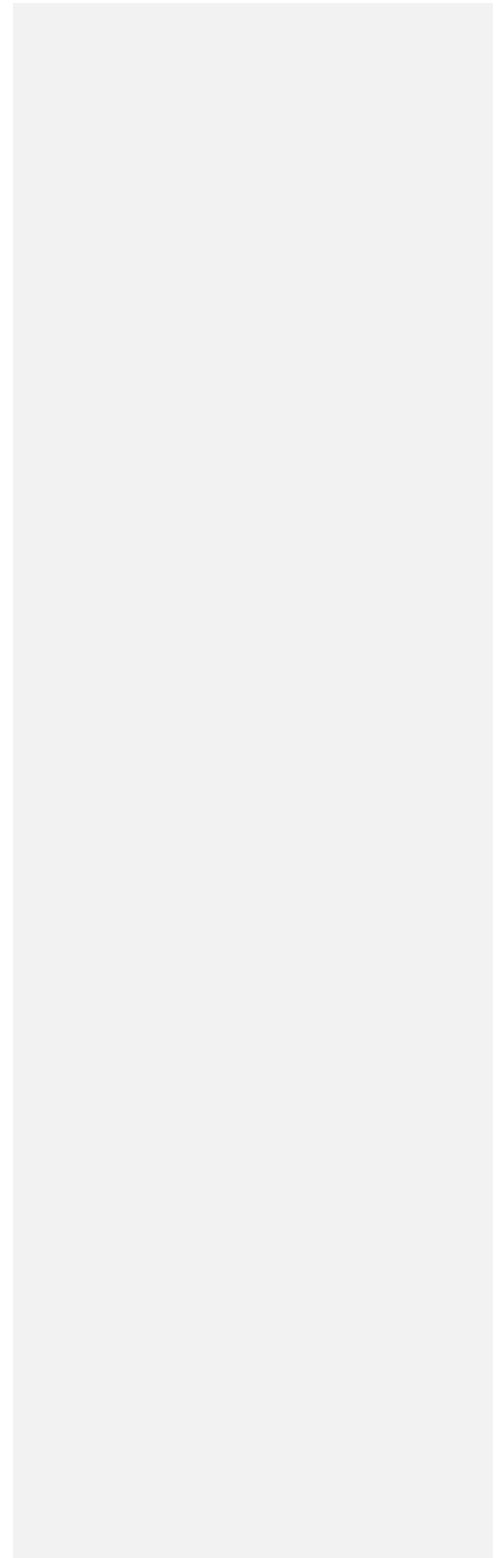


Club Logo

Club Rugby

Health and Safety Manual

2016



Introduction:

This manual has been written and implemented to ensure compliance with the following:

- Accident Compensation Act 2001 (also referred to as AC Act 2001)
- ACC Workplace Safety Discount Plan Standard (also referred to as WSD)
- Health and Safety at Work Act 1992 (also referred to as HSW Act 2015)

This manual is principally for the use of workers of [] Rugby Club (hereafter referred to as 'the Club').

This manual encompasses information which affects all workers. But, for simplicity and where practical, sections have been added to highlight paragraphs specifically relating to administration /support staff and professional rugby players.

This manual covers the following topics:

- Health and Safety policy
- Commitment to health and safety
- Roles and responsibilities
- Planning and Review
- Hazard Management
- Information and training
- Incident and Accident reporting
- Emergency preparedness
- Contractor and visitor management

Document Implementation and Control:

This manual is to be freely available to all workers of the Club. It will be held in a variety of locations and may in future be contained within an intranet site of the Club.

Annually this document will be reviewed to ensure that it remains compliant with the relevant legislation identified above and the ACC WSD standard. The review may also occur at other times as legislation changes occur.

This review may include input from the Club Management and employee representatives and may include the NZ Rugby Players Association.

To ensure accuracy and similarity across all Provincial Unions, the NZR ACC Partnership Manager in conjunction with the designated PU Health and Safety representative, as well as nominated worker representatives or other interested party, will make the required changes.

Document Control:

Approved by: Club CEO	Manual Owner: Health & Safety Designate
Original Date:	Document status: Controlled

Revision History:

Date	Version#	Changes Made	Approval
Eg. 14April14	EG. 1	Eg. Updated H&S Objectives for 2014 - page 35	Eg. H&S Manager Signature & Date

Signatory:

Club CEO

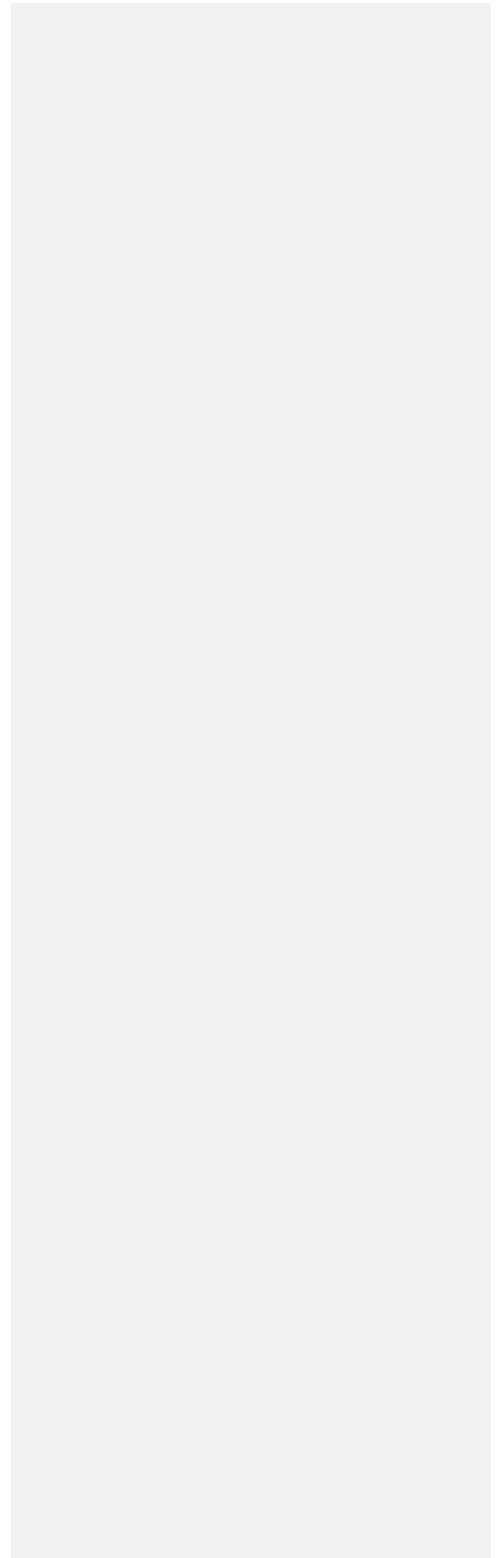
Name:

Date:

Club Worker Representative

Name:

Date:



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Definitions:

The following definitions form part of the Health and Safety at Work Act 2015 and apply to the following health and safety manual and accompanying system.

Duty - means the obligations imposed on a person to eliminate risks to health and safety as far as reasonably practicable and if not reasonably practicable to eliminate then to minimise those risks as far as reasonably practicable. Duties cannot be transferred to another person and more than 1 person may have the same duty.

Officers - means in relation to a company, any person occupying the position of director; in relation to a partnership or body corporate, any person who makes decisions that affect the whole, or a substantial part, of the business of the PCBU and included the CEO and Senior Management who are involved in making material decisions about the strategy or direction of the business.

PCBU "Person(s) conducting a business or undertaking" - means a person conducting a business or undertaking, whether alone or with others whether or not for profit or gain but generally excludes a person employed as a worker, as a volunteer organisation or any one that employs a person to engage in residential work.

Reasonably practicable - in relation to a duty to ensure health and safety, means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including the likelihood of the hazard or risk occurring, the degree of harm that might result, what the person knows or should know about the hazard and ways of eliminating or minimising the hazard as well as the cost associated with the ways to eliminate or minimise the risk, including whether the cost is grossly disproportionate to the risk.

Worker - means a person who carries out work in any capacity for a PCBU, including work as an employee, a contractor or subcontractor, an employee of a labour hire company, an outworker, an apprentice or trainee, a person gaining work experience or a volunteer.

Workplace - means a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. This also includes a vehicle, vessel or aircraft.

All other terms are as detailed in the Health and Safety at Work Act 2015, Accident Compensation Act 2001 and the relevant regulations, Code of Practices and Standards.

1. Management Commitment

1.1 Introduction

The Club as a PCBU; has a primary duty of care towards the workers employed or engaged by them and those workers whose activities in carrying out work are influenced directly by the Club.

This health and system highlights the duties and responsibilities that the Club has towards its workers as well as detailing the specific processes and documents relative to hazard identification and management, training and induction, accident reporting and investigations and emergency planning.

The Club has a documented health and safety policy, which is authorised by the CEO. This policy is reviewed at least every two (2) years and if required, any amendments noted and re-signed by the CEO.

This policy will briefly outline the commitment of the Club in relation to health and safety and also compliance with the relevant standards and legislation. This policy covers all workers of the Club.

The Club Management will continue to keep up-to-date with relevant health and safety and injury prevention and management / rehabilitation legislation, codes of practice and standards through its links with the NZR or Provincial Union. The Club must ensure all International Rugby Board regulations are adhered to. These include all facets of game management, which in part ensure the safety of players and spectators at its grounds.

1.2 Health and Safety Policy

Copies of this policy will be located in this health and safety manual and also located in the following key work areas:

-

(Refer to Appendix 10: Document 1: Health and Safety Policy)

1.3 Roles and responsibilities

All Club workers have a responsibility for a safe working environment and the promotion of safe work practices within the administrative and game environments of the Club.

