



Ashburton Golf Club



Health and Safety Management System Version 2

21.09.18 – 21.09.19

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Introduction

This health and safety management system outlines how the company meets its responsibilities under the Health and Safety at Work Act 2015 (HSWA), the HSWA Regulations and associated workplace legislation. It is made up of a comprehensive set of workplace systems, documentation, tools and resources. This system is supported by 24/7 telephone support and weekly online training.

When implemented correctly, the manual helps us to meet our primary duties under the HSWA Act “to ensure, so far as reasonably practicable, the health and safety of our workers while they are at work” and, our duty “to ensure that the health and safety of other persons is not put at risk from our business or undertakings”.

Through our health and safety management system, we demonstrate the following:

- Our commitment to safety management;
- Our objectives for monitoring and improving health and safety;
- Our workplace safety procedures including risk management (a system for identifying hazards and controlling the risks to health and safety);
- How we provide for the safe use, handling and storage of plant, structures, machinery, equipment and substances;
- The facilities we provide for the welfare of workers;
- How we provide information, training and supervision to our workers;
- Our event reporting, recording and investigation procedures, including notification of notifiable events to WorkSafe NZ;
- Our worker participation process;
- Our emergency planning for our workplace(s);
- How we monitor and review our health and safety performance;
- How we provide and maintain Personal Protective Equipment (PPE) to all workers;
- Our process for informing WorkSafe NZ of any notifiable works; and evidence of our system in operation

Scope

This health & safety management system covers all employees, visitors and contractors of and is intended to be implemented at all company locations. The system is formatted to conform to standards set under the AS / NZ Standard 2011:4801.

System Format

This health and safety management system is a manual-based system (including this manual).

A copy of the Health and Safety Manual should always be held in the office and in other areas for quick reference.

Document control

We will use the following table to manage, record and action changes to the health & safety manual. If changes are required, the replaced/alterd version of the Manual will be filed in the back of manual (and uploaded into *Safety Online*) and held for five years. This Health and Safety Manual will be reviewed annually by the Supervisor of Health and Safety, Board and Management.

Aspect	Details	Date
Origination of document	Original Document created by Safety Online Ltd.	21.09.18
Review of document	This document will be reviewed as part of our Health and Safety System Annual Review.	21.09.19
Document Location	This document will be held in the Main Office.	
Current Version	V 1 21.09.18 to 21.09.19 V2 09.05.19 to 21.09.19	
Alterations / Endorsement Dates:		
Supervisor of Health and Safety Signature:		Date

Health & Safety Policy Statement

This organisation is committed to providing a safe workplace for all who might work at or visit this workplace.

Management will:

- Comply with the Health & Safety at Work Act, 2015, and its associated regulations, codes of practice, NZ Standards, guidelines, and safe work practices;
- Maintain the safety of workers while the workers are at work in the business or undertaking; and workers whose activities in carrying out work are influenced or directed by the PCBU, (including suppliers and contractors);
- Maintain an understanding of Health and Safety management relative to their positions;
- Provide and maintain a safe work environment or work premises (including means of access to, and egress from, these premises) that are without risks to Health and Safety;
- Provide and maintain safe plant and structures and safe systems of work;
- Ensure appropriate processes are in place to accurately report, record, and investigate all accidents, injuries or near miss incident; hazards and risks and enact the required corrective actions;
- Take all practicable steps to eliminate, or minimise harm from hazards and any risks that arise from their work, and review these systems six monthly;
- Provide employees with the health and safety information, training, education and supervision that they require to keep themselves safe. Consult with, and encourage the participation of all other duty holders on matters affecting health and safety;
- Develop and implement robust Emergency Response Procedures for dealing with emergencies that may arise;
- Support the safe and early return to work of injured employees;
- Consult with staff and their representatives, on all health and safety matters by way of regular monthly health and safety meetings and toolbox meetings;
- Ensure all contractors are suitably qualified to undertake the work for which they are engaged. We will ensure that all contractors are pre-qualified, inducted and supervised adequately in all work that they undertake for the company.
- Provide PPE and safe, fit for purpose equipment to ensure the health and safety of employees and visitors, and
- Review, revise and evaluate the Health and Safety management systems and processes annually to ensure continuous improvement;

Workers will:

- Take reasonable care for their own health and safety and that their acts or omissions do not adversely affect the health and safety of other persons;
- Comply with any reasonable company policies, procedures, instruction, or signage that has been notified to workers.
- Actively contribute to hazard identification and management by reporting any hazards, unsafe acts or behaviours that they witness;
- Report work related incidents, accidents, near misses and property damage promptly and accurately;
- Adopt safe work practices to keep themselves and all others in the workplace safe and encourage others to do the same;
- Participate in safe and early return to work programs and,
- Use any Personal Protective Equipment (PPE) that is provided by the company. Report to management when it needs replacing.

Members, Volunteers and Visitors will:

- Take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- Understand that they have a duty to report any hazards, unsafe acts or behaviours that they witness. And report work related incidents, accidents, near misses and property damage promptly and accurately;
- Comply with any reasonable Company policies, procedures, instructions, signage that has been notified to them.

Signed

Dated

H &S Goals and Objectives

For this Health and safety system, a planning meeting will be convened to incorporate “SMART” goals, planning and objectives. This will ensure we implement our health and safety system effectively, help us manage our health and safety duties; give us the ability to measure the performance of the system and demonstrate that “so far as is reasonably practicable we are not only addressing our Health and Safety obligations, but we are committed to continuous improvement in this area.

Planning	Details	Assigned to:	Review Date
Active Planning with implementation, monitoring and Review of an Annual Safety Plan	Annual Safety Planning meeting.	Chris Robertson	21.09.19
Managerial staff conversant & fully aware of their legislative requirements	All managerial staff trained and conversant on responsibilities.	Chris Robertson	21.09.19
Active employee participation in health and safety management	Monthly H&S Committee meetings occurring. Minutes taken & made available to all staff.	Chris Robertson	21.09.19
Staff, Members and visitors active in reporting hazards	Monthly hazard reports received – from general staff published on Notice Boards.	Chris Robertson	21.09.19
Monthly Hazard Management	Monthly inspection/hazard monitoring of: - all aspects of the system; provision of safe plant, equipment; use, storage and handling of hazardous substances; From these, reports will be created, and corrective action plans completed.	Chris Robertson	21.09.19
Review of accident / Near Miss Incidents	To define lost time injuries and commence a process of specific goals from this year onwards.	Chris Robertson	21.09.19
Injury Management & Rehabilitation	Active management of any work-related injury. Coordination with ACC or any other health agency. This includes any rehabilitation work required for early return to work for the employee.	Chris Robertson	21.09.19
Safe Systems of Work	Safe Systems of Work will be created. All staff and volunteers are to be taken through their respective areas of work and responsibility. SWPs will be read, understood and signed.	Chris Robertson	21.09.19
Emergency Management	Potential emergencies must be considered at annual planning meeting to ensure our response to all potential emergency situations is adequate and appropriate. Training for emergency personnel. Communication of EMP for all.	Chris Robertson	21.09.19

H & S Management Responsibilities

PCBU Health & Safety Objectives and the Health & Safety Management Plan

When setting up the system initially, a meeting will be convened to put in place “SMART” planning and objectives for the Health and Safety management system.

The following aspects will be considered:

- **Who, What, When, Where and Why and How?**
Who are we protecting from risk to their health and safety? What are our goals and objectives? When? What are our time frames? Where -what is the scope of the system? How will the system be implemented? Developed and Reviewed?
- *A self-assessment audit that will involve both employee and senior management personnel. The completed self-assessment should be signed off by the assessors and dated. A summary of recommendations should be fed back into the system.*
- *Health and Safety roles, responsibilities and tasks are assigned and time-lined.*

Management Health & Safety Performance Review

Management will be charged with the ultimate health & safety responsibilities; their roles are specific and measurable. These responsibilities will be incorporated into job descriptions and the performance will be reviewed annually. These reviews will contain the following elements:

- Health and Safety tasks assigned to specific members of Management;
- Management required to understand their tasks and responsibilities;
- The performance of these tasks linked to the plans and objectives set out at the beginning of the
- H & S year and in the Review of Health and Safety system.

