The selection of contractors is on their ability to complete the contracted work in a safe competent manner. This includes the following: - adequacy of contractors Health & Safety policy, competency, license & registration, compliance with Health & Safety induction, work methods, materials, and equipment conforming to Health & Safety regulations, and adequacy of supervisory arrangements.

8.3 Process to Actively Monitor Contractors Health & Safety Performance

Management is responsible for sighting the contractor’s Health & Safety policy to meet Health & Safety regulations; however their performance is no different from any other employee of *Totara Springs Christian Centre*. They are treated the same way as other employees; that is all incidents/accidents are reported and investigated.

9. APPENDICES

HS 1. HEALTH AND SAFETY OBJECTIVES

| OBJECTIVE | ACTION | RESPONSIBILITY | YEARLY | MONTHLY | AS REQUIRED |
|--|---|--|--------|---------|-------------|
| 1. Adopt and review the SMS | <ol style="list-style-type: none"> 1) Review policy, date, sign. 2) Distribute and publicise (annually) | CEO CEO | | | |
| 2. Continue to manage and improve the management of hazards | <ol style="list-style-type: none"> 1) Review hazard identification procedures annually 2) Review control measures and procedures for identified hazards annually 3) Develop, introduce, and document control measures for newly identified hazards | H&S OFFICER ALL STAFF TEAM LEADERS | | | |
| 3. Provide training for staff members | <ol style="list-style-type: none"> 1) Provide and document training for all new activity staff 2) Schedule regular activity review and retraining sessions for current staff 3) Conduct and review training needs analysis annually | TEAM LEADERS TEAM LEADERS TEAM LEADERS | | | |
| 4. Report accidents and incidents | <ol style="list-style-type: none"> 1) Review reporting procedure annually | H&S COMMITTEE | | | |
| 5. Emergency planning to provide an effective general emergency plan | <ol style="list-style-type: none"> 1) Include H & S discussions on staff meeting agendas 2) Include staff, directors and trustees in activity safety reviews | CEO TEAM LEADERS | | | |
| 6. Introduce instructor practice review | Provide resources and time to monitor instructor performance and compliance with safety procedures. | CEO | | | |

HS 2. HAZARD IDENTIFICATION, ASSESSMENT & CONTROL PROCEDURE

Objective:

To have a system that systematically identifies, assesses and manages the actual and potential hazards in the workplace over which the employer has authority or influence.

What is hazard identification?

Workers must identify reasonably foreseeable hazards that could give rise to risks to health and safety in the workplace. Identifying hazards arising from work activities involves finding things and situations that could potentially cause harm to people. Hazards generally arise from the following aspects of work and their interaction:

- physical work environment
- work tasks and how they are performed
- equipment, materials and substances used
- work design and management
- people's behaviour in the workplace

The hazard identification process could involve:

- inspecting the workplace – regularly walking around the workplace and observing how things are done can help you predict what could or might go wrong
- consulting with workers – working closely with workers and looking at every task in the workplace will assist in finding potential hazards
- analysing records of health monitoring, workplace incidents including near misses, worker complaints, sick leave and the results of any inspections and investigations to identify hazards

Here are some examples of common hazards arising from work activities and their potential harm:

- falling objects, and falls, slips and trips of people – bruises, lacerations, dislocations, fractures, concussion, permanent injuries or death
- vehicles, plant, machinery, equipment – bruises, lacerations, dislocations, fractures, concussion, permanent injuries or death
- repetitive movement (e.g. data entry, lifting young children onto a changing table) – muscular strain, occupational overuse syndrome (OOS)
- biological (bacteria, viruses) – e.g. leptospirosis
- loud noise (from power tools in technology classes or children's noise levels) – permanent hearing damage
- bullying in the workplace – stress-related illness
- hazardous substances – burns, skin conditions, respiratory problems

B. Assessing and Prioritizing Hazards

a) Assessing

Using one or all of the above techniques to establish a hazard list using the form *Hazard Identification*.

b) **Prioritising**

Having listed the hazards they are listed in order of priority. To establish the priority a risk assessment, which considers the likelihood, exposure and consequence of the harm that could arise from the hazard should be considered.

$$\text{Risk} = \text{Likelihood} \times \text{Exposure} \times \text{Consequence}$$

The purpose of risk assessment is to:

- Consider the chance of harm actually occurring and the possible consequences
- Enable preventative measures to be planned, introduced and monitored to make sure the risks are adequately controlled
- Ensure the legal requirements are complied with in respect of identifying and controlling significant hazards.

To be effective, risk assessment must:

- Be sufficient to guide the judgement on measures to take to comply with legal obligations
- Cover all risks to the Health & Safety of people who may be affected in the workplace
- Be regularly reviewed to ensure any changes to risks are recorded and managed.

For each hazard a decision as to whether injury or illness could result, if so, then implement the control hierarchy of eliminate or minimise.

The following steps are taken:

- Select the area or task to be assessed
- Identify the hazards
- Identify whether any injury, illness, or damage could result
- Conduct risk assessment
- List most serious first
- Implement a control plan.

C. Developing and Implementing Actions to Control Them

Having identified the hazard, steps must be taken to manage following the control hierarchy of:

- *Elimination*
 - Replacement with less hazardous material
 - Repairs and maintenance
 - Changing way tasks or activity is carried out
- *Minimising*
 - Provide protective clothing and equipment
 - Train use of protective clothing
 - Monitor use
 - Monitor employees health

For each identified hazard a *Hazard Control Plan* is prepared.

The list of identified hazards, risk assessment and *Hazard Control Plan* forms the hazard register.

Where necessary and appropriate, specialist advice is obtained for hazardous substances, ie.