The following senior management roles and responsibilities will assist the Club to meet its goals and objectives for injury prevention and the management of work related injuries.

1.3.1 Club Board

- Undertake health and safety reviews a regular part of the Board agenda
- Feedback any concerns or issues to Club management for feedback into the Club Health & Safety system
- Ensure all board members undergo an induction on health and safety requirements and in particular the due diligence requirements

1.3.2 Club CEO

- Participates in (or delegates authority to an appropriate Senior Manager for) the annual review of health and safety policy, procedures, documents and objectives.
- Approves, implements and monitors the implementation of the Club health and safety system.
- Incorporates health and safety objectives in appropriate employee contracts, position descriptions and performance appraisals
- Actively promotes sound health and safety practice within the Club.

1.3.3 Other Club Officers

- Actively promote sound health and safety practice within the Club.
- Participate in the review of health and safety policy, procedures, documents and objectives
- Ensure all aspects of health and safety are considered during the business activities of the Club

1.3.4 Club Workers

- Actively promote sound health and safety practice within the Club.
- Participate in any review of health and safety policy, procedures, documents
- Report all injuries / incidents to management as outlined further

1.4 Planning / review and evaluation

On an annual basis the Club in conjunction with their governing Provincial Union will review the processes in place and all accompanying documentation. This will ensure continued compliance with relevant legislation and work towards continuous improvement across health and safety. The Club may set objectives to assist in the area of improvement in H&S.

The Club Board will ensure that health and safety is a regular meeting agenda topic. All health and safety matters will be discussed and an action plan completed to remedy any identified Health & Safety system issues or deficits. The outcome of the annual H&S system review will be provided to the Board for their consideration and action if required.

1.5 H&S Self-assessment

The Club will complete a health and safety self-assessment on an annual basis. This will be based around the broad requirements of the ACC - WSD standard and the HSW Act 2015.

(Refer to Appendix 10: Document 2: H&S Assessment and Declaration)

1.6 Key contacts for Health and Safety Information

WorkSafe NZ

Provides a wide range of information and guidance about health and safety in the workplace.

www.worksafe.govt.nz

ACC

Provides information for businesses, employees, employers regarding legislation for health and safety.

www.acc.co.nz

New Zealand Rugby
Kerry Small
NZR ACC Partnership Manager
kerry.small@nzrugby.co.nz
027 284 6316
04 494 0966

Ken Quarrie
NZR Senior Scientist - Performance and Injury Prevention
ken.quarrie@nzrugby.co.nz
027 270 1914
04 471 4045

Rugby Smart

Tips, training guides and coaching videos from experts to ensure players and teams perform at their best - focusing on physical conditioning, rugby techniques and injury management.

www.coachingtoolbox.co.nz/rugbysmart

1.7 Post-game / Competition Review

As part of the weekend post-game or competition assessment, any significant health and safety issues will be noted and action undertaken as necessary. Any serious injury issues will also be advised to the NZR.

Also as part of the annual post-season competition, any health and safety matters will be noted within the review. This will enable any matters to be addressed prior to the subsequent club competition.

2. Hazard Management

2.1 Introduction

Club is committed to regularly identifying and controlling significant hazards that have the potential to cause harm or serious harm to employees, players, spectators or visitors. Systematic hazard assessment and control is the foundation of effective injury prevention. The review and assessment of each identified hazard must determine if it is significant and requires further action.

The HSW Act 2015 outlines the key principles relating to H&S duties is one of “management of risks” (s 30). This duty is imposed on a person by or under this Act requires the person (a) to eliminate risks to H&S, so far as is reasonably practicable and (b) if it is not reasonable practicable to eliminate risks to H&S, to minimise those risks so far as is reasonably practicable.

In essence this requires the Club (as a PCBU) to identify risks that may cause harm to its workers and put in place controls to eliminate (or minimise) the risk.

The risk (also may be referred to as a hazard) may affect the health of a worker (meaning physical and mental health). This does not restrict the harm as being an injury or illness as may have been interpreted historically.

Club recognizes that the greatest risk of harm to its workers is faced by its rugby players. This occurs within the physical environment of the game. For example, the physical environmental conditions, pre-season training, scrummaging, tackling and foul play are all significant hazards. There are also risks to be controlled within the administrative environment, such as workstation layouts, manual handling activities or bar / kitchen management.

Health and safety within the Club has a wide range of personnel involved in its management. This may include players, coaches and team management. The reason for this is the complex nature of the game and working environment and the requirement to have leaders heading health and safety (including hazard management) that are skilled and experienced enough to do so.

The NZR ACC Partnership Manager position is required to have broad health and safety / hazard management experience and health and safety qualifications. The NZR Senior Scientist - Performance and Injury Prevention is required to have experience in injury prevention. Both of these NZR positions are available as resources to the Club.

Risk reviews will be conducted six monthly to ensure the effectiveness and appropriateness of hazards and their controls.

The purpose of controls is to reduce the level of risk to as low as reasonably practicable. Controls are to be introduced to safeguard people in the most practical and effective way.

Controls should target both the hazard source and the people that are exposed to the hazard.

(Refer to Appendix 10: Document 3: Risk (Hazard) Register)

2.2 Risk assessment for hazards

The Club takes a risk assessment approach when identifying hazards and determining the seriousness of any particular hazard and ensuring the control is appropriate for the risk level assigned.

The following matrix (adapted from AS/NZS 4360:1999 - Risk Management) is used to determine whether they are 'significant' hazards and estimate the level of risk.

The consequence rating is based on the potential outcome of the hazard before any controls are applied (i.e. what harm could this hazard cause if it was uncontrolled). After assessing the potential outcome, the likelihood is estimated on the basis of experience, evidence and possibly expert assessment that such an outcome could occur or has actually occurred.

Likelihood (Chances the harm could occur)		Consequences (Potential Outcome)				
		Insignificant (minor 1 st aid) 1	Minor (Medical treatment) 2	Moderate (Lost time injury) 3	Major (Serious harm) 4	Catastrophic (Fatality) 5
Very Rare	1	2	3	4	5	6
Unlikely	2	3	4	5	6	7
Moderate	3	4	5	6	7	8
Likely	4	5	6	7	8	9
Almost certain	5	6	7	8	9	10

Likelihood of an occurrence descriptions.

Level	Descriptor	Description
1	Very Rare	The event may occur only in exceptional circumstances.
2	Unlikely	The event could occur at some time.
3	Moderate	The event should occur at some time.
4	Likely	The event will probably occur in most circumstances.
5	Almost certain	The event is expected to occur in most circumstances.

Consequence of an occurrence.

Level	Descriptor	Description
1	Insignificant (minor 1 st aid)	Minor on site care only
2	Minor (medical treatment)	First aid treatment, usually on site.
3	Moderate (Lost time injury)	Medical treatment required, time off work and / or alternative duties.
4	Major (Serious harm)	Extensive injuries or serious harm.
5	Catastrophic (Fatality)	Death or serious harm injuries to more than one person.

This risk assessment process is incorporated into the hazard assessment process. All hazards are assigned a risk factor and the controls measure put in place should reduce this risk level to a level that is acceptable to the organisation.

High risk factors should have management and / or specialist input into ensuring the control measures are the most appropriate that are available.

2.3 Hazard Identification Process

The following process is implemented to reduce the likelihood of such hazards occurring and/or causing harm. -:

1. Identify the hazards in all work areas and activities that workers are involved in
2. Assess the hazards, identifying issues of significant hazards and potential harm results.
3. Determine the appropriate hazard control mechanism through elimination or minimization of the hazard.
4. Complete the hazard register detailing the new hazard and control method.

Any new hazards identified at any time of the year can be notified to PU management by completing the Hazard Notification Form.

(Refer to Appendix 10: Document 4: Hazard Notification Form)

2.4 Hazard Management Procedure

1. Ensure that workers are aware of the control procedures in place in relation to the hazards in the workplace.
2. Monitor the hazards to ensure the controls are effective on an ongoing basis and update the hazard register accordingly. This will be done on a 6 monthly basis (pre and post club rugby season) and as required when preparing for home and away games.

2.5 Rugby Specific Related Hazards

With regard to hazards associated with the game and training for the game, the NZR Senior Scientist- Performance and Injury Prevention can also be involved.

At the present time, the NZR and ACC have developed a joint programme on managing the risk associated with the game of Rugby. In New Zealand these two organizations will know more of the hazards and risks associated with the game.

The **Rugby Smart programme** is a specific computer based training programme for all people involved in the game (coaches, players etc.). Refer to www.coachingtoolbox.co.nz/rugbysmart for more information.

2.6 Work Areas

The Club will ensure that those areas of the worksite not for general population access are clearly designated as “no go” areas or an equivalent.

All visitors to the Club worksite will be required to be signed in and remain under the direct control of the person they are visiting while they remain on site.

A visitor logbook will be utilized to ensure that adequate information is contained as to visitors arrival and departure from the site.

Visitors will be provided with personal protective equipment while on site if it is required.

3. Reporting, Incident and Accident Investigation

3.1 Introduction

The purpose of an incident / accident reporting system is to ensure that all events are reported and can be investigated to determine causation and any necessary corrective action required.

It is essential all incidents are investigated and the findings fed back into the Club health and safety system to remedy controls that may not fully address the hazard concerned.

The Club uses a manual paper based system for the reporting and recording of all incidents. The form for this is noted below in the process information.

This will be for all workers of the Club.

When an injury occurs, if the injury requires treatment, the worker must attend a doctor or physiotherapist to ensure an ACC claim is lodged. A copy of this ACC45 claim form should be supplied to the Club so an investigation can be undertaken on the incident.

It is expected that claims or injuries will be advised to the Club within 48 hours of occurring and supporting documentation supplied so the incident can be investigated.