Management Recognition of Excellence in Health & Safety

Staff / managers who excel in promoting health and safety in the workplace will be acknowledged by the Health and Safety Committee and rewarded accordingly at least annually

Keeping Current with Health & Safety Information / Legislation

The Management of the PCBU need to have a good understanding of the legislation and regulations that govern the workplace. They also need to keep apace of developments and changes in this area.

This will be achieved by: -

- *Consulting the Worksafe NZ and the ACC website.*
- *Briefings and updates from external health & safety advisors i.e. EMA,*
- *Annual legislative compliance assessment*
- *Attendance at related conferences, workshop, seminars, meetings etc.*

Review of Health & Safety Policies and Procedures

The Supervisor of Health will arrange an annual review of Health and Safety. They with key members of Management and Officers of the PCBU will consider whether the systems in place are sufficient and adequate. The review will involve the Supervisor of Health and Safety in consultation with the Health and Safety Consultant, the Officers and all employees. The review Annual Systems will include recommendations when setting health & safety objectives for the coming year.

Register of the Legislative Requirements for our Health & Safety System

Some of the legislation and regulations that govern our workplace (and management should be familiar with) include:

Legislation	Purpose	Action Required	Reviewed
Health & Safety at Work Act, 2015.	Set out provisions for preventing harm to and ensuring the health & safety of employees and other people in the workplace	Compliance Check	Full HS Management System Implementation & Annual Review
ACOP for Manual Handling	This Code sets a process that may be used to identify, assess and control hazards associated with manual handling	Task risk assessment & procedural control	Manual Handling training with regular quarterly refreshers
H&S at Work Regulations 2016	Requires employers to protect the health and safety of employees by ensuring facilities are provided, particular hazard is managed, and workers are competent	Compliance checks Training Safe Operating procedures	PNF H & S Manual.
Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018	Requires owners/occupiers of buildings to ensure all relevant fire precautions and evacuation procedures are in place	Evacuation Scheme	Evacuations at the dates specified in the safety plan
Smoke-Free Environment Act 1990 and its amendments	Set out requirements for preventing the detrimental effects of smoking on the health of persons in the work place	Smoking policy	Outdoor Smoking areas provided
Injury prevention Rehabilitation and compensation Act 2001	Deals with specific requirement for managing hazardous substances	Rehabilitation and return to work policy	Reference
Health and Safety at Work (Hazardous Substances) Regulations 2017	Deals with specific requirements for managing hazardous substances	Hazardous Substance Management Procedures	Chemical Review 6 monthly.
Electricity (Safety) Regulations 2010	The Electrical Safety Regulations, supported with information and guidance from WorkSafe, govern electrical safety, and are intended to support businesses to understand how to manage particular electrical hazards.	Review electrical safety in the workplace	Risk Management safe work practices
ACOP for VDU Use	Guidance for prevention of harm for persons working with visual display units	Workstation assessments	Annual assessment with Consultant.
ACOP for the Management of Noise in the Workplace	Guidance in reducing the incidence and severity of hearing loss resulting from excessive noise exposure in workplace.	Hearing conversation education, hearing tests	Consultant to control the bi-annual hearing test program

Health & Safety Duties

Duties of the Officers (Board or Committee):

- Acquire and keep up to date knowledge of work health and safety matters;
- Gain an understanding of the nature of the company operations and the hazards and risks associated with those operations;
- Ensure that when work is carried out, appropriate resources and processes are available for use (and are used) to eliminate or minimise risks to health and safety;
- Ensure appropriate processes are in place for receiving, considering and responding in a timely manner to information regarding incidents, hazards and risks;
- Ensure that processes are implemented for complying with any duty or obligation of a PCBU / Officer under the Act; and
- Verify (regularly check) that processes, and resources have been provided and used appropriately.

Duties of the Supervisor of Health and Safety:

- The Supervisor of H & S has the ultimate responsibility for the implementation of this organisation's health and safety policies, procedures and performance.
- In order to fulfil that responsibility, the Supervisor of Health and Safety is to:
- Provide and maintain safe a workplace for employees, contractors/subcontractors and any visitors;
- Ensure that this organisation's health and safety policy, safe working procedures and emergency preparedness are regularly reviewed;
- Keep health and safety policies and procedures current and in compliance with the relevant Health and Safety legislation;
- Consult with employees, contractors/subcontractors and suppliers about health and safety policies and procedures;
- Ensure that there is an effective hazard identification and appropriate hazard control measures;
- Ensure all incidents, accidents and near misses are recorded, with the appropriate investigations carried out, and the reporting of any serious harm to Worksafe NZ;
- Ensure that employees, contractors/subcontractors, suppliers and visitors are given relevant health and safety information
- Provide feedback to this organisation's employees, contractors/subcontractors, suppliers or visitors on the outcomes of their suggestions or recommendations for improvement in health and safety performance;
- Ensure that employees, contractors/subcontractors, suppliers or visitors comply with health and safety policies and procedures as set out in this company's Health and Safety Management System;
- Liaise as appropriate with clients, local authorities, Worksafe NZ and ACC;
- Ensure that safe work practices are used at all times;
- Ensure that personal protective equipment is used and recorded on issue and that it is appropriate for the work that is being performed;
- Ensure that hazards are identified, assessed and appropriately controlled as set out in this organisation's Health and Safety Management System;
- Ensure that timely and appropriate remedial actions as recommended in any report of an incident are taken and that remedial procedures are implemented;
- Monitor exposure to hazards at least six-monthly, and
- Monitor the health effects of hazards on employees who agree to that monitoring.
- NB/ We understand we cannot 'contract out' of our responsibilities but we can seek and receive help and guidance from a contracted arrangement.

Duties of Employees:

Employees and volunteer workers are responsible for:

- Ensuring that their actions or inactions do not cause harm to any person;
- Ensuring that they comply with all health and safety policies and procedures;
- Ensuring that they use safe work practices at all times;
- Ensuring that they use personal protective equipment at all times that it is appropriate for the work being performed;
- Identifying, assessing and recording/reporting hazards;
- Promptly deal with newly identified hazards;
- And, reporting all incidents accidents, property damage and near misses to the appropriate management personnel.

Health and Safety Officer/ Health and Safety Committee / Health and Safety Rep:

- Provide leadership roles in health and safety management;
- Ensure all of the organisation's activities are subject to hazard assessment and risk assessment;
- Ensure health and safety training needs are identified and put in place and recorded;
- Ensure new employees receive a health and safety induction, training and supervision;
- Ensure contractor safety management procedures are implemented;
- Ensure accurate reporting and recording of workplace incidents and injuries;
- Ensure all work-related incidents and injuries are promptly investigated to determine cause and corrective actions are implemented;
- and ensure all injured or ill employees are given the opportunity for planned rehabilitation to enable an early return to full duties.

Duties of Contractors:

To ensure competency, all contractors must have an active health and safety system that addresses their legal duties to provide:

- A work environment without risks to health and safety;
- Safe plant and structures;
- Safe systems of work;
- The safe use, handling and storage of substances;
- Adequate facilities for the welfare at work of workers;
- Any information, training, instruction or supervision that is necessary to protect all persons from risks relating to the work they are doing;
- Monitoring the health of workers and the conditions at the workplace to prevent illness or injury;
- A maintained premise, so that a worker occupying the premises is not exposed to risk;
- Worker participation in health and safety;
- Experience, qualifications, permits or certification to undertake the job;
- Health and safety systems and injury prevention;
- Training, competence and supervision arrangements, and
- They should hold Public liability insurance cover

Duties of Volunteers, Members and other Visitors

They are responsible for:

- Ensuring that their actions or inactions do not cause harm to any person;
- Ensuring that they comply with company health and safety policies and procedures;
- Ensuring that they report any hazards to club management that could cause harm to anyone using the course.
- Ensuring that they report to club management any incidents, accidents, property damage or near misses that could cause, or have caused harm to anyone using the course.