- Material Safety Data Sheets
- Hazardous Substances Officers
- Department of Labour – Dangerous Goods
- Health and Safety
- Occupational Hygienist
 - Worksafe
 - Employers – Manufacturers Association

Hazard Register

The form “Hazard/Near Miss/ Incident Investigation Report Form (03/3)” records the following information:

- Hazard/Near Miss/ Incident Investigation
- Cause of hazard/near miss/ Incident
- Contributing Factors
- Corrective Action
- Managers Comment
- Health & Safety team comments
- Signed & Dated

The identified hazards are reviewed:

- Quarterly
- Annually
- After a critical event
- When required

The frequency depends on whether the hazard identified is significant or the injury trends indicate action should be taken.

Process to Determine Whether Hazards are Significant

The legal definition of the term “Significant Hazard” is attached in this section. The hazard and the potential harm it may cause are compared to this standard and a determination made.

Definition of **SIGNIFICANT HAZARD**

- a. “Notifiable Injury or Illness”** (includes death)
See under Definitions

Are your identified hazards significant, ie? Could or will they cause serious harm. ?

- Respiratory disease
 - Noise-induced hearing loss
 - Dermatological disease
 - Communicable disease
 - Musculoskeletal disease
 - Illness caused by exposure to infected material
 - Decompression sickness
 - Poisoning
 - Vision impairment
 - Chemical or hot-metal burn to eye
 - Penetrating wound of eye
 - Bone fracture
 - Laceration
 - Crushing
- ii) Amputation of body part
- iii) Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic
- iv) Loss of consciousness from lack of oxygen
- v) Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance
- vi) Any harm that causes that person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of the harms' occurrence.

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, eg. RSI/OOS; or

c. Harm that does not usually occur, or usually not easily detectable until a significant time after exposure eg. solvent asthma, asbestos, etc.

Monitoring and Prevention of Prolonged Exposure to Known Hazards

Staff members belonging to the Property team or Instructing team or those who work outside for extended periods of time can be provided with GP testing of sun exposure every five years of service if required. All staff using power tools can be provided with hearing tests every five years of service if required

Probability Matrix Form HS 02/2 –

RISK MATRIX for Hazard Identification, Assessment and Control Procedure

| RISK RATING TABLE | | | | |
|--|--|--|--|-----------------------------------|
| Likelihood of injury or harm to health | Consequences of injury or harm to health | | | |
| | Insignificant <i>no injuries</i> | Moderate <i>first aid and/ or medical treatment</i> | Major <i>extensive injuries</i> | Catastrophic <i>fatalities</i> |
| Very likely | High | Extreme | Extreme | Extreme |
| Likely | Moderate | High | Extreme | Extreme |
| Moderate | Low | High | Extreme | Extreme |
| Unlikely | Low | Moderate | High | Extreme |
| Highly unlikely (rare) | Low | Moderate | High | High |

Extreme = immediate action

HS 3. HAZARD REPORTING

Purpose

This procedure describes how hazards are reported by employees. The Near Miss, Incident Hazard Report applies to the reporting of any Health & Safety issues other than personal injury. (The Incident/Injury Form Health & Safety 07/1 is to be used for this purpose) The procedure applies to all employees and the employees of contractors.

Definitions

Hazard - potential to cause injury or damage.

Procedure

1. *Totara Springs Christian Centre* shall ensure that the Hazard Report Form is available to all employees in all work locations.
1. If there is an immediate risk of injury or illness an employee shall take action to make the area safe, ensuring their own safety is not jeopardised and immediately report the hazard to their supervisor.
2. Employees shall immediately report any hazard to their supervisor and complete the Hazard Report (refer Form Health & Safety 03/3) and hand it into the Health & Safety officer or their delegate.
3. The supervisor on receipt of the Hazard Report Form shall:
 - take action to remove the hazard if possible
 - take action to prevent employees being exposed to the hazard
 - forward the Hazard Report to the Property Manager/CEO on receiving the report.
4. A Senior Manager shall provide all Hazard Reports for tabling at the Communication Meeting and shall allow employees access to the Hazard Report file.
5. A Senior Manager will ensure that an explanation of this procedure is included in the induction for new employees and contractors (refer Health & Safety 4).
6. The Hazard Reporting Procedure is to be explained in Communication meetings every 6 months.

Audit Records

Copies of Hazard Report Forms Health & Safety 03/3 in the main office

Copies of completed Forms Health & Safety 03/1 (kept in folder and entered onto shared drive)

Communication reports/Minutes (kept in folder in the Health & Safety officer's office)

INVESTIGATION FORM 03/3

NEAR MISS

INCIDENT

HAZARD

If unsure which to use, refer to definitions at end of page.

Person(s) involved:

Name:

Contact number:

Department/Group name:

Employee: Yes / No

Contractor: Yes / No

Other (specify):



Details of Near miss / Incident / Hazard:

Location:

Date:

Time:

am / pm

NOTE: If there was an injury sustained, please fill in an accident form.

Contributing Factors (refer to these when describing the cause of the near miss / incident / accident)

Immediate Causes

Substandard Acts

Tick all that apply

- Guarding
- Defective tools or equipment
- Hazardous arrangements
- Unsafe conditions
- Unsafe designs
- Housekeeping
- Environmental conditions

- Operating without authority
- Disabling safety devices
- Using unsafe equipment
- Non-use of PPE
- Non-use of lock out/isolation systems
- Unsafe Positioning
- Distraction / fooling about

Describe the Near miss / Incident / Hazard and its cause:

Has a significant hazard been identified?

Yes/No

If yes, please describe it below

Chance of the Near miss, Incident or Hazard recurring:

One off:

Daily:

Weekly:

Monthly:

6 monthly +

Definition if unsure which to use:

| | |
|---------------------------|---|
| Near Miss | An incident where no injury was sustained or property damaged, but given a slight shift in time or position, damage and/or injury could easily have occurred. |
| Hazard and Serious Hazard | A hazard is anything that does or could cause harm, and includes a situation where a person's behaviour may be an actual or potential cause or source of harm to themselves or to another person. A hazard includes anything that does or could cause harm from prolonged exposure, or harm that does not usually occur or become apparent until later. |
| Incident | Event that caused or could have caused harm to any person. |

Office use only

Has this hazard been identified before?