3.2 Claim / Incident Reporting Process

1. Injury is suffered. The incident / accident is reported to the Club H&S delegate and an Incident and Accident Notification form is completed. This must be completed for all incidents irrespective of how serious.
2. The worker provides the Club with a copy of the ACC45 claim form from the treatment provider.

(Refer to Appendix 10: Document 5: Incident and Accident Notification Form)

This form is to be filed to create a complete Accident Register. Copies of all completed investigation reports will be retained by the Club Health & Safety coordinator.

3. The Club must notify WorkSafe NZ as soon as possible that a notifiable event, notifiable incident or notifiable injury / illness has occurred by the fastest means possible. This may be by telephone. If written notification is required this should be provided to WorkSafe within 48 hours of this notification.

(Refer to Appendix 10: Document 6: WorkSafe Notification Form)

4. The Club will undertake a review of the injuries that have occurred each six month period and review causation to ensure that the hazard investigation and control processes have captured these issues.

3.3 Notification to WorkSafe NZ

HSW Act 2015 outlines the situations where reporting is required to WorkSafe. S 23 outline the reporting requirements of a notifiable injury or illness. These cover

- Amputation of any part of his or her body, a serious head injury, a serious eye injury, a serious burn, the separation of his or her skin from an underlying tissue, a spinal injury, the loss of a bodily function or serious laceration.
- An injury or illness that does or would require hospitalization immediately.
- An injury or illness that does or would usually require medical treatment within 48 hours of exposure to a substance.
- Any serious infection to which the carrying out of work is a significant contributing factor.
- Any other illness or injury declared.

S 24 outlines the requirements for reporting of notifiable incidents.

S 25 outlines the requirements for reporting notifiable events. These are any events that cause the death of a person, a notifiable injury / illness or notifiable incident.

In cases of serious spinal or head injury or death, verbal notification must be provided to WorkSafe notification as indicated above must be made verbally as soon as possible after the event and within 48 hours in writing if requested. It is a requirement that all staff co-operate fully with any external agencies that are directed by WorkSafe to investigate incidents/accidents.

The accident scene must not be disturbed until WorkSafe approval has been given, except when immediate action is required to:

- Save lives
- Prevent or relieve suffering of any person
- Prevent further harm or damage to property.

Copies of all notification reports to WorkSafe are to be retained by the PU.

3.4 Early Discomfort Reporting

The reporting of early discomfort is an essential process in the early intervention and minimisation of musculoskeletal conditions often resulting from administrative / computer based work. All Club workers must report any aches / discomfort in upper limbs / shoulders and neck to the H&S delegate.

Rehabilitation and alternative work duties may be provided to enable an early and sustainable return to work. Club is committed to supporting employees remain in employment.

Any Club worker experiencing early signs of discomfort or pain should complete the Early Discomfort Report Form.

(Refer Appendix 10: Document 7: Early Discomfort Report Form)

4. Emergency Management Planning

4.1 Introduction

As part of good health and safety management it is essential that an effective and well-documented emergency plan exists to safeguard employees and others on site.

Given that one of the places of the work for the Club is a publicly accessible place where spectators may come to watch rugby games, this is particularly important.

Evacuation drills of the Playing / Training facility are coordinated by the Club and / or local council whereas Evacuation Drills at the offices are coordinated through the Club. Any specific issues or concerns should be fed back to the Club so they may be resolved.

The emergency plan developed for the Club will assist in:

- Saving lives
- Reducing the incidence or severity of injuries
- Minimizing trauma to staff or other people affected by the emergency
- Reducing the risk of loss or damage to property and equipment
- Reducing the risk of damage to the environment
- Minimise financial loss to the organisation and all stakeholders.

All likely emergencies will be identified and an “Emergency Plan” developed in preparation for such an emergency.

Practice drills will be undertaken no greater than 6 monthly. Following practice drills and/or after any actual emergency event, a consultative review of emergency response procedures should be undertaken by the Club. Details of the emergency plan will be provided to all employees at induction and be available at all times onsite.

A designated warden has been identified for each key area of the work place:

- ????

Personnel qualified to provide first aid in the event of an incident or emergency are as follows:

- ????

The CEO will budget for and authorise any training and update the first aider’s qualifications as required. First aid facilities are available within the Club site at _____ (location). Medical services beyond basic first aid is available at local medical center / hospital or ambulance services. A register will be retained to record any first aid training and when these are required to be renewed.

It is essential all staff are aware of who the designated wardens are. This information is displayed alongside the Emergency Evacuation Documents in the Zone Warden Areas specified above.

Appropriate training will be provided so the wardens are fully aware of what actions need to occur, when and how before an actual emergency occurs. Wardens receive training as a result of any evacuation drill. Following an evacuation, the Club is provided with feedback regarding the overall performance of the wardens in executing an effective and efficient evacuation. The PU will provide refresher training for wardens as required to ensure they understand what is required of them.

(Refer Appendix 10: Document 8: Training register)

4.2 Responsibilities

Wardens	<ul style="list-style-type: none">• Actively manage any drill or actual emergency event• Ensure they are adequately trained to undertake the role of warden and are fully aware of the activities required in this role
First aiders	<ul style="list-style-type: none">• Provide first aid until such time as ambulances arrive
Workers	<ul style="list-style-type: none">• Follow the directions of the wardens and evacuate the work area, congregating at the designated area and awaiting further instructions
Team Doctor / physiotherapist	<ul style="list-style-type: none">• If on premises during a drill or actual emergency event, provide medical support as required
Club CEO or designate	<ul style="list-style-type: none">• Ensure wardens are provided the training they require to effectively undertake the duties required• Ensure all employees are fully aware of the emergency plan and what to do• Be involved in the emergency plan development and review• Critically review the plan after any drill or actual emergency event to ensure it is appropriate and covers all areas as required

4.3 Emergency Plan

(Refer to Appendix 10: Document 9: Emergency Plan)

This plan will also be found in key locations such as beside key exit doors, within the training room and office area. The key locations are:

- ???

As this plan is a “living document” it is essential it is reviewed on a regular basis (not less frequently than annually) and updated following each drill and an actual event.

5. Worker training in health and safety

The Club may provide a variety of health and safety training programs for all workers associated with the game and administrative roles in order to ensure all staff are adequately trained to complete their work safely and efficiently.

Initial information is provided during recruitment and induction. This will be expanded on during the initial phase of employment and through ongoing supervision. Health and safety information and training needs in relation to a specific role, and/or responsibilities, are identified at recruitment and implemented prior to commencement in the role.

Training needs will be reviewed on a yearly basis or as staff take on new roles, responsibilities or tasks, or move to a new work environment to ensure these are adequately addressed.

Any ongoing certification requirements (such as first aid) are monitored to ensure these are renewed prior to their expiry.

All Club positions (excluding players) will have documented job descriptions detailing the specific duties they are required to undertake. Documentation detailing any training will be retained along with their job description on their personnel file.

5.1 Worker Induction

All Club workers will undergo a health and safety induction. These will cover off:

- Hazard identification and management
- Incident and accident investigation
- Emergency management procedures
- The use and maintenance of PPE (personal protective equipment)
- An overview of the ACC claims process and rehabilitation support
- General overview of issues pertaining to travel and games away from the home location

(Refer to Appendix 10: Document 10: H&S Checklist for New Employees)

5.2 Worker training and supervision

All Club workers will be supervised until such time as they are deemed proficient at their role. All H&S issues will be considered during the initial phase of employment to ensure any risks (or hazards) to the worker are minimised by controls.

All trainers, as per their job descriptions, are qualified and experienced in their respective positions. All Club Rugby coaches are well experienced in the game of Rugby and may have completed formal coaching qualifications e.g. as provided through the High Performance Unit of the NZR.

A training register will be retained for all Club workers as required.

(Refer Appendix 10: Document 8: Training register)

All rugby players will have their training overseen by the Club coaching and management team. Training plans for players may be incorporated into the National Rugby Data Base rather than on the training template here.

5.3 Health and Safety Forum

Workers of the Club may opt to have a Health and Safety Committee. This committee would normally comprise of management representatives, administrative staff and nominated player / staff representatives. Members to this committee should be elected by fellow workers if a committee is required.

This committee would meet quarterly through the year and undertake some health and safety activity each quarter. The activity may differ each quarter depending on the timing of the Rugby Competition at that time. Such activities may include objective setting and review, hazard identification and review, injury prevention strategy development as well as the full health and safety procedure development, implementation and review.