Health & Safety Roles

Health and Safety Supervisor	Chris Robertson
Health and Safety Officers	Dee Murdoch Ben Crequer Matt Davis
Health and Safety committee:	Dee Murdoch Ben Crequer Chris Robertson Andrew Tindall
Health and Safety Representatives	
Health and Safety Accident Reporter	Dee Murdoch Ben Crequer
Building Warden	Dee Murdoch Ben Crequer
Fire Warden (s)	Bar person on duty at the time if the clubhouse is being used.
First Aiders	Dee Murdoch
Person (s) trained to use defibrillator	

Risk Management

DEFINITIONS:

Hazard: is 'anything that has the potential to cause harm or have an adverse effect on either people as a safety or health effect; or to organisations as property or equipment losses, or to the environment.

Risk: 'risk is the likelihood that harm or adverse effects (e.g. illness, injury, death, property damage) may occur if exposed to a hazard.

Hazard Identification is the process of recognising that a hazard exists and defining its characteristics.

Hazard Assessment is the overall process of determining whether a hazard is significant.

Significant hazard means a hazard that is an actual or potential cause or source of

- Serious harm; or
- Harm (that is more than trivial) the severity of whose effects on any person depend on the extent or frequency of the person's exposure to the hazard; or
- Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard.



STEP ONE: Hazard Identification:

Types of hazards:

- Physical – Slippery floors, trip objects in thoroughfares/walkways, unsafe or misused machinery, excessive vibration, noise; poor lighting.
- Chemical – Dusts, Gases, vapours, fumes, solids or liquids.
- Ergonomic – poor design of equipment or workstation set up or design, poor workflow design, manual handling, occupational overuse syndrome.
- Radiation – Heat, microwaves, infra-red, ultraviolet, lasers, X-rays and gamma rays.
- Psychological – Stress, bullying, effects of shift work, workload, dealing with the public, harassment, discrimination, violent intruder.
- Biological – Infection by bacteria, virus, fungi or parasites, bee stings, insect bites.

How we Identify Hazards.

There are a number of ways to find hazards in the workplace:

- Regular monitoring using the monthly site checklist.
- Talking to employees in H &S meetings (and informal chats); and the implementing a suggestions box to get staff feedback to find out what they consider unsafe.
- Review any information available on a particular piece of equipment (manufacturer's manual) or for a chemical (Material Safety Data Sheet) to understand how to use it safely.
- Debrief of accidents, near misses and any other significant incidents or information received.
- Consider what hazards people might bring into the workplace. We do this through our Contractor Induction, Task Analysis and Permit to work system.
- General Health and Safety committee discussion.

What to do when a Hazard is Identified

Hazards are to be:

- Dealt with by the person discovering the issue who will mitigate the hazard or inform a person in authority who will manage the hazard.
- Assessed for the risk that they pose to everyone's safety.
- Control measures must be decided on to ensure the risk of harm is eliminated. Where this is not possible control measures must be used to
- control risk as much as is "reasonably practicable."
- Record the hazard into the risk register.

STEP TWO: Assess Hazard Risk

Risk can be described as the chance of something adverse happening when exposed to a hazard (or source of harm). It is measured in terms of impact or consequences and the likelihood that, that particular event could occur.

- Once you have identified the hazard, you need to assess and evaluate the risk (or its likelihood and the resulting harm) of that hazard. Then you can simply decide how likely it is that a harm could occur and what the resulting harm is likely to be. Once the risk has a rating (both descriptive and numerical), it can be used to determine which hazard should take priority over another in terms of deciding what to do and when. This process is carried out in the risk register using the rating scale below:

Risk Assessment and Rating Procedure

The matrix below can be used to rank our significant hazards in terms of high, moderate and low risk, or give them a risk rating. Once we do this, we can prioritise the order that we address them and how often we have to review them.

Likelihood of Harm					
Consequence Impact of Harm	Almost Certain 5	Quite Possible 4	Remotely Possible 3	Unlikely 2	Highly Unlikely 1
Critical 5	Extreme	Extreme	High	High	Moderate
Major 4	Extreme	High	High	Moderate	Moderate
Serious 3	High	High	Moderate	Moderate	Low
Moderate 2	High	Moderate	Moderate	Low	Low
Minor 1	Moderate	Moderate	Low	Low	Low

FOR EXAMPLE: Hazard: A greenkeeper mowing on high angled slopes. If we need to assess the risk from a mower rollover on that hill slope, we would say the likelihood of harm was QUITE POSSIBLE (4) and the Consequence was Major (4). So, the risk rating would be $4 \times 4 = 16$ or Quite Possible/Major.

STEP THREE: Choose Hazard Control Plan:

After identifying and assessing a hazard, the control of hazards must be completed in practical terms. Always try to use the most effective solution possible.

The hazard control needs to be put into the *Action Proposed* section along with all the other pertinent information you will need to control that hazard effectively. Please refer to the Hierarchy of Controls Guide for the information you will need to help you pick the right control for the hazard.

Creating Hazard Controls using the Hierarchy of Controls guide:

First - try to **ELIMINATE** the hazard or substitute with something safer

The best thing you can do is to eliminate the hazard completely. An example of this could be: removing trip hazards at a worksite, disposing of unwanted chemicals, etc. If it is not practical to get rid of the hazard, you can try to reduce the risk as much as possible by adopting the following control measures, in order of effectiveness:

If elimination is not possible -try to **MINIMISE**, the likelihood of harm from the hazard.

SUBSTITUTION:

- Whether the substance or equipment or process could be replaced by one posing less risk. An example could be substituting a solvent based chemical with one made from vegetable oil.

ISOLATION:

- Isolation can prevent people from coming into contact with the hazard, an example of this is putting up a screen to prevent sparks from a welder.

ENGINEERING CONTROLS:

- Modify tools, equipment or systems of work* e.g. use trolleys or hoists to move heavy loads, place guards around moving parts of machinery or fit cut-out switches, install residual current devices (electrical safety switches) on electrical tools.

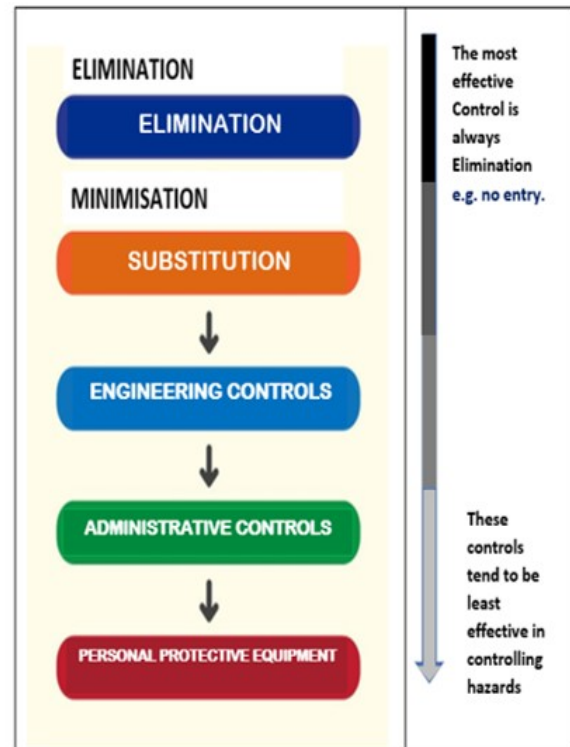
ADMINISTRATIVE CONTROLS:

- Use administrative control measures* e.g. use permit-to-work systems for hazardous work, provide training and supervision, safe operating procedures, regular maintenance of machinery and equipment, and limit exposure time by introducing job rotation.

PPE:

- Use personal protective equipment (PPE)*. PPE protects the worker's body from hazards, e.g. gloves, hard hats, hearing and eye protection, safety harnesses, high visibility clothing. Be aware however, that it is the least reliable type of control (or form of protection).