YES/NO

If no put on Hazard register.

Corrective Action: (What will be done to minimise the risk of this happening again?)

Manager's comments:

Managers name; (please print)

Date:

Signed:

Position:

Health and Safety Team comments:

Health & Safety Team name:

Date:

Signed:

Position:

Near miss / Incident / Hazard recorded on the accident register and all corrective actions completed:

Signed:

Date:

Extra comments:

HEALTH & SAFETY 4. INDUCTION PROGRAMME

Purpose

To set out the arrangements for induction of new employees, transferred employees, employees of contractors, and visitors.

Procedure

1 New and Transferred Employees

“First Day Induction” is to be provided by a Senior Manager or Team Leader. All items on the First Day Induction Checklist Form Health & Safety 04/1 are to be explained to the employee. A record of this induction is to be signed by the person providing the training and by the employee and held under “Induction Records” in the personnel files. The new employee will also receive a summary booklet outlining this information.

2 Employees of Contractors

Contractor induction is to be provided by the Manager or company delegate. All items on the Contractor Induction Checklist (Form Health & Safety 04/2) are to be explained and the Record of Induction signed by both the person providing the induction and the contractor’s employee.

Audit Records

Induction Training Forms (kept in Staff personnel files)
Schedule of Induction Training (kept in Staff personnel files)
Shared Drive/HR/Training

Form HS04/1 – First Day Induction Checklist

**TOTARA SPRINGS CHRISTIAN CENTRE
FIRST DAY INDUCTION
CHECKLIST**

Name: _____

Position: _____

Date of Commencement: _____

Name of Person Providing Induction: _____

| | Who | Tick | Comments |
|---|---------------------------|------|----------|
| Provide Staff Uniform | Finance & Admin Manager | | |
| Complete HR details for staff file (emergency details and police check) | Finance & Admin Manager | | |
| Contract & Job Description signed and They have a copy | Finance & Admin Manager | | |
| Drivers licence sighted & photocopied | Finance & Admin Manager | | |
| 2nd Photo ID sighted and copied | Finance & Admin Manager | | |
| Give a copy of handbook | Finance & Admin Manager | | |
| Give Employee a copy of TSCC H&S Manual | Finance & Admin Manager | | |
| Give Employee a copy of the SMS | Finance & Admin Manager | | |
| Give Employee a copy of the School Holiday Camps Polices & Procedures | Finance & Admin Manager | | |
| Explain Keys - signing in/out | Team Leader | | |
| Staff dining room | Team Leader | | |
| Tour of Camp (site plan given) | Team Leader | | |
| Location of amenities/toilets | Team Leader | | |
| First aid kits/name of first aiders | Team Leader | | |
| Notice boards, Mailboxes | Customer Engagement Admin | | |
| Dishwash/kitchen area | Catering Team Leader | | |
| Photo taken for staff board | Operations Manager | | |
| Explain about days off | Operations Manager | | |
| Explain dishwash Roster | Operations Manager | | |
| Explain Food Policy | Operations Manager | | |
| Personal Insurance is your own responsibility | Operations Manager | | |
| Internet/social media/cyber awareness policy | Operations Manager | | |
| Own vehicle for work use - rego, WOF, Insurance | Operations Manager | | |
| Talk about Safety Signs around camp | Operations Manager | | |
| Drug and Alcohol Policy explained | Operations Manager | | |
| Advise about Emergency channel (30) | Operations Manager | | |
| Explain Incident/Injury reporting | Operations Manager | | |
| Explain Hazard reporting | Property Manager | | |
| Give staff member fire alarm checklist to familiarize themselves with | Property Manager | | |
| Explain evacuation instructions | Property Manager | | |
| Show where chemical shed is | Property Manager | | |
| Show where pool shed is | Property Manager | | |
| Show where the workshop is | Property Manager | | |
| SWP's training on machinery specifcally in the workshop areas | Property Manager | | |

Signed by staff member to say they have been advised of the D&A policy: _____

Signed by person providing Training: _____

New Employee: _____

Date: _____



Form HS 04/2 – Contractor Induction Checklist

Name: _____ Company: _____

Date of Induction: _____ Location: _____

Name of person providing the Induction: _____

Please Tick Yes No If no, why?
S

| | | Yes | No | If no, why? |
|-----|--|-----|-----|-------------|
| 1. | Introduction | [] | [] | |
| 2. | Organisational overview and site tour | [] | [] | |
| 3. | Outline of site rules (provide a copy) | [] | [] | |
| 4. | Outline of permit to work system | [] | [] | |
| 5. | Emergency Procedures | [] | [] | |
| 6. | Hazard Reporting | [] | [] | |
| 7. | Incident / Injury Reporting | [] | [] | |
| 8. | First Aid | [] | [] | |
| 9. | Use of PPE | [] | [] | |
| 10. | Restricted Areas | [] | [] | |
| 11. | Security and access arrangements | [] | [] | |
| 12. | | [] | [] | |
| 13. | | [] | [] | |
| 14. | | [] | [] | |

This information has been provided to me:

Name of Contractor:

(Signed) **Date:** _____

By:

**Name of Totara Springs
Christian Centre
Representative:**

(Signed) **Date**
: _____

HS 5. PROJECT COMPETENCIES, LICENCES AND TRAINING REQUIREMENTS

Purpose

To identify the competencies, training, and licence requirements for all employees of the organisation.

Procedure

1. *Totara Springs Christian Centre* will ensure that its employees are adequately trained to a level of competency sufficient to ensure their Health & Safety when at work.
2. *Totara Springs Christian Centre* will undertake training / competency needs assessment of all employees prior to the commencement of work or alteration of task allocation where skill deficiencies are detected appropriate training will be provided prior to commencement of work so employees can perform their designated duties safely.
3. Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.
4. Casual labour will be used only when the nominated worker/s satisfies the level of competency required to undertake the task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of casual labour must be detailed in the Skills / Competency Needs Assessment form.
5. Internal and external training will be recorded on the HR Worksheet and individual Personnel files.