(Refer Appendix 10: Document 11: Health & Safety Committee Minutes)

5.4 General Roles and Responsibilities

5.4.1 Club Workers

- To report all incidents and accidents to their Manager and / or Medical staff
- Communicate health and safety issues to the H&S Representative / Committee or Management
- Be aware of significant hazards related to their role
- Participate in relevant health and safety training

5.4.2 Rugby Players

- To ensure they adhere to the safety laws of the game
- To report all incidents and accidents to their Team Manager and / or medical staff
- To follow the principles contained in Rugby Smart
- Participate in the conditioning and training programs prepared by trainers, coaches and medical staff
- Communicate health and safety issues to the H&S Representative / Committee or Management
- Be aware of significant hazards related to their role
- Participate in relevant health and safety training
- Comply with any rehabilitation process that may be required by ACC

5.4.3 Health and Safety Designate

- Develop the Club's Health and Safety Program in conjunction with the Health and Safety Committee
- Oversee the implementation of the strategies in the Health and Safety Policy
- Ensure the Health and Safety Manual is kept up to date
- Provide leadership and direction at the Club for health and safety
- Active Health and Safety Committee member
- To ensure all site visitors and contractors to the Club Training Facility are inducted on health and safety matters
- To report all player serious harm injuries to WorkSafe NZ
- To report all serious injuries to NZR

5.4.4 Health and Safety Committee (if applicable)

- Provide leadership and direction at the Club for health and safety
- To meet quarterly and review the health and safety objectives, review any health and safety issues and monitor hazard control mechanisms
- Keep minutes of these meetings
- Conduct twice yearly hazard reviews and update the hazard register accordingly
- To feedback any health and safety issues to the CEO and ensure the necessary corrective action is undertaken and appropriate for the situation
- On an annual basis have the Safety Committee involved in the review of the processes included in the safety management program

5.4.5 Team Manager

- To ensure players are aware of any hazards or significant health and safety issues arising during the game, at training or on tour
- To ensure H&S inductions are undertaken each year with newly contracted players
- Participate in all health and safety issues / areas as required by the Club
- To be actively involved where required in the rehabilitation / return to work process for injured players (if required)

5.4.6 Coaches and Trainers

- To ensure all players are aware of the principles of Rugby Smart and any significant hazards related to their playing position(s) or role in the game
- To understand and implement the principles of Rugby Smart and monitor the performance of players
- To ensure players are physically prepared to meet the physical demands of the game and their respective position as referred to in Rugby Smart
- To adhere to safe training procedures
- To assist with the production and annual review of the hazard register in particular in relation to the gym and other training environments

5.4.7 Medical Staff (if applicable)

- To co-ordinate any pre-employment screening, fitness testing and ongoing health monitoring (if required)
- To report all incidents/accidents causing injury to players
- To perform treatment and rehabilitation obligations to ensure a speedy return to full duties

6. Worker Health Monitoring

6.1 Purpose

The purpose of health monitoring is to identify as early as possible any variations to staff health or environmental aspects resulting from work conditions so that appropriate corrective action(s) can be taken. If required, Club will undertake health monitoring of any environmental or personal factors that may affect the workers' health status.

Pre-employment screening may be done of workers to identify any pre-existing condition that may affect their ability to perform their duties or that require ongoing monitoring. This pre-employment screen can assist in establishing a baseline of disability.

At conclusion of employment or contract period a post-employment screen can also be undertaken to identify any health or injury concerns of exiting workers.

Any work station assessments required by personnel of the Club will be organized by the CEO or H&S designate.

7. Equipment, Purchase and Design

7.1 Introduction

The Club will ensure that all purchasing or design decisions have been considered from the perspective of health and safety to minimise the risk of accidents arising from unsafe equipment or work place design.

Consultation with any relevant expert personnel should be undertaken prior to and during the implementation phase to ensure the changed process or new equipment meets the requirements of the function it is to perform.

7.2 Procedures

When purchasing plant, equipment and materials, particular care must be taken to ensure that the safety aspects of those items are considered.

When purchasing equipment, the following areas are to be considered (if applicable):

- Design features for safety
- Availability of safety and training information
- Conformance to national or international standards
- Testing information
- Areas of operations including installation, adjustment, maintenance, dismantling and repair, etc
- Ergonomic considerations
- Environmental considerations (e.g. noise)
- Availability of spare parts

The supplier must be made aware of any specific health and safety concerns of the Club before supplying or purchasing any product or equipment.

The CEO or H&S designate will oversee the purchase of any equipment required by the Club. The coach or trainer will oversee the purchase of any gym and / or training equipment to ensure its suitability for the Club environment and workers likely to use the equipment. The coach or trainer will oversee the maintenance register of any equipment on site and ensure all workers using the equipment have undergone an induction on its safe use and retain the training log proving this.

8. Contractors, Suppliers and Visitor Management

8.1 Overview

The Club will have systems in place to ensure that contractors or visitors on site do not cause harm to their workers. Conversely it is also important that nothing within the work place or processes exposes or places contractors or visitors at risk of harm.

8.2 Visitor Management

All visitors to the Club facility will sign a visitor book and it is up to the staff member being visited to ensure the safety of the visitor while on Club premises and ensure that person remains under their control at all times.

On evacuation in an emergency, the Club H&S designate will provide the visitors' book to the Fire Warden to ensure all visitors to the building have been accounted for. Information on the evacuation procedure in the event of an emergency should be advised to all visitors.

8.3 Contractor Management Overview

The Club will take all practical steps to ensure that contractors, subcontractors and Club staff are protected from harm while contractors perform work for the Club.

It is essential for the safety of all Club employees, that contractors (including subcontractors or their employees) do not cause harm to Club employees. This may occur as a result of an activity they undertake on the work premises but also as a result of neglect to perform a particular activity, which then causes harm to an employee.

All contractors brought into the Club workplace will undergo a health and safety induction. The purpose of this induction is to minimise the risk of injury to Club employees and may include such activities as:

- Identifying areas of exclusion to contractors
- Requirement to "mark off" danger areas where the contractors are
- Making the contractor aware of the Club Health and Safety Programme
- Giving an overview of emergency planning in place
- If required, have the contractor sign off on the induction so they understand their obligations

It is essential that any contractor on site remains under the strict supervision and guidance of the appropriate Club personnel.

Contractors seeking to provide services to the Club will be required to provide information regarding their own health and safety management system. This may encompass training their staff have undertaken as well as any necessary certification or permits that may be required. Existing contracted providers will be required to provide similar evidence as their contracts come up for renewal. Health and safety responsibilities will be written into any service contracts that Club enters into.

PU expects that all contractors will take all necessary actions to ensure the safety of their own employees while on Club premises as well as ensure their actions do not harm any Club employee.

During and at the conclusion of a contract for service, health and safety will be considered when evaluating the service that was provided. If any issues were noted, these will be fed back to the provider concerned. Any identified issues or matters should be fed back into the health and safety hazard management system.

8.4 Contractor Identification and Management Procedure

The Club identifies 3 types of contractors that may enter the Club premises:

Category A: these contractors are involved in one off, very quick activities and may not necessarily be contracted again in the future.

Category B: these contractors are regular contractors of the Club and may include such groups as the Cleaners, Air Conditioning Workers, Electricians and Security Guards. This is not an exhaustive list and may include others not yet identified.

Category C: these contractors are generally on site for much longer periods of time and may include such groups as building / construction personnel.

Requirements:

Category A: these types of contractors will be treated as visitors to the Club. They are managed in the same manner as visitors and while on site remain under the direct supervision of the executive assistant (or other person as designated at the time). Information regarding hazard management and emergency evacuation procedures are provided verbally at the time they attend reception. They will be required to sign in as a visitor.

Category B: these contractors will require a short induction at commencement of a contract and annual reminders during the period the contract remains in force.

This will involve the following steps:

1. Identify all contractors used by the Club.
2. These contractors that are onsite regularly will be taken through the Club induction information on their next visit and sign the induction sheet to indicate they have understood the Club's health and safety programme.
3. The Club Manager (or designate) will obtain copies of all contractor agreements (where applicable) with the Club.
4. The Club Manager will review copies of all contracts to determine the extent to which health and safety matters are contained within the contract.
5. Those contractors that are not regularly on Club premises will have the induction information sent to them and actively followed up to ensure this is read and returned, signed to the Club.
6. The Club Manager will timetable the annual reminder letters to the contractors to ensure they continue to understand the Club's health and safety requirements and have updated signed induction sheets completed.

Category C: these contractors will generally be contracted by the Building Owner/landlord rather than directly by the Club. If however the Club contracts them then the same steps as per Category B contractors will apply. As well however, the following will also be undertaken;

1. Regular monitoring of the work area of contractors by the Club CEO.
2. The Contract of Service between the Contractor and the Club must have particular and detailed reference to health and safety. This will include details on the Health and Safety Management system policy of the Contractor, hazard recognition and management as well as the training and supervision of workers while on Club premises.
3. Depending on the nature of the service required, the Club may request specific detail of the Contractors Health and Safety Performance and Policy.
4. Depending on the nature of the service required, the Club may include specific KPI's pertaining to Health and Safety.

(Refer to Appendix 10: Document 12A or B: Induction Information for Contractors)

(Refer to Appendix 10: Document 13 Contractor Health and Safety - Reviews)

9. Competition / Tournament or Game Management

9.1 Introduction

It is the overall responsibility of the Club to ensure that all practicable steps are taken to prevent any harm occurring to persons in or around the place of work which includes the match venue, training facilities and any place of accommodation. The focus of this section is on the match venue.

The HSW Act 2015 clearly indicates that several PCBU's may have the same duty of care over the same work area or activity. This is a critical factor when thinking H&S in competition, tournament or game management.

9.2 Processes for the Competition / Tournament or Game

The Match Manager (or equivalent) is responsible for ensuring that following aspects of health and safety have been considered and all practicable steps have been taken to reduce the risks for Club workers and players as well as the public.

These actions are as follows:

- check that the venue health and safety management system and plan is up to date
- note any new hazards recorded in the plan and their control mechanism
- give consideration to the medical needs for the event and ensure sufficient medical support is available. This covers matters such as first aid facilities, medical equipment and rooms (if necessary), ambulance and hospital services etc
- check the plan for security at the match, including liaising with police as required
- check all necessary consents have been obtained for the match e.g. working at height, alcohol, concession stands, fire service, council
- check the traffic management plan is in place and up to date
- inspect the venue on the day of the match for hazards (with venue staff and security as necessary)
- check the emergency evacuation plan and all the medical facilities , first aid equipment is present
- sign off the health and safety management plan/checklist with the venue
- Provide evidence of a briefing document for both team managers and match officials on emergency and evacuation procedures no later than 12 hours prior to the commencement of the match.