HIERARCHY OF CONTROLS CHART



STEP FOUR: Load all the Hazard Information into the Risk Register

- The Risk Register is located in the Hazard folder.

- The Risk register is where you note the hazard, how significant it is, its necessary control measures and other information you can use to control the risk from that hazard.
- Employees and contractors play an important role in identifying hazards and making recommendations for either the elimination or the minimising of the risk. We are committed to a consultative process with our workers as we believe this is important.

The following hazards are usually present or have the potential to occur at some stage during our work:

- Flying golf balls on the course or driving range
- Plant, machinery and equipment e.g. tractors, gators, mowers.
- Trips and Slips
- Biological hazards e.g. bees
- Electricity
- Drowning
- Spraying & spreading fertiliser
- Slips
- Manual handling injuries including back strain
- Power and hand tools
- Visitors and Contractors
- Overhead hazards e.g. powerlines or trees
- Hazardous substances and atmospheres
- Fatigue

STEP FIVE: Monitoring and Review of Risk Management

The workplace should be assessed for hazards at least monthly using the Monthly Site Check. A trained person needs to conduct this check. Any corrective measures will need to be forwarded to the manager for improvement / correction. The findings should be discussed in the H & S meetings.

A schedule is required to monitor the hazard at regular intervals appropriate to the nature of the hazard. Responsibility will be designated to someone for that particular hazard, when it is entered into the system. That person should review that hazard six monthly (or more frequently for significant hazards). The risk registers indicate the frequency of monitoring for each hazard. The system monitoring or reviewing hazards must consider: -

- *If the risk still exists;*
- *If the controls implemented are effective (or continue to be effective);*
- *If the employees/ management have contributed to the solutions.*

Once the hazard control is deemed to be current and effective, the hazard review date should be set forward in six months' time (or whatever time interval that is deemed appropriate). The system will generate a hazard review reminder in the dashboard on that date in the future.

All areas of health and safety need to be reviewed regularly. The annual safety plan sets out the goals and objectives of the system and shows the areas of H & S that need to be reviewed regularly. Some of these aspects include: chemical, hazard and incident management and safe work systems training. All of these areas should be reviewed six-monthly.

An internal audit should be carried out annually to ensure all systems reflect the current work processes and the risk that exists within these processes. This will ensure that the risk control plan is effective and is doing what it intended, that is, to keep everyone safe.

What do we do if we encounter a significant hazard?

A Significant hazard is a hazard that is an actual or potential cause or source of:

- Serious harm; or
- Harm (that is more than trivial) the severity of whose effects on any person depend on the extent or frequency of the person's exposure to the hazard; or
- Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard.

Create a Task Analysis for Significant hazards:

In the Risk Register, for any hazard that is assessed at a risk rating of 12 and higher, the system will activate a Task Analysis. This feature enables you to create a task analysis (or safety plan) for that particular hazard. This process helps to manage high risk hazards. High risk hazards may include:

- Working in confined or restricted spaces;
- Angle grinding
- Use of skill saw
- Use of forklift
- Excavations;
- Ladder use;
- Use of lifting equipment;
- And, Hot work e.g. welding
- Use of chainsaw

The task will be broken down step by step. All pertinent aspects should be included for example elements involved; time taken; PPE required and any other relevant aspects. The two most common task analysis method is the Job Safety Analysis.

Job Safety Analysis

Job Safety Analysis can be used for smaller contracting jobs or tasks that are carried that may have some hazardous work included. The JSA helps integrate accepted health and safety principles and practices into a particular task or **job** operation. In a JSA, each step of the **job** is examined for risk and controls are put in place. Often a contractor will turn up to the job with one already filled in. So once all the potential hazards are identified and managed you are able to formulate the safest way to carry out the **job**. Please see the templates section for an example of this form.

Risk Management Policies & Procedures. Health and Safety Policies (HSPs)

Another important way that we manage our risk is to develop and implement Company health and safety policies, processes and procedures. These policies contain our agreed-upon principles or requirements that we, as a company must follow. Some of these include our Driving policy, Drug and alcohol policy etc. They provide a pro-active approach and a solid direction for health and safety as from these policies we can develop standards, rules and procedures for everyone to follow.

SWP Safe Work Procedures (SWPs)

Our Safe Work Procedures (formerly called SOPs) are an established or official way of doing our work processes or task. They are set out in a series of steps, that must be followed in the same order to correctly perform that task and to achieve the desired result. We have a number of procedures that we use. We store these SWPs in the templates and staff training folder. All staff and volunteers should be trained on these annually (or more frequently if it is deemed necessary).

These SWPs provide the standard against which all training will be measured to ensure consistency in the operation of the company's plant and equipment.

All operators must adhere to these procedures which are designed to prevent harm to operators and their fellow workers and increase machine life. They should be used in conjunction with the good judgement and common sense of the operator when considering hazards and risk. They also specify what PPE (personal protection equipment) must be worn when performing the task.

Driving Policy

All employees that drive for the company in any capacity will hold a current licence that is the correct type and class for the vehicle they are driving.

The company will hold their licence on file and will require all employees to update them if there is a change in status for example when their licence is suspended etc. All employees who drive for the company will be trained on all vehicles they will be required to drive. Their skills will be tracked in the staff matrix document.

All employees will be informed that they cannot drive under the influence of alcohol or drugs. Any instances of this will be subject to disciplinary action.

Drug and Alcohol Policy

Employees of this organisation will not consume or suffer the effects of drugs or alcohol from the night before when working. If there is reasonable cause to suspect this to be the case and the effects are witnessed by another person. The affected person will be taken home and discipline action will ensure within days of the citing.

Company sanctioned social events may be organised from time to time. There will need to be consideration given to the myriad of hazards associated with drinking at functions including how people get home and how much alcohol can be consumed safely. This policy will be reviewed annually in line with the H & S policy.

Members or Visitors Information Policy:

- Members or Visitors will not touch any plant or equipment unless supervised or trained to do so, (this includes climbing ladders and the unauthorised moving of equipment).
- Members will receive H & S induction training through the information they receive in their membership information; on the website, by way of club signage and on the H & S noticeboard. If a new system is implemented, a new induction for all members should be carried out retrospectively.
- Visitors must be given a health and safety induction where possible. Where this is not possible, they should be supplied with information outlining the hazards that they may face. This could be achieved by getting them to fill in a form with H&S information on it before playing. This could be clearly indicated near the location of the *Green Fees* envelopes. Another method could be to put a sign in this area outlining the hazards of the course before the play.

Young Persons on the course

As the PCBU in control of the workplace, we will ensure that no child, under the age of 16 years, will be on the course on their own at any time. All children under the age of 16 will either be supervised by their parents; a guardian or be taking a golf lesson organized through the pro-shop or any company chosen by the club to carry out these duties.

Remote or Isolated Work Policy

Work that is isolated from the assistance of other persons because of location, time or nature of the work is deemed to be high risk. We will manage the risks associated with this work, identifying, implementing and reviewing controls as documented in a task analysis or in the Risk Register.

One of the controls that we will employ is to provide a system of work which includes effective communication at all times with the Worker. For example: if someone is mowing on their own far from the clubhouse a check in system should be implemented.

Stress and Fatigue Policy

The effects of workplace stress and fatigue can adversely affect the physical and emotional health of your workers. Management should familiarise themselves with the effects of both stress and fatigue and stay alert to the presence of them. If it's not possible to eliminate them, then a good management plan is required to minimise the risks.

Consult with the worker to set achievable targets, to develop ideas on the best way to address situations. Involve workers in decisions that impact their health and safety. Ensure workers understand that management will provide a confidential, supportive environment to raise any issues and concerns they might have. 'Bottling up' issues can have a devastating effect on worker's mental health.

Bullying and other forms of harassment

The Club has a Zero tolerance for bullying or harassment. Bullying is any form of intimidation where a person feels stressed/and or afraid. Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel afraid or humiliated. In both instances, a person is made to feel uncomfortable by someone else's actions whether they are verbal or physical.