Audit Records

HR Worksheet & Personnel records

Ref. Form Health & Safety 06/1

Instructor Team Leaders office (Activities)

Folder in Property Managers Office (Tools)

HS.6. EMPLOYEE COMPETENCY, LICENCE AND TRAINING RECORDS

Purpose

The purpose of this procedure is to identify the current training level of each employee and to identify what further training is required. The Analysis also provides the organization with a method of targeting future training requirements.

Definitions

Nil

Procedure

1. Training will be provided to all personnel so as to enable them to perform tasks safely and to assist them to support the existing Health & Safety management systems in accordance with their areas of responsibility.
2. Procedure HS 06/1 provides for identification of the competencies, licences and training needs for all tasks and positions in the organisation.
3. The Admin Manager should record the competencies, licences and training of all employees on Form Health & Safety 06/1.
4. Senior Managers should sight licences and check they are valid. A photocopy of all licences should be filed on the individual employee's personal file.
5. The Admin Manager is to keep the Employee Competency, Licence and Training Record in the individual personnel files and this information is to be used when allocating tasks or selecting personnel for new positions or functions.
6. Employee Competency, Licence and Training Records are to be updated within two weeks of new information being received.

For personnel attending an external course, supervisors or attendee will photocopy the completion certificate or make a copy of the certificate. This information will be recorded on the HR Worksheet and a copy will be put in the individual Personnel file.

Audit Records

Personnel files

Training Schedules

Personnel Records for Individual Employees

HS 7. INJURY/INCIDENT REPORTING AND INVESTIGATION

Purpose

This procedure describes the internal and external incident reporting and recording requirements of the organization, and the procedure for accident/incident investigation. They specify who does the reporting, recording and investigating of incidents, and what forms must be completed.

Definitions

The Act

The Regulation

Procedure

System for reporting and recording all accidents, incidents and work related illness

Documented Procedures

- a) Report incident/accident to supervisor as soon as practical but within 24 hours of an accident.
 - b) Record incident/accident on accident form(Form 07/1)
 - c) Manager to investigate
 - d) Investigation process
- Ensure the injured person is properly cared for
 - Do not interfere with accident scene (if serious)
 - Interview witness to establish facts and cause
 - Show understanding
 - Keep an open mind
 - Establish ways of preventing recurrence.

Accident Forms

The injured person or delegate completes the accident form. It is the responsibility of the senior manager to ensure this occurs.

The reporting form is attached. This form is a copy of the Worksafe NZ accident report form.

Accident Registers

Accident registers are maintained

All injury and accident data is:

- Forwarded to Health & Safety Officer
- Recorded

Employees Understand Reporting Responsibilities

Accident report forms are available from the office and first aid room

Accident reporting responsibilities are reiterated at:

- Staff meetings
- During induction process

Incident and injury reports are available.

Worksafe Notification Check

Should a serious harm (defined in **3.1 Hazard Report Form**) occur Worksafe would be notified.

The accident register includes a section for notifying Worksafe

The notification procedures are included in the attached flow chart.

The Health & Safety officer or their delegate is the person responsible for ensuring Worksafe has been notified.

Accident Investigation

The accident investigation process follows the attached format – How to Complete an Injury/Event Investigation. Form 07/3

The accident investigators are:

- Serious Harm – CEO/ Health & Safety officer / Property manager
- Other Injuries – Team Leader / Senior Management

The accident investigation form is attached.

Corrective Action

The corrective action is indicated on each accident investigation form.

The corrective action required is fed back to **3.0 Hazard Reporting for Continued Monitoring**.

The Accident Investigation Form and Register both contain:

- Responsibility identified for corrective action
- Date corrective action due and completed
- Injury prevention plan referred for action.

Reporting and Review of Accident Data

Monthly accident statistics are available and discussed with staff and minutes at meetings

The Accident summary is sent to H&S committee, Team Leaders, CEO, Nick Jeffery (Director for Risks) and Phil Caffyn (Board Chair) after Health & Safety meetings

Where necessary injury prevention initiatives are implemented

NOTIFICATION TO *Totara Springs Christian Centre* Injury/Incident Reporting

The Injury/Incident Report (Form Health & Safety 07/1) is to be completed by the employee or the immediate supervisor within 12 hours of the injury or incident. All injuries are to be reported. Incidents where a person could have been injured or equipment damaged must be reported. It is the responsibility of each supervisor to ensure the completed Injury/Incident Report is sent to the location indicated on the form within 24 hours of the time – or when practicable of the injury or incident. On receipt of an Injury/Incident Report, the Manager shall immediately arrange for an investigation to be commenced.

Injury/Incident Report Form (Form Health & Safety 07/1) shall be accessible to all staff. Supervisors shall ensure that all staff are aware of the location of Injury/Incident Report Forms. The Health & Safety Officer shall file all Injury/Incident Reports in the Register of Injuries and Incidents found in Shared Drive.

Investigation

For all injuries and incidents, an investigation report (Form Health & Safety 07/2) is to be completed by the Manager (or person designated by the Manager) in conjunction with the

employee involved. The report is to be completed within 24 hours, or when practicable, of the incident and forwarded to the CEO

Each investigation should have attached to it a copy of the Injury/Incident Report. All ACC claims must have an investigation report completed.

Audit Records

Injury/Incident Reports (Form Health & Safety 07/1)

Training Registers



Accident Investigation Form (07/1)



Person(s) involved:

Name of person filling in form:
Position: e.g. teacher, 1st aider:

Department/Group name:
Date:

The Accident:

Describe what happened. (If this was a vehicle accident, add a drawing of the scene.)

Analysis: What caused the accident?