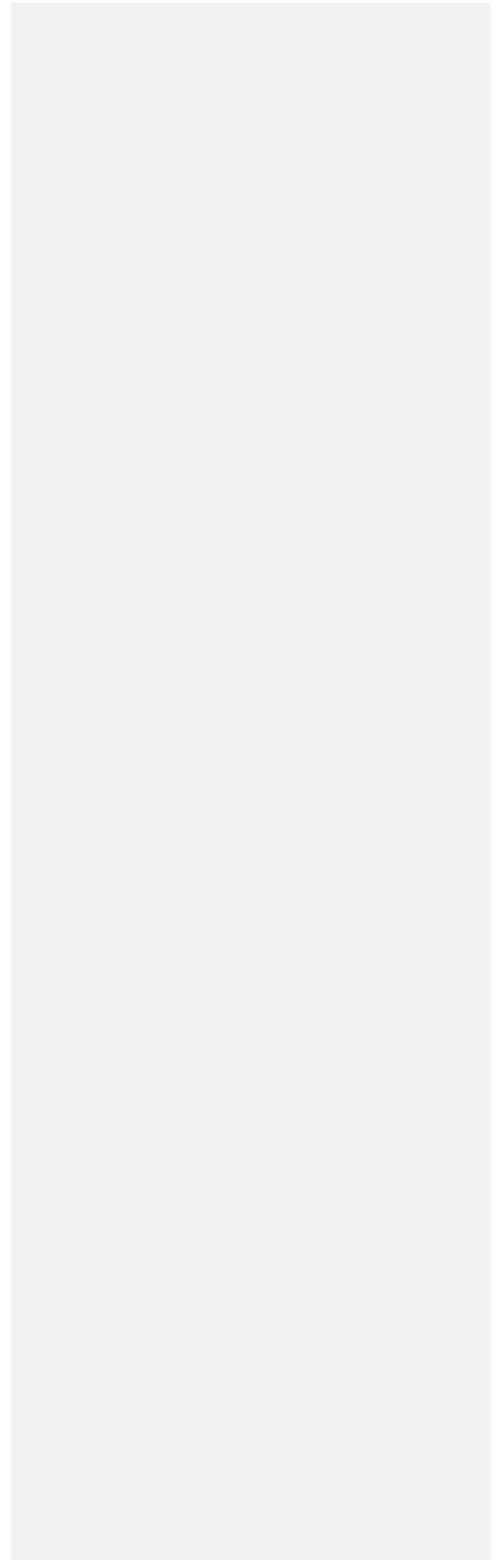
The team manager (or equivalent) will be responsible for ensuring they have received a full health and safety briefing from the match manager that identifies any significant hazards and the appropriate controls, the emergency and evacuation plan as well as any relevant information as collated by the match manager above. The team manager must be aware of the specific demands on them in the event of an emergency; particularly around evacuations.

On arrival at the venue, the Event Manager will need to ensure all players, volunteers and coaches are aware of any hazards or H&S matters that could have an impact on them.

If any health and safety issues arise during the management of an event, this should be fed back into the Club H&S processes.

10. Appendix

The following documents and templates are referenced throughout the Health and Safety Plan and are to be used in conducting the health and safety activities covered in the PU health and safety management system.



Appendix 10: Document 1: Health and Safety Policy

Club Health and Safety Policy

The Club is committed to providing a safe and healthy work environment for staff members, visitors and contractors and to continually improve the systems and practices including by providing appropriate resources to achieve this.

PU's health and safety system aims to:

- Establish safe work practices
- Maintain healthy working conditions
- Provide adequate first aid facilities
- Promote and provide a safe and healthy environment
- Establish and maintain communication on health and safety
- Identify needs and provide training on health and safety
- Demonstrate a commitment to accurate reporting and recording of health and safety matters
- Comply with legal obligations
- Identify and control actual and potential hazards
- Continually improve current health and safety performance
- Encourage each employee to take responsibility for health and safety
- Actively encourage the involvement of employees and employee representatives in health and safety
- Ensure accurate and timely reporting is undertaken of incidents
- To ensure management accountability for health and safety outcomes

A safe and healthy work environment is achieved through the cooperation and compliance of every staff member. Staff members are responsible for observing safe work practices; following Club procedures and complying with relevant work standards and statutory obligations.

This policy applies to all staff members of PU including fixed term, part time and casual staff.

Senior management of the Club is committed to maintaining a safe working environment for its employees. Health and safety will be coordinated at a senior management level (although certain functions may be delegated at different levels).

Approved by

Name:
Chief Executive Officer
Date:

Appendix 11: Document 2: Self-assessment Checklist and Statutory Declaration

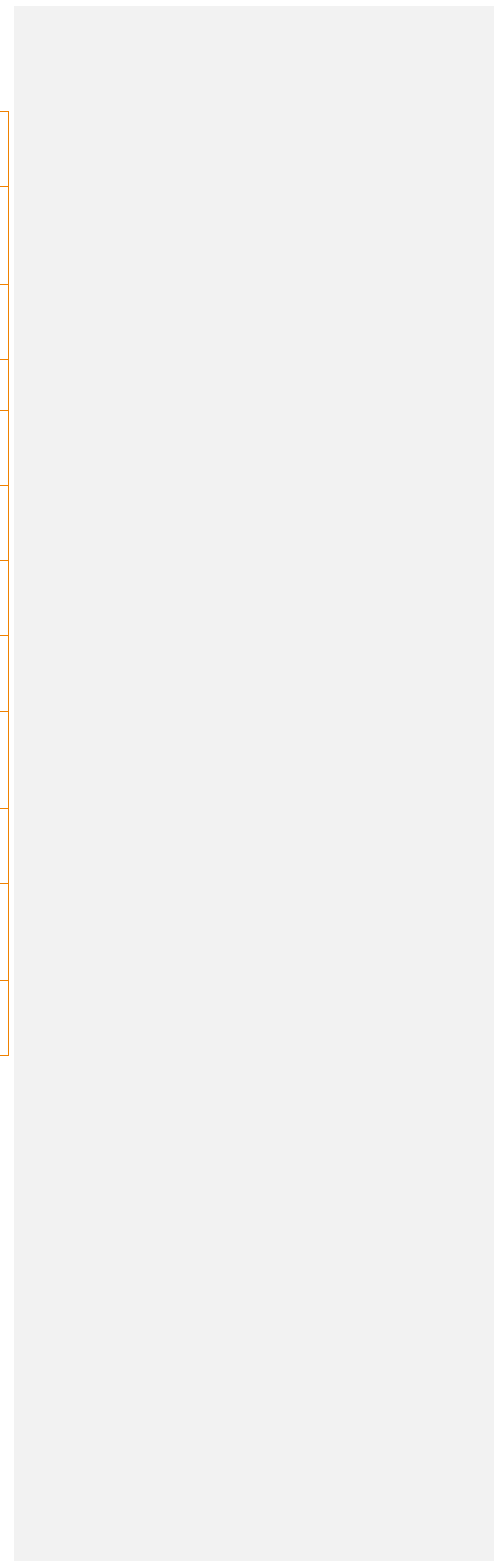
Self-Assessment Checklist

H&S System	Policy components	Review date
Employer commitment to health and safety	<ul style="list-style-type: none"> • Outline of Health and safety programme (objectives) • Employer commitment including employer and employee responsibilities • Volunteers (education/training) • Health and safety committees • Acknowledgment of and cross-reference to relevant legislation • Quality systems that support health and safety such as internal audit 	
Hazard identification and management	<ul style="list-style-type: none"> • Hazard identification process and risk analysis • Managing hazards • Stress at work/mental health & safety focus • Occupational Overuse Syndrome prevention • Manual handling guidelines • Smoke-free workplace • Forms for hazard identification and analysis 	
Accident reporting and management	<ul style="list-style-type: none"> • Definitions of accident and serious harm • Procedures for investigating and recording accidents • Making claims • Rehabilitation – employer commitment to vocational rehabilitation programmes and early return to work • Forms for recording accidents and investigations 	
Emergency planning and readiness	<ul style="list-style-type: none"> • First Aid • Disaster management (fire, earthquake, flood) • Management of an unwanted visitor, bomb threat 	
Employee information, training and supervision	<ul style="list-style-type: none"> • Induction process & training • Employee responsibilities/position descriptions accurate • Ongoing training and staff development • Cross-references to employer commitment 	
Employee involvement	<ul style="list-style-type: none"> • Employee participation • Cross reference to health and safety committees 	
Contractors and visitors	<ul style="list-style-type: none"> • Definitions • Processes to ensure safety while on-site • Responsibilities of Contractors for health and safety 	

Event management	<ul style="list-style-type: none"> • Health and safety off-site • Responsibilities and functional relationships with other stakeholders • Checklists managing risk – event management 	
-------------------------	--	--

Questions	Response	Follow-up required? (when & who by)
Who is your H&S Representative?		
Has this person had recent training in H&S? (specify what and when)		
Do you have a visitors' book or other mechanism for monitoring and ensuring visitor safety?		
Do you have a contractors' book or other mechanism for monitoring & ensuring contractor & staff safety?		
Do you provide information to visitors & contractors of hazards & emergency procedures? (How is this done?)		
Do you obtain information from contractors about hazards they may be bringing on-site?		
Do you have a qualified first aid person? (When does their First Aid Certificate expire?)		
Do you have first aid supplies? (Are they current & complete?)		
Have you identified hazards?		
Do you have a hazards register? (Is this regularly updated?)		
Have you had any expert assistance to identify or mitigate hazards?		
Have you had any incidents & accidents?		
Have incidents & accidents been recorded?		
What action has been taken as a result of incidents & accidents?		
Have you had regular H&S meetings? (If yes, how often?)		
Are there minutes of these meetings including who attended & action plans where applicable?		

Have you circulated any material relating to H&S in staff newsletters or emails over the past year?		
Have staff been informed that they are able to have a representative or union representative assist them in relation to the H&S matters?		
Have staff participated in the review of any policies or procedures relating to H&S?		
Do you set yearly objectives for H&S?		
Do you have a management plan of how these objectives will be achieved?		
Have you undertaken a review of objectives to monitor progress toward achievement?		
Do you have copies of H&S inspections of equipment (e.g. of fire extinguishers) /fire drills etc?		
Do you have a fire warden? (If yes, has this person had fire warden training?)		
Do you have reference material available to staff regarding H&S matters in addition to any policies and procedures?		
Is there an orientation or induction process for new staff that includes H&S?		
Are H&S responsibilities assigned to managers or the H&S Representative and written into the job description of those people?		
Are H&S responsibilities included in the performance review of staff?		