The company is committed to providing a safe environment for all its employees that is free from discrimination on any ground and from bullying or harassment at work including sexual harassment. There will be a zero-tolerance policy for any form of harassment in the workplace. All incidents will be treated seriously, and investigations will be carried out for all allegations of mis-conduct.

Any person found to have harassed or bullied another person may face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.

Traffic Management Plan

We understand that as the PCBU with the management and control of the workplace, we must manage the hazards that exist around traffic movement to ensure the safety of our staff, members, volunteers and any other visitors. We will ensure that we have supplied information and/or training to the aforementioned people to ensure that they are able to understand what to do in areas where traffic is a hazard.

Some of these situations could include when greens staff and members are in close proximity on the course or in the car park. In this situation, members will understand that greens staff always have the right of way. If staff are required to drive on the open road, they will understand how to do this safely. And, if the course is separated by a road, members will understand how to manage this situation safely. Training, membership agreements, signage and notices on the noticeboard will help to achieve this.

TMPS may also be required when contractors are carrying out work around the club, or on an event day. *See Contractor Induction Form and Event Safety Management Plan.*

Hazardous Atmospheres Policy

We understand that as the PCBU with the management and control of the workplace, we must manage risks to health and safety associated with any hazardous atmosphere in our workplace. This can include identifying, assessing and managing the risk from: -

Ignition sources

- *We will ensure that combustibles and ignition sources are stored away from each other in approved storage containers. We will ensure that all workers have the appropriate information and training to also handle these safely.*

Falling objects

- *All objects will be stored appropriately on shelving that is fit-for-purpose and located appropriately. This shelving will be checked regularly to ensure its fitness and objects are stored safely and along these stated guidelines.*

Hazardous containers

- *We will ensure it is securely covered; or enclosed by a secure fence that extends 1 metre above the floor, ground or platform. (However, this will not include when these containers hold water for the purpose of storing animals.*

Loose (but enclosed materials)

- *We understand we must manage situations where a worker could become trapped or engulfed by material (solid material in such form or state, or in pieces or particles so small that it is capable of subsiding or flowing to trap or engulf or that is enclosed in a structure), we will take all reasonably practicable steps manage the risks to health and safety to those workers.*

Hilly or sloping area

- *We understand that we must manage situations where a worker could be mowing on a hill slope and the mower could de-stabilise and tip, or rollover, trapping the worker under the machinery. We will ensure our training and safe systems of work (e.g. SOPs) provide the information to understand how to use a mower (or any other vehicle safely) in this area.*
- *We will ensure that all staff, club members and other visitors understand how to use these hilly areas safely. This means that they will be instructed on how to use carts safely and the safest areas for using them e.g. cart tracks.*

Health Monitoring Policy

Hazard related health monitoring is determined in the control setting procedure when a significant hazard is identified which could adversely affect employee health. The risk registers indicate which hazards, employees are exposed to, that require health monitoring.

Exposure to hazards that may have a direct effect on health and where PPE is a requirement; need to be monitored periodically to ensure the effectiveness of the equipment and controls. Expert advice will be sought on the identification, frequency and method of health monitoring. Some of these hazards could include: noise, heat, dust, vibration, chemical inhalation.

PCBUs must ensure that health monitoring is provided to any worker who may be exposed to a substance hazardous to health in a concentration that exceeds the prescribed exposure standard for the substance.

Health Monitoring must be provided if there is a risk that a disease or adverse health effect will occur under the conditions of work. PCBUs are required to inform workers of all relevant information regarding the health monitoring including how the monitoring is to be conducted and the results of any monitoring.

Dust and Air-borne Contamination

PCBUs with management or control of a workplace must ensure that facilities are provided:

- To control airborne contaminants as closely as possible to their source; and
- For the treatment of or carrying off of airborne contaminants to minimize the chance of harm to workers.

Noise

Where noise presents a hazard in the workplace, we will ensure work is carried out in accordance with the Approved Code of Practice for the management of noise in the workplace. Regardless of whether hearing protection is being worn, we will ensure that no worker is exposed to noise above the following levels:

- Eight-hour equivalent continuous A-weighted sound pressure level of 85db and
- Peak sound pressure level of 140dbs.

In the absence of noise testing, all staff should wear ear protection when using loud equipment to be safe. All staff should wear hearing protection for any work that exceeds the noise levels shown below.

NOISE TABLE:

Class	L _{Aeq,8h} dB(A)
Class 1	Less than 90
Class 2	90 to less than 95
Class 3	95 to less than 100
Class 4	100 to less than 105
Class 5	105 to less than 110

Table 1: table of hearing protection classes and maximum noise levels related to each class

Young Person as Worker Policy

As the PCBU in control of the workplace, we will ensure that, so far as is reasonably practicable, that no worker aged under 15 years, will be present during, or carry out the following types of work:

- the manufacture or preparation of goods for trade or sale:
- construction work:
- logging or tree-felling:
- the manufacture, use, or generation of hazardous substances:
- any type of work that is likely to cause harm to the health and safety of a person aged under 15 years.
- Working at, or assisting with any machinery at the workplace; or
- Driving a vehicle or riding on a vehicle pulling an implement, or on a vehicle that is not designed for the carriage of passengers.

Exceptions:

These situations may be excluded:

- When Public generally has access to the area, or
- When the young person is under the direct and active supervision of an adult in that area that is appropriate to the age of the young person and the nature of the risks present in the workplace, or
- When the young person is on a guided tour, or
- When the young person is in an area used only for selling goods or services.

There are also some exceptions for Agricultural Work -See Health and Safety at Work Regulations (2016) (General Risk and Workplace Management).

Young Persons on the course

As the PCBU in control of the workplace, we will ensure that no child, under the age of 16 years, will be on the course on their own at any time. All children under the age of 16 will either be supervised by their parents or a guardian.

Software Process:

- Click on *Hazard* on the Vertical Toolbar Tab. All the Risk management aspects are in this area.

Safe Plant, Structures and Substances

We will ensure the safe use, handling and storage of plant, structures and substances, by doing the following:

- Ensuring that all plant, equipment, vehicles supplied to and used by workers meets the relevant NZ standards and safety regulations.
- We will ensure it is always in good working order, with required repairs and maintenance carried out in a timely manner and appropriate mechanisms in place to monitor this, some of which include: monthly checks, lock-out of unsafe equipment, a hazard reporting process.
- Ensuring that all plant and equipment will have the necessary supporting documentation available e.g. manufacturer's instructions; MSDS; standard operating procedures (SOPS), codes of practice to ensure its safe use, handling, storage and maintenance.
- Ensuring that we provide the training, information and level of supervision required to ensure that all those using plant, structures, substances and any other aspect of the work that we carry out, can do so safely.

Monthly Checks Process

All plant and equipment will be recorded and monitored as part of the monthly checks process. You will find this on *Safety Online* in the Hazards section under Site Checks. If any repairs are required, the necessary corrective actions will be assigned to the appropriate manager who will supervise this process until it is completed.

Repairs and Maintenance Schedule

It will regularly be serviced, and this will be maintained to a schedule. This will ensure plant and equipment is always safe and fit-for-purpose. The service information will be kept in a service folder. The R & M documentation can be scanned and held in the *Document Manager* section.

Workers will immediately stop work and report to their supervisor, if any damage or fault poses a risk of death, injury or illness. Any plant or equipment that needs to be repaired will be taken out of service. It will have a sign placed on it to ensure no one uses it until it is safe to be used once more.

Safe Work Practices For Plant and Equipment

All operators will be both trained and competent to use plant and equipment or supervised by someone until they are fully trained and competent. They will be trained using a number of methods some of which include using safe work procedures. Staff skills will be tracked in the Staff Skills Matrix document. Scanned copies of the staff training records will be kept in the Health and Safety training folder.

Consultation with all those using privately owned plant on the course

We will consult with all those who bring and use their own privately-owned plant or equipment within the club to ensure it is safe, fit-for-purpose and is not a health and safety threat to anyone at the club. This can include: the use of privately-owned carts, or the use of machinery and equipment used for working bees or fundraisers. Health and safety agreements will be put in place.