The injured person:

Name:
Address:

Date of Birth:
Phone Number:
Time of accident:

Type of Injury (Please circle):

- | | |
|--------------------|-------------------|
| Bruising | Dislocation |
| Scratch / Abrasion | Internal |
| Amputation | Foreign Body |
| Burn / scald | Chemical reaction |
| Strain / sprain | Fracture |
| Laceration / cut | |
| Other: | |

Treatment and Investigation of Accident

Type of Treatment Given:

Name of Person giving First Aid:

Doctor / Hospital:

Where on body was the injury? (please circle)

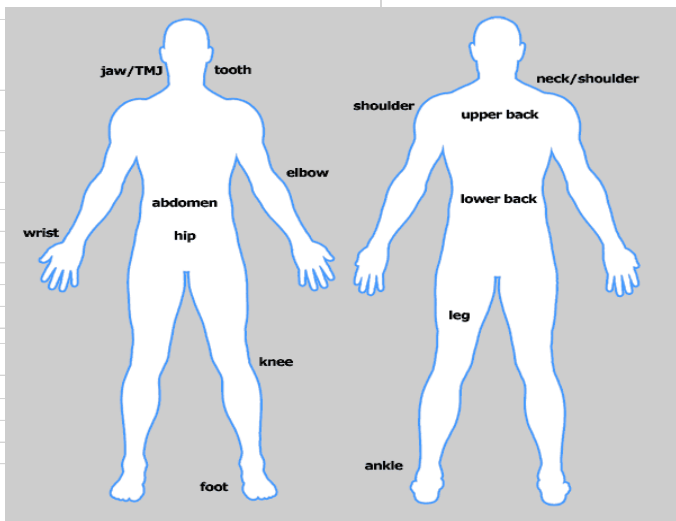
Damaged Property

Any Property or Material Damaged YES / NO

If Yes:

Nature of Damage

Object/ substance causing Damage





Accident Investigation Form (07/1)



OFFICE USE ONLY

| | | |
|---------------------------|-------|--|
| Accident Investigated by: | Date: | |
|---------------------------|-------|--|

Worksafe Advised:

| | | |
|-----------------------------------|---------|------------------|
| Does worksafe need to be advised? | Yes/no? | Date if advised: |
|-----------------------------------|---------|------------------|

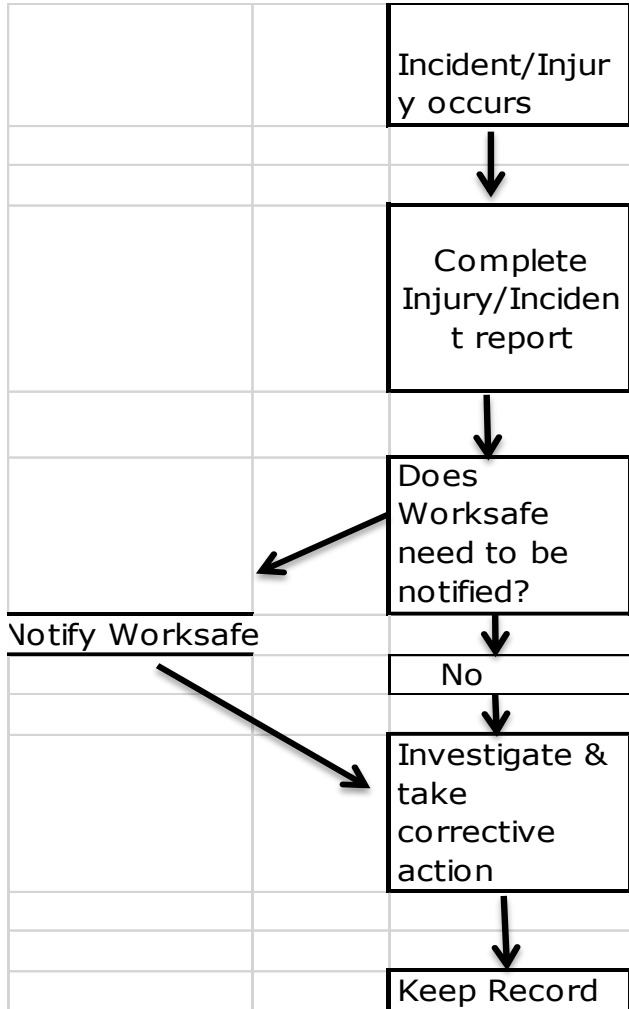
Prevention:

| | | |
|--|--|--|
| What action has or will be taken to stop another accident like this happening? | | |
| | | |
| | | |
| | | |

| Action | By Whom | When |
|--------|---------|------|
| | | |
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| | | |

Injury/Incident Flow Chart

FORMS Health & Safety 07/3 –



HAZARD/ NEAR MISS REPORTING FLOW CHART
FORM Health & Safety 07/4 – Hazard Reporting Flow Chart Check

Hazard found (Remove if safe and easy to do so. If the Hazard is an immediate danger then put safety measures in place)



Get the HS 03/1 form from Accident Register folder in white cupboard in Office



Fill in form with as much details as you can, using a separate piece of paper if necessary. Sign and date it and give to Health & Safety Representative **OR** put on their desk in their office (or under the door)



Health & Safety Representative then passes on to appropriate manager e.g. property issue – property manager



Manager fills in Step 2 of the form advising of controls made, risk class (see back of form) and Action taken. This gets signed and given back to the Health & Safety Representative for inclusion at the next Health & Safety meeting



Health & Safety team review risk class, control and Action and allocate a Hazard/Near Miss number to the report.



Health & Safety team agree – minuted at meeting with no further action – put onto Hazard/Near Miss Register on Shared Drive (AIR REPORT)
Health & Safety team disagree – minuted at meeting and form given to CEO for further review – CEO advises decision to H&S Chair) put onto Hazard Register on Shared Drive

HEALTH & SAFETY 8. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

Purpose

To establish a procedure for the selection, supply, use, replacement, maintenance, training and instruction of PPE&C and the storage and keeping of appropriate records.