Appendix 11: Document 2: Self-assessment Checklist and Statutory Declaration

Club Statement of Confirmation in Health and Safety

I state that _____ (Club) has an active health and safety system in place protecting the welfare and safety of all players and staff.

Please indicate Yes or No Yes: _____ No: _____

Number of WorkSafe Investigations, Prosecutions, Pending Prosecutions or Improvement Notices:

Copies of WorkSafe investigation documentation, accident investigation reports and correction action reports are attached:

Yes: _____ Not Applicable: _____

Key People who assisted with the completion of this Statement:

Club Representatives: (Please list and provide contact details)

- 1.
- 2.
- 3.
- 4.

Employee Representatives: (Please list and provide contact details)

- 1.
- 2.
- 3.
- 4.

Signed Name _____
_____ (CEO)

Club: _____
Address: _____

Date: _____

Appendix 10: Document 3: Hazard Register

Club Hazard Register

RUGBY CLUB HAZARD REGISTER									
Last updated 29 June 2016									
<i>All health and safety policies are reviewed annually by the Club Health and Safety Committee and Management</i>									
<i>The Club Hazard Register is classed as "ongoing" with effectiveness of hazard management forming part of all H&S meetings and the annual review of all policies and procedures.</i>									
		Hazard Identification			Control Mechanisms			Monitoring effectiveness	
Where	Hazard	Potential Harm	Risk Rating pre-control	Significance (N / Y)	Control type	Risk rating with control	Control / actions	Control Reviewed	Completed date

Other actions to be undertaken as identified in hazard review:

What	When	Who

Sign off:

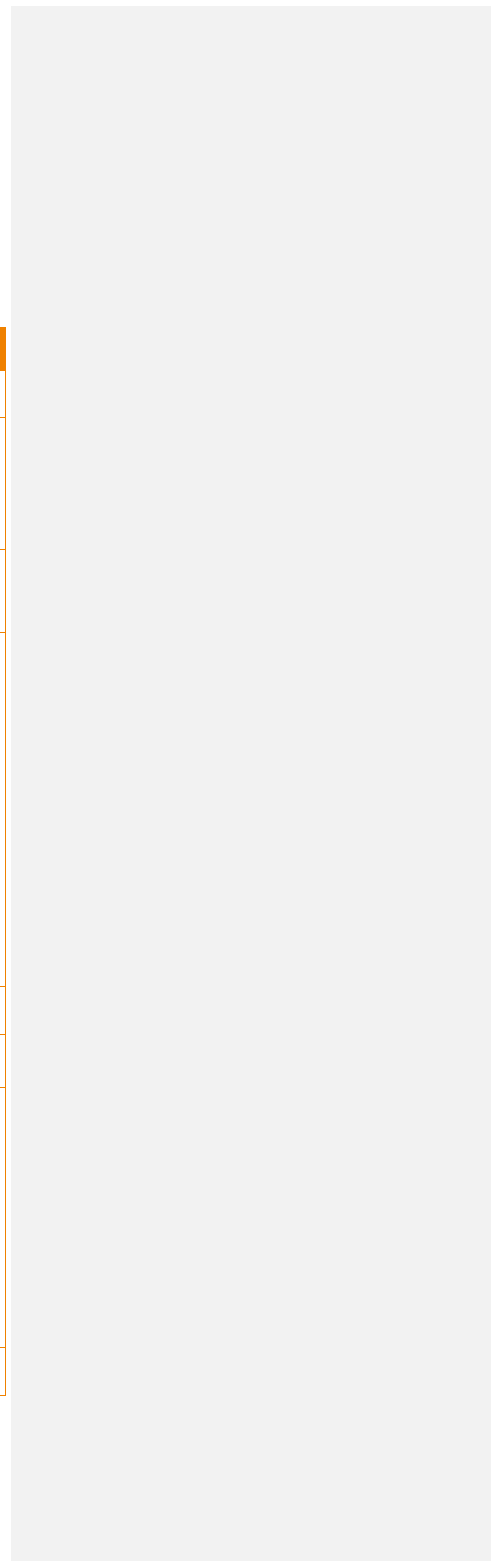
Management		Date	
Employee rep		Date	

Appendix 10: Document 4: Hazard Notification Form

Club Hazard Notification Form

Any employee who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or an existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk.

Hazard Notification Form			
Your name:	Date:	Location:	Notification to:
	Date observed:		
Description of hazard including significance in your opinion:	Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:	
Signature of person notifying this hazard:			
Health and safety representative report including analysis and action taken:			
Date entered into the hazard register:			



Appendix 10: Document 5: Incident and Accident Notification Form

Accident Investigation Form



Ministry of Business,
Innovation & Employment

Name of organisation: Branch/department:

PARTICULARS OF ACCIDENT			
Date of accident	Time	Location	Date reported
MTWTFSS			

THE INJURED PERSON				
Name		Address		
Age	Phone number			
Date of accident		Length of employment — at plant on job		
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		

DAMAGED PROPERTY	
Property/ material damaged	Nature of damage
	Object/substance inflicting damage

THE ACCIDENT			
Description			
Describe what happened (space overleaf for diagram — essential for all vehicle accidents)			
Analysis			
What were the causes of the accident?			
HOW BAD COULD IT HAVE BEEN?		WHAT IS THE CHANCE OF IT HAPPENING AGAIN?	
<input type="checkbox"/> Very serious	<input type="checkbox"/> Serious	<input type="checkbox"/> Minor	<input type="checkbox"/> Minor
			<input type="checkbox"/> Occasional
			<input type="checkbox"/> Often
Prevention			
What action has or will be taken to prevent a recurrence?	Tick items already actioned	By whom	When
Use space overleaf if required			

TREATMENT AND INVESTIGATION OF ACCIDENT			
Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Accident investigated by	Date	DOL advised YES / NO	Date

Appendix 10: Document 6: WorkSafe Notification Form

FORM OF REGISTER OR NOTIFICATION OF CIRCUMSTANCES OF ACCIDENT OR SERIOUS HARM

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992. For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable.



1. Particulars of employer, self-employed person or principal:
(business name, postal address and telephone number)

2. The person reporting is:

an employer a principal a self-employed person

3. Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

4. Personal data of injured person:

Name:

Residential address:

Date of birth: DD / MM / YEAR

Sex: (M/F)

5. Occupation or job title of injured person:
(employees and self-employed persons only)

6. The injured person is:

an employee a contractor (self-employed person)
 self other

7. Period of employment of injured person:
(employees only)

1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

8. Treatment of injury:

None First aid only
 Doctor but no hospitalisation Hospitalisation

9. Time and date of accident/serious harm:

Time: (am/pm)

Date: DD / MM / YEAR

Shift: Day Afternoon Night

Hours worked since arrival at work:
(employees and self-employed persons only)

10. Mechanism of accident/ serious harm:

fall, trip or slip heat, radiation or energy
 hitting objects with part of the body
 biological factors sound or pressure
 chemicals or other substances mental stress
 being hit by moving objects body stressing

11. Agency of accident/ serious harm:

machinery or (mainly) fixed plant
 mobile plant or transport
 powered equipment, tool, or appliance
 non-powered handtool, appliance, or equipment
 chemical or chemical product
 material or substance
 environmental exposure (eg dust, gas)
 animal, human or biological agency (other than bacteria or virus)
 bacteria or virus

12. Body part:

head neck trunk upper limb
 lower limb multiple locations
 systemic internal organs

13. Nature of injury or disease:
(specify all)

fatal
 fracture of spine
 other fracture
 dislocation
 sprain or strain
 head injury
 internal injury of trunk
 amputation, including eye
 open wound
 superficial injury
 bruising or crushing
 foreign body
 burns
 nerves or spinal chord
 puncture wound
 poisoning or toxic effects
 multiple injuries
 damage to artificial aid
 disease, nervous system
 disease, musculoskeletal system
 disease, skin
 disease, digestive system
 disease, infectious or parasitic
 disease, respiratory system
 disease, circulatory system
 tumour (malignant or benign)
 mental disorder

14. Where and how did the accident/serious harm happen?
(If not enough room attach separate sheet or sheets.)

15. If notification is from an employer:

(a) Has an investigation been carried out? yes no

(b) Was a significant hazard involved? yes no

Signature: _____

Date: DD / MM / YEAR

Name:
(capitals)

Position:
(capitals)