Personal Protective Equipment (PPE)

The company will supply any Personal Protective equipment that is required to keep our workers safe. The worker will be required to wear the PPE, maintain the gear in a clean and fit-for-purpose condition and inform management if the gear needs replacing. This will be outlined in their training.

PPE is a control method to minimise the risk of injury from certain hazards of the job. We record the issue of PPE in the PPE Register. There is a review date for checking for re issue or checking suitability to task.

We will ensure the PPE provided to our workers is:

- Suitable, considering the nature of the work and any hazards relating to that work;
- A suitable size and fit and reasonably comfortable for our workers;
- Compatible with all other PPE used;
- Maintained, stored and repaired so that it continues to be effective (e.g. clean, hygienic and in good working order);
- Used and worn by workers; and
- Provided along with information, training, supervision and instruction on the proper use, storage and maintenance of the PPE.
- All our Safe Work Procedures outline which PPE should be worn for each task. Our risk register also outlines the PPE required in the control plan for each hazard.

Lock out Process

If any plant or equipment is not in safe working order, it will be removed from service (and a 'lock-out will be applied) until the necessary corrective actions are carried out and it is deemed to be safe for use again.

Hazardous Substances Policy

Hazardous Substances are chemicals that have been classed as having one or more of the following properties:

- Explosive
- Flammable
- Self-reactive
- Oxidising
- Toxic
- Infectious
- Corrosive and dangerous to the environment (eco toxic).

Duty of PCBU to keep a Hazardous Substances Inventory (or chemical register)

As required by workplace regulations, we will ensure that when using hazardous substances, no action or inaction by our workers causes an adverse effect to the environment or any harm to any person coming into contact with that substance.

As a PCBU we understand we must have an up-to-date Hazardous Substances Inventory kept on site and accessible to all. This must be updated every time new substances are introduced to the workplace. Controls for each substance should be reviewed regularly but especially after: significant changes to process, legislation, to the MSDS or after a significant relevant incident. There will be a large-scale complete review of Hazardous Substances Practices at least five yearly.

Once a substance is added to the Inventory, controls must be investigated and implemented. Then a Material Safety Data Sheet (MSDS) must be sought for the new substance. It should be held, and this information should be accessible to everyone. We will also ensure that the appropriate Material Safety Data sheets are readily available in the event of an emergency to hand to NZ Fire Service (now called Fire & Emergency NZ).

The inventory must include—

- the product or chemical name and UN number;
- maximum quantity of each hazardous substance likely to be at the workplace;
- the location of those hazardous substances;
- any specific storage and segregation requirements for substances;
- information pertaining to any hazardous waste.

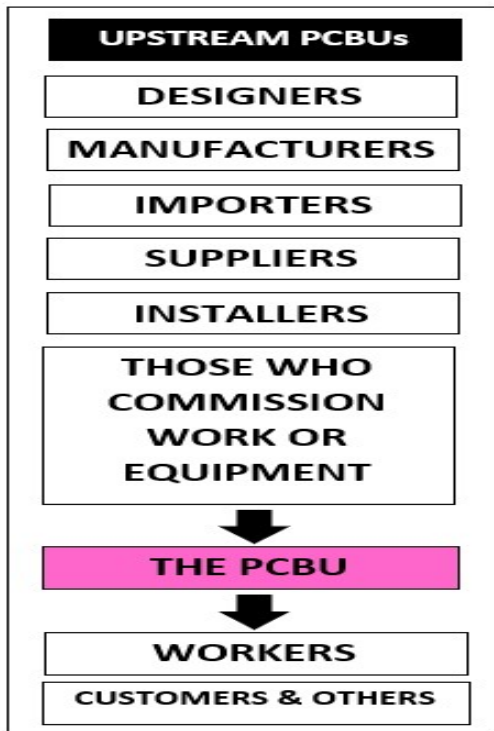
If you want further help with setting up an Inventory, Worksafe offer a calculator that will help with this process. The link is as follows: <https://www.hazardoussubstances.govt.nz/calculator>.

Buying New Equipment or Making Changes to Work Processes

When purchasing new equipment or implementing a change in work processes an assessment must be made as to the appropriateness of the choice and any impact on the level of risk in the workplace. Full consultation with the supplier and the health and safety committee is required to ensure that all steps in the process have been planned and any risk has been identified and managed.

Any supplier should be vetted to ensure that they are supplying safe, fit-for-purpose plant, equipment, vehicles, substances, fixtures or fittings. Any supplier/designed/manufacture/importer, installer or commissioner has duties under the health and safety at Work Act to ensure the product they supply is “without risks to the health and safety of anyone.”. They are called Upstream PCBUs.

Suppliers will also be asked to provide information about the safety of their product. A reference made to “precautions for use” tends to indicate that there is a hazard associated with the product.



An Upstream PCBU is a company who works at an earlier stage in the supply chain. They are effectively upstream of your business. This can include businesses that commission, design, manufacture, import, build or install plant, equipment, fixtures or fittings to your business. They must as far as reasonably practicable, make sure they carry out their area of responsibility in a way to avoid health and safety risk to anyone that they supply. PCBU's must collaborate with each other to manage the risk associated with the product, structure or equipment. For example, an upstream PCBU must share information on how to use equipment safely. There must be consultation on how to install it safely. Also, the company receiving the equipment or plant must analyse and weigh any risks associated with its introduction to the workplace. The company also has a shared duty to their employees, customers and any other persons to ensure the plant, structures, fixtures and fittings are without risks to the health and safety of any person. The Health and Safety Officer will discuss the proposed purchase or modifications to work processes with employees. The risk register and other documentation may have to be changed to reflect the changes wrought by the new equipment or new processes.

Plant and Equipment as a Meeting Agenda Item

Plant and equipment will be raised as an agenda item and discussed at our Health and safety meetings as repairs and maintenance falls due or there are any safety issues

Software Process:

- Click on *Hazard* on the Vertical Toolbar Tab. In the Site Checks ADD/DELETE section you can create a Site Check. in the Site Check section, you can carry out the Site Check.
- You can also record which PPE has been issued in the PPE Manager. This helps keep track of its 'shelf life' or alternatively when it is time for servicing to ensure the gear is always fit-for-purpose.

Workplace Facilities

We are committed to providing a safe and healthy environment for our Workers, Members, Contractors and Visitors. We understand that these facilities should reflect the nature of our work, the nature of our hazards and their risk, the size and location of our workplace, the number and make up of our Workers,

To ensure this, we will work to ensure our workplaces comply with the following standards:

Our workplaces will:

- Have clear entry/egress points for safe evacuation;
- Provisions for extreme temperatures e.g. air-conditioning and heating;
- Have safe, clear workspaces;
- Well designed and sufficient space and in sufficient numbers to cover workforce composition;
- Well maintained flooring and surfaces;
- Suitable and sufficient lighting to carry out work and move around safely;
- Suitable and sufficient ventilation;

Clean Facilities accessible to all, including:

- Toilets
- Drinking water
- Hand-washing facilities
- Eating and break facilities

When required, we will also ensure the following other facilities are available:

- Showers
- Changing rooms
- Sick Bay
- Ventilation of dust or vapours

We will ensure that workers can access any of those facilities when they require them.

Facilities Monthly Site Checks

The monthly site checks checklist contains the aspects that require monthly checking. This includes many aspects of the workplace facilities including flooring safety; toilets; kitchen hygiene; fire exits; lighting and other areas. This process will ensure we maintain clean, safe facilities for all our staff.

Workplace Facilities as an agenda item.

We will encourage our staff to report any inadequacies with our facilities so that we can put in place any corrective actions that are required. We will discuss the topic of the facilities regularly in our meetings to ensure that they are clean and safe and not in need of repairs and maintenance. If repairs are required, we will designate responsibility for this task and time line it to ensure it is carried out as soon as possible.