Definitions

PPE&C - personal protective equipment and clothing
AS/NZS - Australian Standard/New Zealand Standard

Procedure

PPE&C Requirements

1. Purchase specifications

Totara Springs Christian Centre will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Standard. Proof of standards compliance will be determined prior to purchase.

2. Usage, care and replacement of PPE&C

Manufacturer's instructions shall be used as the guide to determine effective usage, care and replacement requirements for PPE&C used by the company.

Senior Staff/Team Leaders are responsible for supervising and enforcing the PPE programme.

The effectiveness of the PPE programme shall be evaluated on a regular basis during audits and inspections.

Reviews of the need for and adequacy of PPE&C will be conducted regularly. All reviews will be in consultation with employees using the PPE&C.

Totara Springs will provide PPE in situations where it is applicable.

3. Non Compliance

Employees and contractors of *Totara Springs Christian Centre* who fail to comply with the Health & Safety requirements of the company, or those who demonstrate consistently poor safety performance, shall be subject to disciplinary measures.

Audit Records

- Completed Hazard Report (Form 03/1)
- PPE&C Maintenance Logs
(Shared/Instructing/Hosting/Instructing/logs/equipment logs/ Instructors personal equipment register)
- Purchasing Records

HEALTH & SAFETY

9. EMERGENCY PROCEDURES

9.1 Emergency training

- All new staff members will receive emergency procedures information as part of their induction.
- Regular emergency training will take place, and wherever possible involve all staff members, and include practice scenarios. This training is recorded and evaluated.
- Emergency procedures will be reviewed after training, practice and actual emergency events.

9.2 Emergency preparedness

- Emergency response plans will be known by staff and are made available to participants and other relevant parties.
- Appropriate equipment, communication devices and information for dealing with potential emergencies will be identified and carried by (or be available to) field staff.

9.3 First Aid resources

- First Aid kits are located at: the main office, workshop (soccer field area), go-kart shelter, abseil tower, rock wall, flying fox, kayak area, archery shed and senior abseil, camp car and mule. The admin foyer and kayak shed contain a defibrillator.
- Additional medical supplies are stored in the First Aid Room (where further treatment can be administered and patients can be contained).

9.4 Evacuation – On site

9.4.1 Fire, gas leak, or hazardous chemical discharge

- Fire alarm will sound.

9.4.2 Follow evacuation procedures detailed on Page 51 & in the Policies and Procedures for Employees V10

Other circumstances requiring evacuation

- e.g. earthquake, bomb threat, armed hold-up, etc.
- Fire alarm will not normally sound.

9.4.3 Follow evacuation procedures detailed on Page 51 & in the Policies and Procedures for Employees V10

9.4.4 Evacuation – Off site

Follow emergency procedures detailed in the activity-specific ASOP.

9.5 Medical emergency

- All activity stops in that area
- Nearest available First Aid qualified person to administer first aid
- Due to the distance from the main office of the kayaking area, there must be at least one client activity supervisor or TSCC staff member

qualified in first aid, (or at least able to provide CPR), present in that area whilst kayaking, rafting or water slide activities are running.

- Assess and decide to treat or transfer patient to medical/emergency services.
- Contact Office for assistance, use channel 30 (**n.b.** request “secure channel”)
- Contact appropriate service, inform host. If emergency services, inform CEO.
- Ensure other group members are cared for.

9.6 Natural disaster – whole/part facility destruction

Follow procedures outlined in Policies and Procedures for Employees V10 check

9.7 Missing person

Follow procedures outlined in Policies and Procedures for Employees V10

9.8 Overdue Groups

Follow procedures detailed in the activity specific ASOP.

9.9 Death

Follow procedures outlined in Policies and Procedures for Employees V10

9.10 Interaction with the Media

Follow procedures detailed in Policies and Procedures for Employees V10

9.11 Review

9.11.1 Evacuation procedures

- Full site evacuation drills are conducted approximately every term (3 month period).
- Procedures are reviewed annually
-

9.11.2 First Aid

- All First Aid qualified staff members undertake external refresher training to maintain currency.
- First aid kits are checked for completeness every term.
- Additional First Aid supplies are maintained by the person in charge of First Aid supplies.

Scenario-based training occurs in conjunction with onsite Outdoor First Aid training when required for Outdoor Leader Award candidates

Purpose

To provide the emergency control, structure and directions which will help prevent injury to personnel, visitors and neighbouring people/premises in the event of an emergency. The procedures also aim to minimise damage to the organisation’s equipment, plant and installations.

Definitions:

Nil

Key principles

- All risks will be continually monitored in order to minimise the potential of an emergency
- The safety of personnel is foremost
- Emergency plans will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- Plans should be simple but effective
- Emergency control personnel will be trained in their appointed duties
- All personnel will be regularly trained in appropriate response procedures
- These will be used in conjunction with the Evacuation plan

Procedure for Development of Emergency Plans

1. Manager shall identify possible emergency situations using the Hazard Report Form (03/1) A record of the assessment shall be kept by the Health & Safety Officer
2. The Manager shall develop emergency plans based on the Emergency Evacuation Plan
3. Emergency Plans must be kept up to date and reviewed by the CEO or Property manager
4. Emergency Information to be available in the Health and Safety Manual and in the Policies & Procedures Handbook.
5. An emergency plan diagram of the camp showing exit points, fire extinguishers, hose reels and muster points will be available on the Shared Drive and in each accommodation room
6. Equipment provided for Emergency Procedures shall be checked monthly as part of the monthly Workplace Inspection, which is signed off by each team

Audit Records

- Assessment(s) of On-site and Off-site Emergencies
- Emergency Plan (diagram)
- Reviews of Emergency Plans
- Inspection Checklists
- Training Records
- SMS Emergency Procedure