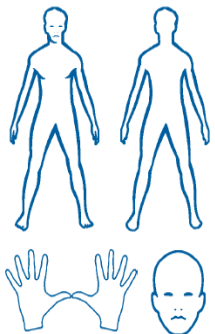
WORKSAFE NEW ZEALAND

Email: seriousharm.notification@worksafe.govt.nz Fax: 09 984 4115
Phone: 0800 030 040 Post: PO Box 165, Wellington, 6140

www.worksafe.govt.nz New Zealand Government

Appendix 10: Document 7: Early Discomfort Report Form

Early Discomfort Reporting Form

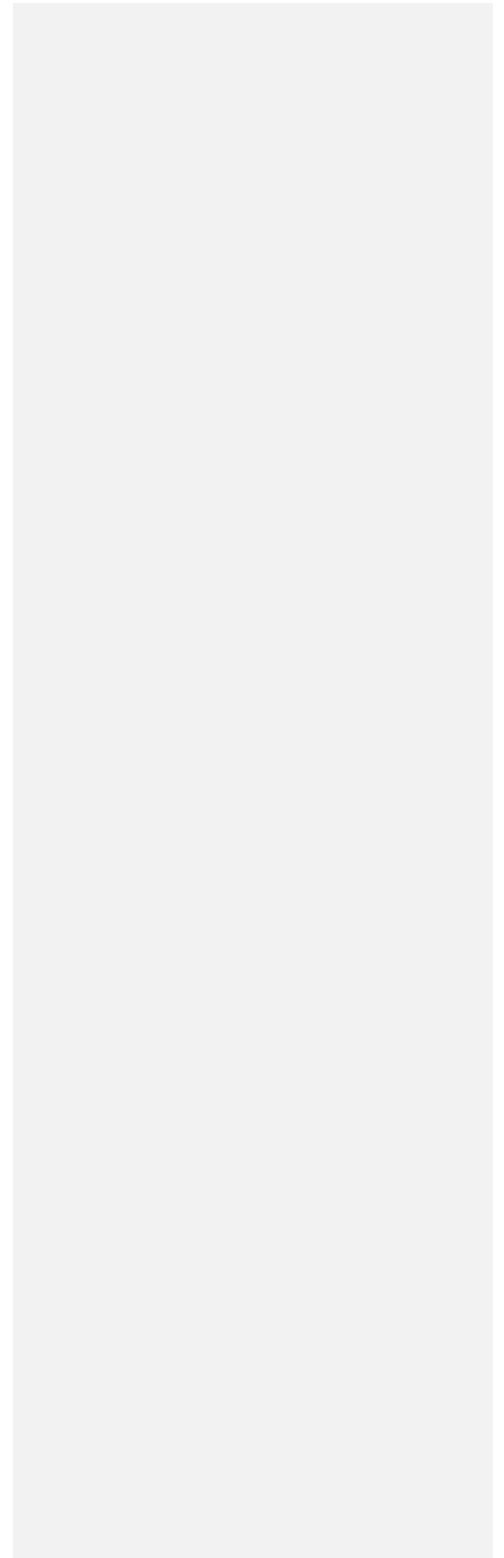
Work Area / Department	Usual hours worked per day / per week?	Date of 1 st symptoms Date of Report	Injured Employee Name Date of birth																				
First Aider (write name clearly)	Witness	TREATMENT (Tick appropriate box) Nil <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/>																					
STATUS (tick appropriate box) Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Contractor <input type="checkbox"/> Other <input type="checkbox"/> (please state)																							
<p>Discomfort/Injury Details – Body Part</p> 		<p>Discomfort/Injury Type (tick)</p> <p><input type="checkbox"/> Aches/pain (gradual) <input type="checkbox"/> Dermatitis</p> <p><input type="checkbox"/> Aches/pain (sudden) <input type="checkbox"/> Dislocation</p> <p><input type="checkbox"/> Amputation <input type="checkbox"/> Fatal</p> <p><input type="checkbox"/> Broken bone <input type="checkbox"/> Foreign body</p> <p><input type="checkbox"/> Bruising incl. crushing <input type="checkbox"/> Eye <input type="checkbox"/> Nose <input type="checkbox"/> Ear</p> <p><input type="checkbox"/> Burn/scald <input type="checkbox"/> Inhalation disease (asbestos /</p> <p><input type="checkbox"/> Chemical reaction <input type="checkbox"/> Hearing loss (noise induced)</p> <p><input type="checkbox"/> Choking/suffocation <input type="checkbox"/> Poisoning</p> <p><input type="checkbox"/> Concussion/brain injury <input type="checkbox"/> Strain/sprain</p> <p><input type="checkbox"/> Cut (infected) <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Cut (not infected) <input type="checkbox"/> Multiple injuries</p> <p><input type="checkbox"/> Dental injury</p>																					
<p>Severity:</p> <p>1. Severe pain</p> <p>2. Pain</p> <p>3. Mild pain</p> <p>4. Discomfort</p>		<p>Describe what you think is causing the symptoms? Enter here</p>																					
<p>Duration</p> <p>A. Discomfort/Pain is always present to some degree</p> <p>B. Discomfort/pain stays after work but improves after a night's rest</p> <p>C. Only at work</p> <p>D. Occasional</p>		<p>Information for Discomfort for Early Reporting:</p> <p>- When did you first notice discomfort / pain?</p> <p>- Is it getting worse, better or staying the same?</p> <p>- Have you had this discomfort/pain before?</p> <p>- What are you doing to help relieve the discomfort/pain?</p> <p>- Is there anything else you feel we should know? (note on reverse)</p>																					
<p>Severity Scale <input style="width:80px;" type="text"/></p>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">Root Cause(s) of Incident</th> <th style="width:25%;">Initial Control/Corrective Action Suggested Action/s</th> <th style="width:25%;">Person Responsible for completing</th> <th style="width:25%;">Date Completed</th> <th style="width:25%;">Review Completed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Root Cause(s) of Incident	Initial Control/Corrective Action Suggested Action/s	Person Responsible for completing	Date Completed	Review Completed															
Root Cause(s) of Incident	Initial Control/Corrective Action Suggested Action/s	Person Responsible for completing	Date Completed	Review Completed																			
<p>Duration Scale <input style="width:80px;" type="text"/></p>		<p>Is Further Investigation Required? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please give reason):</p> <p>_____</p> <p>Final Classification: Early Discomfort Incident (EDI) <input type="checkbox"/> / Near Miss Incident (NMI) <input type="checkbox"/> / First Aid Incident (FAI) Medical Treatment Incident (MTI) <input type="checkbox"/> / Lost Time Incident (LTI) <input type="checkbox"/></p> <p>Department Manager Sign off: _____ Date: _____</p> <p>Initiator Sign off: _____ Date: _____</p> <p>Other Sign off eg Health & Safety Committee: _____ Date: _____</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>																					

Appendix 10: Document 8: Training Register

PU TRAINING REGISTER

For the year _____

Training topic or course	Names of staff to attend	Date due and completed



Appendix 10: Document 9: Emergency Plan

Date:	
Locations:	Quick Reference Guides are located at
Review team:	Health and Safety Committee
Plan Action Point	Procedure
Alarm / warning method	Activate Fire Call Points (fire alarm)
Authority / responsibilities and control	Club CEO has overall responsibility for emergency activities. Fire wardens have responsibility during drill and emergency.
Contacting / assisting emergency services	Person who activates should also call 111 and provide information on the nature of emergency. Assistance to be provided by all wardens and first aiders.
Evacuation procedure in event of fire	1.Evacuate building 2.Assemble at _____ 3.Only return to building once cleared by warden
Procedure in event of earthquake	1.Remain in room 2.Move away from windows, or large equipment 3.Take cover under solid furniture or under doorway 4.Evacuate only when given order by warden
Staff and Visitors	Receptionist to take the visitors book when vacating the premises and will provide this to the building warden. Will also note staff members that were not in the office at the time of evacuation (i.e: annual leave).
Rescue and damage control	Emergency services. IT systems are all backed up at separate location daily.
First aid response	Trained first aiders will provide support as required as will any medical staff if on location at the time.
Ensuring safety of general public and neighbours	Alarm notification. Emergency services will inform others if necessary.
Protection of environment, procedures and containment	Not applicable
Advising of "all clear"	Emergency services to chief warden and coordinator
Emergency Mop up / recovery services	Emergency services and Club IT support services
Review of emergency plan effectiveness	Health and Safety Committee will evaluate the drill process after each drill and provide results to staff
Training requirements for emergency plan	All staff –emergency procedure and practice drills. Wardens – training by the Building Manager.
Signage requirements	As per emergency plan and building WOF
Emergency equipment requirements	As per approved emergency plan. Fire extinguishers / hoses. First aid provided through medical rooms. Review as part of planned inspection.

Appendix 10: Document 10: H&S Checklist for New Employees

Health and Safety Checklist for New Employees

Employee Name: _____

Start Date: ____/____/____ Supervisor/Manager: _____

Keep the completed checklist on file and give a copy to the employee

H&S Checklist	Date completed	Review Date	Signature/Comments
Employee has been shown: <ul style="list-style-type: none"> <input type="checkbox"/> Where the emergency exits are located <input type="checkbox"/> Where the fire extinguishers are. <input type="checkbox"/> The evacuation procedure. <input type="checkbox"/> Where the first aid kit is. <input type="checkbox"/> Who first aiders are _____ (names). <input type="checkbox"/> The assembly area _____ (name of area). <input type="checkbox"/> Emergency wardens _____ (name of warden). 			
Employee knows: <ul style="list-style-type: none"> <input type="checkbox"/> Responsibilities of employees. <input type="checkbox"/> Who the Health & Safety Officers are _____ (names). <input type="checkbox"/> Where Health & Safety information is kept. 			
Hazards outlined: <ul style="list-style-type: none"> <input type="checkbox"/> All hazards relevant to the employee's role have been advised of, as well as hazards around the workplace that may affect the employee. <input type="checkbox"/> All hazards are explained and discussed with the employee. <input type="checkbox"/> The controls for these hazards are explained and discussed. <input type="checkbox"/> A list of these hazards has been given to the employee for them to keep*. <input type="checkbox"/> How to report hazards. <input type="checkbox"/> Where records of hazards are kept. <input type="checkbox"/> Safe work procedures. 			
Specific job explained: <ul style="list-style-type: none"> <input type="checkbox"/> How to do the job safely including use of safety clothing and equipment. <input type="checkbox"/> The safety signs and what they mean. <input type="checkbox"/> How to safely use/store and maintain safety equipment, and hazardous materials that are relevant to the role. 			
Employee knows how to report: <ul style="list-style-type: none"> <input type="checkbox"/> Injuries <input type="checkbox"/> Near-hits/near misses <input type="checkbox"/> Early signs of discomfort <input type="checkbox"/> Incident/injury forms are kept 			

Commented [KC1]: What does the asterisk refer to?