Software Process:

- Click on *Hazard* on the Vertical Toolbar Tab. In the Site Checks ADD/DELETE section you can create a Site Check. in the Site Check section, you can carry out the Site Check.
- Facilities management can also be added into the Risk Register also found in the *Hazard* section.

Information, Training and Supervision

New Employee Induction

New employees require a health & safety induction. We have an induction program that covers basic health and safety policies and practices including the following: an explanation of the employer/employee duties under the HSWA Act and how the company is fulfilling its obligations, (including hazard management, designated roles, and the consultation process). Also included is:

- accident/incident reporting and investigation procedures including ACC claim procedures, and rehabilitation procedures;
- Emergency procedures;
- The issue use and maintenance of personal protective equipment (PPE).
- Training procedures including staff training matrix and safe operating procedures will be outlined.

The induction form for employees is found in the Training section. At completion of the induction, the form needs to be printed out as the employee is required to physically sign the Induction Form to verify their understanding. This form should be filed or scanned into the *Document Manager* section. The H & S Officer is responsible for ensuring new employees receive a health & safety induction before commencing work. The induction process needs to be repeated annually.

Training in Work Procedures

We will ensure all workers are sufficiently competent to do their work safely or are supervised by a competent person. We will ensure workers receive adequate and readily understandable information, training, instruction and supervision relevant to the work they are doing. Workers will also be trained in the safe use of equipment, including the use and maintenance of Personal Protective Equipment (PPE).

The workers' skill levels will be recorded in the Staff Skills Training folder. This document will be maintained and updated for all staff six-monthly. The supervisor will carry out this process with the worker to ensure their estimation of their own skills and their feedback is taken into consideration in the decision making.

The tracking of staff skills has a number of important uses. For the individual it will show their skill levels in the required work processes/tasks. Through this process, the supervisor will get a good understanding of the worker's foundation skills and will continue to update the document as the worker is trained in each

Induction process for Employees or (unaccompanied) Visitors

Induction Training



Some of the aspects covered:
Emergency & First aid
Information, Hazard, Safe Work
Practices, Incident reporting and
other significant Company H & S
Policies.

This process must be completed
before the person starts work
and repeated annually.

aspect. It also serves as a reminder for the worker to understand the scope of his role, so as to understand the areas he can be involved in and those he has no business being involved in e.g. if he has a 0 for driving the fork lift, he understands the driving of a forklift is not allowed.

Overall, it can also show the supervisor the spread of skills to indicate where there are gaps in either knowledge or skills. It can also help with shift planning as it can show what the levels of supervision are across the shifts or across the business as a whole.

The rating scale is as follows:

- Those who do not have the skills or training to perform a task are given a (0);
- Those who are in training and need to be supervised (1);
- those who are competent to work unsupervised are given a (2);
- those who have the breadth of skills and experience (and have the capability to) can train and supervise others are given a (3).

Supervision

Adequate supervision is an integral part of ensuring that employees have understood instructions and are trained to do their jobs and have the necessary skills to do their jobs safely. The Supervisor of H & S, / Manager, the Health and Safety Officer and Health and Safety Rep need to know their responsibilities for the training and supervision of staff.

The degree of supervision required will depend on each individual's knowledge and experience. This will be recorded in the skills matrix. Therefore, new and less skilled employees will need closer supervision.

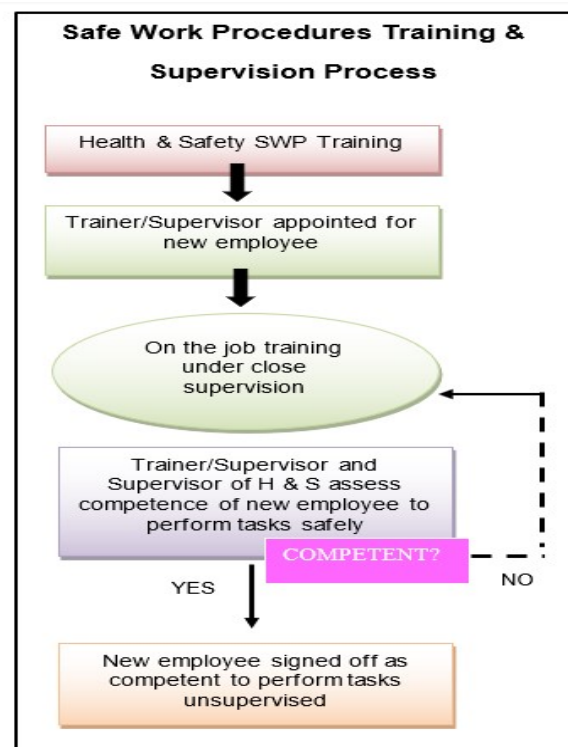
We evaluate the competency of our workers on a regular basis and if we notice any deterioration in their performance, provide refresher training to ensure they continue to operate in a safe manner. Before appointing a 'supervisor' or 'buddy' to the new employee, the Supervisor of H & S must be satisfied that the 'supervisor' is able to meet the following criteria:

- do they have the necessary leadership skills and technical competency to supervise a particular task?
- How the supervisor's skills and experience is to be assessed?
- Do they understand their responsibilities as supervisor?
- Are they familiar with the health & safety requirements of the task?

If they satisfy the Supervisor criteria for a particular task, they will receive a (3) in the Staff Skills Matrix.

Training as an Agenda Item

We will ensure that worker training needs will be regularly discussed at our Health and Safety meetings and Toolbox meetings. Any event (accidents or incidents) where training has been identified as a factor contributing to the event will be raised and discussed at monthly health and safety meetings.



Further Training Needs

In addition, some jobs may require further training for specific roles, tasks or work areas. Examples may include: first aid, specific equipment or machinery training e.g. chainsaw use, manual handling skills etc.

Members or Visitors in high hazard areas:

For health and safety, insurance, and business considerations, only authorised visitors are allowed in some areas:

- Members or Visitors will not touch any plant or equipment (this includes climbing ladders and the unauthorised moving of equipment) unless supervised or trained to do so.
- Members will receive H & S induction training through the information they receive in their membership information; on the website, by way of club signage and on the H & S noticeboard. If a new system is implemented, a new induction for all members should be carried out retrospectively.
- Visitors must be given a health and safety induction where possible. Where this is not possible, they should be supplied with information outlining the hazards that they may face. This could be achieved by getting them to fill in a form with H&S information on it before playing. This could be clearly indicated near the location of the *Green Fees* envelopes. Another method could be to put a sign in this area outlining the hazards of the course before the play.

Other means of conveying information e.g. signage

Members, visitors, general public and anyone else coming on to the course will have the information that they require to protect themselves against harm, and to advise of any precautionary measures they should take. By using signage, we will provide clear, concise information about hazards. We understand that signs are the best way to advise visitors and other people unfamiliar with the course about any hazards e.g. hazardous substances.

Signs will be located in key areas in the workplace, such as entranceways and on buildings, or in outdoor areas, where hazards exist. They will be clearly visible and let people know that hazards are present, the general type of hazard and what to do in an emergency.

Restricted access

Signage can also be used to indicate an area that is 'off limits' where access is granted only to appropriate training and knowledge of the hazard in that area. Barricades or chains can also be used to restrict access. This isolation method of control can be a very effective measure.

Software Process:

- Click on *Training* on the Vertical Toolbar Tab. In the *Induction ADD/DELETE* section you can create an Induction, and then carry it out in the *Employee Induction* section.
- Under the *Contractor Induction* tab, the Contractor Induction can be completed online. Here you can create a file for the contractor, upload any of their documents and also create a safety plan for the job.
- Alternatively, if using a paper system for Contractor inductions, the template is stored in the *Document Manager* section found in the *Document Storage* tab on the Vertical Toolbar Tab. Once downloaded and completed it can be scanned and stored here also.
- Also, on the Training Vertical Toolbar Tab is the area where you evaluate and record Staff Skills. In the *Skill ADD/DELETE* section you can create a list of work processes and skills. Here you can also upload SOPs. Once the list is created, you can take the staff member through the process of skills evaluation in the *Skills Tracking Manager* section.