TOTARA SPRINGS EMERGENCY EVACUATION PROCEDURE

All alarms are to be treated as an actual emergency evacuation, even during holiday camps

| IF YOU DISCOVER A FIRE | IF YOU HEAR THE ALARM | Controlled Trial Evacuation (School Holiday Camps) |
|--|--|--|
| Raise the alarm immediately by operating the nearest Fire Alarm Call Point, (RED BOX at entrances) | All staff immediately make their way to the fire panel at the front of the Admin Building. (Do NOT assume someone else will be there before you) | The Manager who phones the fire department to advise them of a trial evacuation takes TAG 1 |
| Leave immediately by your nearest escape route | First person gets the fire drawer (in foyer) and takes TAG 2, (this person becomes Fire Warden) from the fire panel. | First person gets the fire drawer (in foyer) and takes TAG 2, (this person becomes Fire Warden) from the fire panel. |
| Assemble on the front field (if a guest) and Fire Panel if a staff member | Second person gets TAG 1 and checks to see where the alarm has been activated on the fire panel and goes to that area to see status of area. Once it has been ascertained the status of the alarm e.g. false alarm or fire, TAG 1 person returns to Fire panel and advises TAG 2 person. | All Staff not directly involved with the specific camp, report to Fire Panel |
| | The Host of the group gets the guest list from the fire warden and checks the guests are all present including the status of any guests with known disabilities | Host of group gets guest list from Fire Warden (TAG 2 Person) and ensures everyone from their group is present |
| | The Fire Warden (TAG 2 person) sends staff to accommodation and venues to ensure all guests are vacating rooms and are making their way to the Emergency Assembly area (front hockey field) | Warden to send staff to be sent to designated areas to ensure that the area is clear of people. Staff to report back to Fire Warden that their area is clear. If a guest refuses to leave, if a room is locked, or the shower is going then advise Fire Warden which room that is. |
| | If a host has a guests at rockwall, archery or kayak paddock the Emergency Assembly Area will be at Rockwall. | Fire Warden and Host liaise to ensure all rooms are clear and all guests are present. When satisfied, then the alarm will get turned off |
| | If a group has guests at the giant slide, hydroslide, Tennis court, foosball, Team Rescue or go-kart area, the Emergency Assembly Area will be at the all weather court area (at the Emergency Evacuation sign) | If a staff member has guests at the rockwall, archery or kayak paddock the Emergency Assembly Area will be at Rockwall. |
| | NOTE: If the Canadian Slide is in use - radio to staff up top the number of guests. . For sports camps please use your initiative in regard to area you are in and where you direct guests to go - Remember to communicate | If a group has guests at the giant slide, hydroslide, Tennis court, foosball, Team Rescue or go-kart area, the Emergency Assembly Area will be at the all weather court area (at the Emergency Evacuation sign) |
| | If it is a false alarm, the alarm is turned off and the Fire Warden advises the host that guests can return to their rooms. | NOTE: If the Canadian Slide is in use - radio to staff up top the number of guests. |
| | Once the alarm is turned off, staff can continue on with their job. | Host Dismisses Guests |
| | If it is a fire - TAG 1 & TAG 2 people meet the Emergency services upon arrival and advise the evacuation status of the building including any person with disabilities still in the building and the location and type of emergency (if known) | Sheet from Fire Alarm gets filled in advising guests that do not leave their room and date and time etc. This sheet then gets given to the Property Manager or left in their office in a prominent place. In a Trail Evacuation the Assessment report is to be filled in by the FIRE WARDEN |
| | | Twice a year a submission is to be filled in online that a trial evacuation has taken place. (GM or Admin responsible for this) |

<https://onlineservices.fire.org.nz/Secure/EvacuationTrialTraining/Dashboard>

HEALTH & SAFETY 10. PLANT REGISTER AND MAINTENANCE

Purpose

To ensure that all items of plant are assessed to determine maintenance requirements and that a tracking system for plant is maintained.

To ensure that all maintenance, repair or alteration of any item of plant, equipment, building or furniture is performed by competent persons and that records of the work are kept.

Definitions: Nil

Procedure

Equipment including static (stationary) and mobile plant can be hazardous to workplace safety.

In order to comply with Health and Safety Legislation, *Totara Springs Christian Centre* will carry out regular inspections and maintenance of plant and equipment.

The inspection and maintenance history of each item will be documented on the appropriate form.

- HS Form 10/2 in the staff Dining room to be filled out when an item requires maintenance.

A property team member will attend to the matter. If the matter is urgent the Property Manager or delegate will be informed.

Where a relevant Standard is appropriate, the inspection, use and maintenance of the plant will comply as a minimum with the Standard. Where no Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the Manufacturers Recommendations.

The affect of plant and equipment on the workplace will also be considered.

Electrical testing and tagging

Service testing is necessary for the safety of persons using the equipment and for the proper discharge of the obligations of employers and employees, as listed in legislation covering occupational Health & Safety matters.

AS/NZS 3760: 2001 specifies the procedures for safety inspection and testing of electrical equipment and shall be used as the Standard for electrical equipment owned, leased and used by *Totara Springs Christian Centre*.

Assessment

Totara Springs Christian Centre will conduct assessments of all plant and equipment including identification of potential hazards, the level of risk and the

provision of appropriate controls to eliminate, or minimise the risk to Health & Safety of workers.

This process will include plant and / or equipment itself and its impact on the surrounding workplace and environment.

When identifying potential hazards, consideration will be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, repairs, cleaning, use, operator competencies, dismantling and disposal.

Selection and Use

Where plant and equipment is hired, the same requirements for Health & Safety are required and will be specified by *Totara Springs Christian Centre* to the Hire Company as a condition of the Hire Agreement.

Note: Specific plant may require design registration, item registration or both

Records

Records of maintenance, including tests, should be kept throughout the working life of the equipment.