I confirm that the details in this checklist have been explained to me

Employee's signature: _____

Date: _____

Appendix 10: Document 11: H&S Committee Minutes

H&S Committee Minutes



Date: **Start:**

Present:

Apologies:

Minutes confirmed from last meeting as being correct.

Welcome to new OSH committee member:

Previous minutes:

New Business:

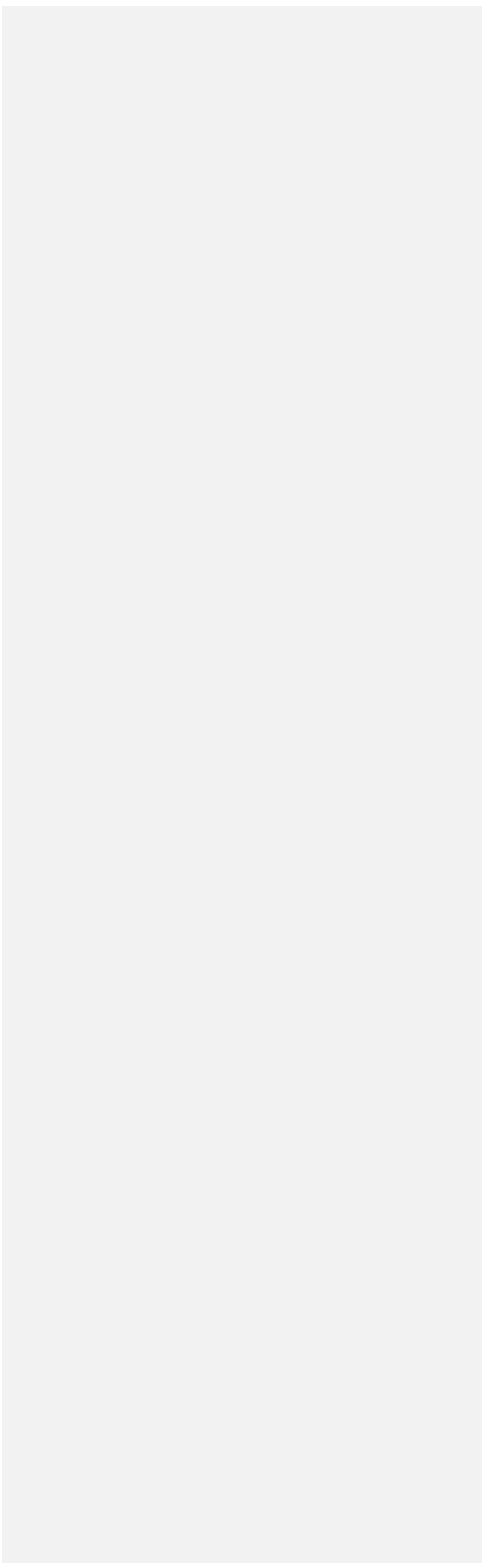
Hazard Management Matters:

Follow up actions required:

Action	Who	By when	Done	Comment

Meeting ended:

Next meeting date:



Appendix 10: Document 12A: Induction Information for Contractors**Health and Safety Induction for Contractors**

Induction by Staff Member _____

Contractor _____

Start Date _____ End Date _____

Checklist	Date completed
Signed copy of Work Agreement, including any health and safety requirements.	
Introduced contractor to our health and safety officer.	
Provided a full health and safety briefing, including specific hazards that may affect the contractor or their employees.	
Clearly outlined restricted areas.	
Explained company rules that the contractor will be required to comply with.	
Given contractor a copy of workplace evacuation plan. Explained emergency procedures and location of the first-aid facilities.	
Provided any safety or other equipment required for the job, or verify that the personal protective equipment to be supplied by the contractor is appropriate.	
Given any specific job instructions and work methods required.	
Told the contractor of any reporting requirements, such as who to contact in case of absence or in an emergency in the workplace, and the process for reporting accidents and incidents including near miss events.	

Appendix 10: Document 12B: Induction Information for One-off Contractors

Induction information for One-off contractors

Club has an active health and safety programme to ensure the safety and wellbeing of employees while in the work premises or undertaking duties as required by the Club.

As a Contractor providing services to Club, it is essential you ensure that:

1. You (and your employees or subcontractors) do not cause harm to Club employees or damage to the premises and plants by your actions or inactions.
2. The Contractor must ensure that they take all reasonable steps to prevent hazards from being created and if this occurs, that all steps are taken to eliminate or minimise the hazard from Club employees/workers.
3. In the event of an emergency or evacuation you adhere to the Club evacuation process and follow the directions of the Club wardens.

I acknowledge that by signing this consent form, I understand the Club's expectations regarding health and safety while I am on Club premises.

Contractor:

Signed: _____
Name: _____
Company Name: _____
Date: _____

Club: (person overseeing Contractor on site)

Signed: _____
Name: _____
Date: _____

Appendix 10: Document 13: Contractor H&S Review

Contractor Health and Safety – Performance Review

The Club is obligated to ensure that contractors and subcontractors to the Club do not cause harm to Club employees while on their premises.

As part of the process to ensure harm is not caused, the Club undertakes a review 6 monthly of health and safety matters in relation to the contractor.

FEEDBACK ON THE CONTRACTOR

Were there any problems?

How did the contractor deal with them?

HAZARD MANAGEMENT

Were all hazards identified and controlled?

Was all work done using safe operating methods?

Was all permitted work signed off and tested?

INCIDENT INVESTIGATION

Were there any incidents or injuries?

Were they reported, recorded and investigated?

Were there any serious harm incidents?

Would you recommend this contractor for future work? Yes No

Contractor signature: _____ Date: _____

Club monitoring comments:

(Note: covers frequency of onsite service and any issues etc)

Signed: _____ Date: _____

Additional Appendix 10: Health and Safety Objectives

Club Health and Safety Objectives

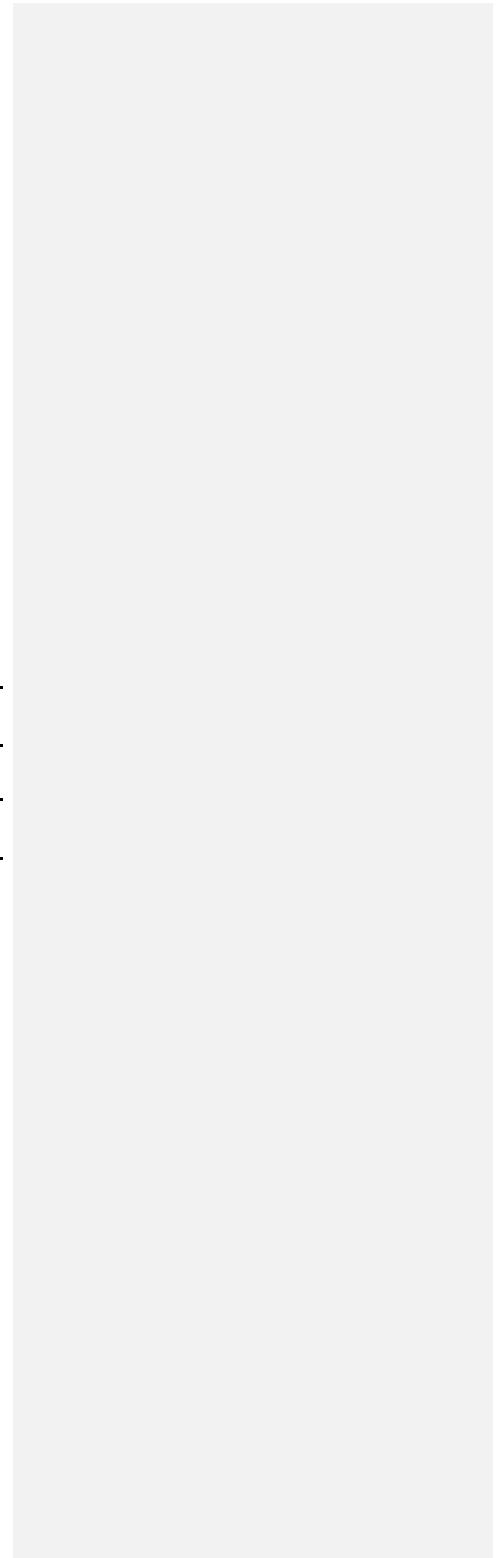
The following are the current objectives set for the year:

	Objective	Date to achieve	Reviewed	Outcome
1.				
2.				
3.				

Date set:

Review when:

Reviewed by (signatures and / or names):



Additional Appendix 10: Health and Safety TimeLine for Review

Health and Safety Timeline for Review

When	Action to be undertaken	Who	Completed
	Complete review of Health and Safety Manual, processes, objectives and documentation		
	Review Training needs for H&S requirements eg. First Aiders, Wardens	H&S Coordinator	
	Health and Safety Committee Meeting Review all H&S Training for first aiders and wardens and arrange for renewals where necessary	Committee	
	1 st emergency drill - update emergency plan if necessary		
	Complete 1 st hazard review of all work areas - register updated	Committee	
	Health and Safety Committee Meeting - . Signed off H&S Manual Draft v2 at Committee Level.	Committee	
	Health and Safety Committee Meeting	Committee	
	2 nd emergency drill - update emergency plan if necessary		
	Complete Self-assessment	H&S Coordinator	
	Complete WSD ¹ Review	Committee	
	Make application to ACC for the WSD Programme	H&S Coordinator	
	Health and Safety Committee Meeting	Committee	
	Complete 2 nd hazard review of all work areas - register updated		

Other Actions to Remember:

When	Action to be undertaken	Who	Completed
Two yearly	H&S Policy Review	CEO	
Two Yearly	WSD Audit	H&S Manager	

¹ Workplace Safety Discount Programme of ACC