Audit Records

HS 10/2 Form in Staff Dining room

Venue checklists – Maintenance Checklist folder in Bookings Office

Testing & Tagging Records

10/1 Plant identification register and maintenance schedule

Form Health & Safety 10/1 – Plant Identification Register & Maintenance Schedule

All inspection and maintenance records will as a minimum standard comply with the Manufacturers recommendations or relevant Australian Standard where appropriate.

| ID # | Item Description / | Purpose | Compulsory inspection | Service inspection | Recorded on Maintenance register |
|------|---|---------------------|--|------------------------------|---|
| 1 | Honda Generator, 5kva Serial number 843 748 03MP | Remote power source | Electrical test and tag Monthly by appropriate person | Monthly by maintenance staff | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Form Health & Safety 10/2 – Maintenance Register

| DESCRIPTION OF ITEM NEEDING WORK & FAULT | NAME OF PERSON REPORTING THE FAULT | DATE WORK STARTED | DATE WORK COMPLETE | WORK PERFORMED BY | COMMENTS |
|--|------------------------------------|-------------------|--------------------|-------------------|----------|
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HEALTH & SAFETY 11. DEFECTIVE PLANT

Purpose

To provide a method by which unsafe plant and equipment can be identified, removed from service and maintenance work requested.

Definitions

Isolation of plant: lock out, quarantine or other means by which plant and equipment is removed from its source of energy, and thereby prevented from being inadvertently operated

Tagging: secure attachment of a tag or notice to the item of plant and equipment, which displays a prominent warning, and includes the name of the person who is authorised to attach/remove the tag and the date the tag was attached.

Procedure

Where an employee identifies an item of equipment that appears unsafe, the employee shall turn off the equipment, and/or immediately notify the Property Manager and/or write the request on the HS 10/2 Form that is kept on the notice board in the Staff Dining Room so the Property team can check the work that needs doing.

1. Where possible the equipment shall be isolated. Portable equipment shall be placed in the “out of service” location.
2. Electrical equipment will be tagged until the Property Manager (or delegate) has checked it and is satisfied it no longer constitutes a Health & Safety risk
3. Once defective plant has been serviced and returned to normal operations, the Property Manager will put the plant back into service and the maintenance form will be signed by the member of the Property team who has completed the job.

Audit Records

HS Form 10/2 Maintenance form

HEALTH & SAFETY 12. WORKPLACE INSPECTION PROCEDURES

Purpose

The objective of this procedure is to describe the process whereby management and employees may together identify hazards and take action to prevent injuries and illnesses arising out of work at the organization's workplaces. The process involves inspection, communication, evaluation and review. A key feature of the process is to ensure management accountability and the commitment of all personnel to hazard elimination and control. This is a formal process and must be complemented by informal inspections on a more regular basis.

Definitions

Nil

Procedure

1. Formal workplace inspections will be conducted monthly using the Workplace Inspection Checklist (Shared/OSH/Health&Safety Check sheets or Folder in Bookings office). The monthly Workplace Inspection Checklist may be completed by any employee and signed off by the staff member.
2. Items which generate a "No" response on the Checklist will be immediately transferred to the Maintenance Register unless able to be immediately rectified.
3. A monthly inspection calendar (Form Health & Safety 12/1) will be prepared and maintained by the Admin Team Leader and give to Team Leaders on/about the first of the month. The inspection calendar will document the required date for completion of the Workplace Inspection Checklist (Form Health & Safety 12/1) as well as the name of the employee who will conduct the inspection.
4. All employees may be required to participate in completion of Workplace Inspection Checklists on a rotational basis. The employee who has completed the Checklist will sign the inspection form to indicate completion.
5. All personnel will have access to inspection reports.
6. The CEO will review the process annually and sign off updates.

Audit Records

Copies of inspections in accordance with this procedure (kept in Admin Team leader's office)

Calendar of inspections (Form Health & Safety 12/1)

HEALTH & SAFETY 13. WORKPLACE INSPECTION GUIDANCE NOTES

Some thought needs to be given to what should be included in an inspection. Knowledge of what, where and how unsafe conditions have occurred in the past is valuable information to use in deciding what items require inspection.

Some of the things that should be considered for inclusion in a workplace inspection are;

Any inspection procedures prescribed by legislation should be included in the programme.

Conditions and procedures to be inspected

In addition to the inspection of parts, there should be consideration of work procedures. The inspection should check that there are documented procedures in place and that the procedures are being followed. Procedures must be appropriate for the task; eg. Maintenance schedules, lock out procedures, emergency evacuation procedures, entry permits etc.

It is also important to speak to the employees who work in the area to gain the benefit of their knowledge, comments and observations.

HEALTH & SAFETY 14. ISSUE RESOLUTION

Purpose

Management and employees of *Totara Springs Christian Centre* have agreed upon the following issue resolution procedure. The agreed procedure aims to achieve the speediest and effective resolution of all Health & Safety issues, as and when they arise. It is the responsibility of all management levels to resolve issues in their workplace. This procedure is applicable to all employees in the organisation.

Definitions

NIL

Procedure

The agreed procedure is as follows:

- 1) Where an employee identifies a Health & Safety issue they should raise it with their immediate Team Leader or Senior Manager.

- 2) The issue should be dealt with as soon as possible after being reported. If it cannot be rectified immediately then a solution should be implemented as soon as practicable. As a minimum, interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved.

- 3) Where the issue concerns work which involves an immediate threat to the Health & Safety of any person, the Manager in consultation with the General Manger may direct that work will cease. Where an issue or an immediate threat remains unresolved, the CEO or employees may request the assistance of OSH. An OSH Inspector may issue an Improvement Notice or a Prohibition Notice.

- 4) The issue and agreed outcomes should be tabled during the next Communication Meeting to notify all personnel of the issue and agreed control options. This communication should be formal using the Hazard Report form as outlined in Procedure Health & Safety 3.

- 5) Solutions should be recorded as well as communicated to relevant employees for their information.

Where relevant, the issue and control options should be documented in a Hazard form by the Manager and distributed to all sites within the control of the company for tabling at Communication Meetings.

Audit Records

Completed Hazard Report forms
Records of Health & Safety issues which have been resolved
Communication Meeting Minutes

Agreed by: _____ CEO

Date: _____