Accident/Incident Reporting

Definitions:

Accident: An unplanned event resulting in personal injury.

Incident: An unplanned event that could have caused personal injury e.g. near miss, close call dangerous occurrence or property damage.

Serious Harm: Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary **severe** loss of function or respiratory disease.

- This can include:
- Respiratory disease; noise-induced hearing loss; neurological disease; cancer; dermatological disease; communicable disease; musculoskeletal disease; illness caused by exposure to infected material; decompression sickness; poisoning; vision impairment; chemical or hot-metal burn of eye; penetrating wound of eye; bone fracture; laceration; crushing.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance.
- Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence

Notifiable event

- In this Act, unless the context otherwise requires, a **notifiable event** means any of the following events that arise from work:
- the death of a person; or
- a notifiable injury or illness; or
- a notifiable incident.

Notifiable Illness: when someone has become seriously ill as a result of work.

Notifiable incident is an unplanned or uncontrolled **incident** in relation to a workplace that exposes the health and safety of workers or others to a serious health and safety risk. It can arise from an immediate or imminent exposure to: -

- (a) an escape, a spillage, or a leakage of a substance; or
- (b) an implosion, explosion, or fire; or
- (c) an escape of gas or steam; or
- (d) an escape of a pressurised substance; or
- (e) an electric shock; or
- (f) the fall or release from a height of any plant, substance, or thing; or
- (g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or

- (h) the collapse or partial collapse of a structure; or
- (i) the collapse or failure of an excavation or any shoring supporting an excavation; or
- (j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- (k) the interruption of the main system of ventilation in an underground excavation or tunnel;
- (l) a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or
- (m) any other incident declared by regulations to be a notifiable incident for the purposes of this section.

How we report and record (Non -Serious Harm) Accidents, Incidents & Near Misses.

- All incidents, accidents or near misses must be recorded on the Accident Form in the *Accident Manager* section. Investigations of these incidents will be completed by Chris Robertson. Reporting of all incidents and accidents, near misses must be done promptly.
- We will investigate all accidents, incidents and near misses (events) to determine whether they were caused by hazards. Where applicable, we will also find out what risk controls were absent and should be put in place to manage any hazard and prevent a repeat of the same occurrence.
- Incidents accidents and near misses should be collated at least every 6 months to plot trends/ patterns which in turn, will prompt the Supervisor of Health and Safety Health and Safety committee / officers to plan appropriate Health and safety strategies. *Safety Online Ltd can show you how to produce a health and safety report if you require one.*
- The aim as always is to reduce or eliminate the possible re-occurrence of these incidents.

Incident and Accident Investigation

When Investigating accident, the investigator must thoroughly examine all factors that led up to this incident and to establish root cause. The investigator must be the most qualified person who has knowledge and experience in the work processes they must find out what went wrong, why it happened and what needs to be done to establish a safe workplace.

A 'near miss' or dangerous occurrence incident should be treated as a warning sign and should also be thoroughly investigated. Employees should be encouraged to report these potential accidents in the same way that they are encouraged to report hazards.

It is policy of this organisation to complete an investigation on all incidents and accidents as soon as possible after the event using the Accident form in the Investigation in the *General area* (second tab).

Those who investigate must be persons that fit within the following criteria:

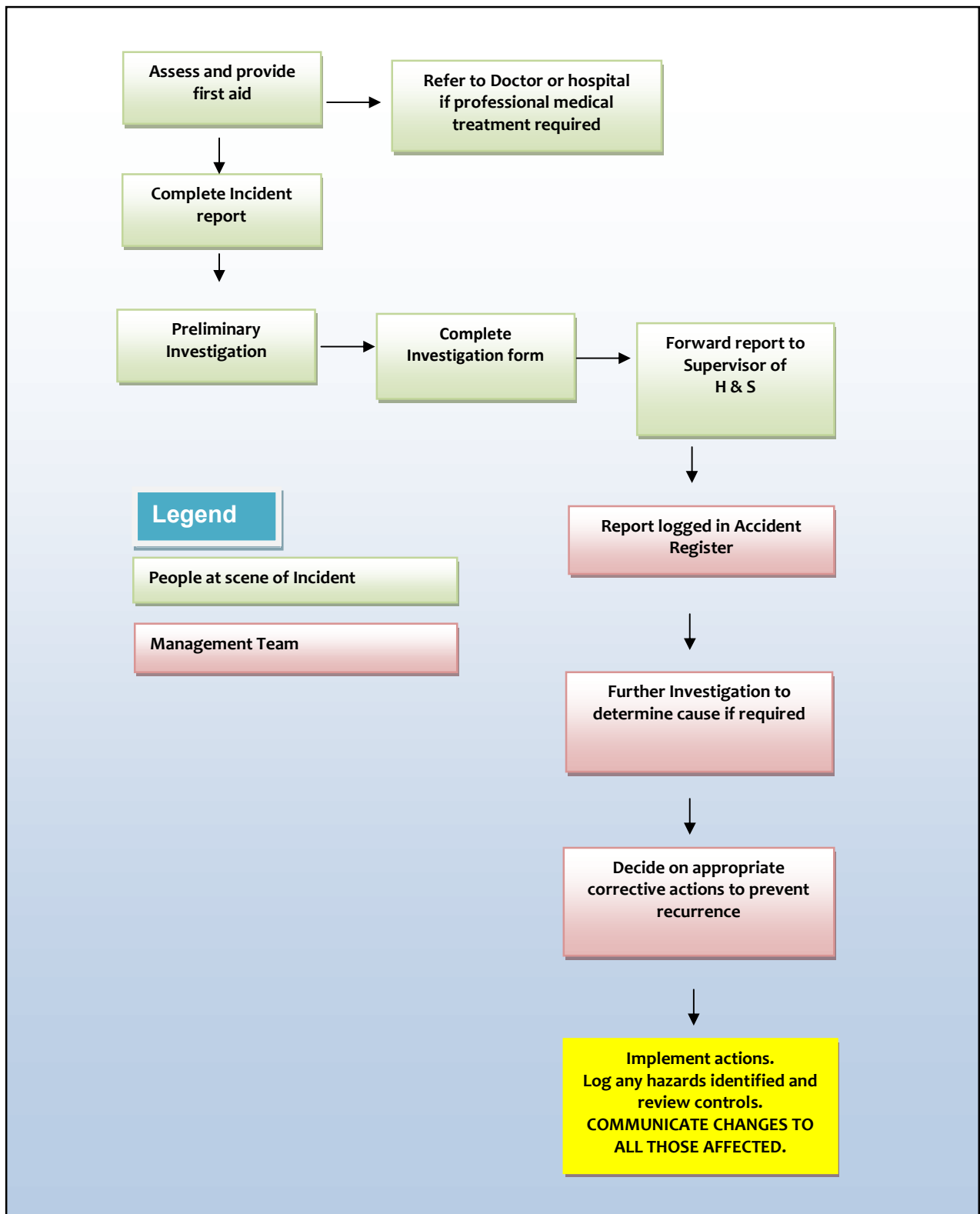
A person with experience and who thoroughly knows the task that was being performed when the incident happened; A person who has appropriate health and safety training to enable effective participation as a member of a small incident investigation team.

The Supervisor of H & S Chris Robertson is the designated accident investigator, unless otherwise designated.

Software Process:

- Click Accident Tab on Vertical Toolbar.
- Find Accident Manager
- The Accident Form is in Three Sections:
- Accident details, Investigation and Injured Person & Rehabilitation.
- You can also upload photos if required.

Non-Serious Incident & Injury Response Flowchart



How we report and record Serious Harm Incidents & Accidents

Serious Harm Event

If a Serious harm event occurs:

1. Call the first aider to render assistance.
2. CALL 111 First if more than first aid assistance is required.
3. Phone Worksafe NZ on 0800 030 040.

Staff should then advise the Supervisor of Health and Safety. They will then determine the following: -

- Does the injury qualify as Serious Harm?
- If so, Notification by phone to the nearest Worksafe NZ office 0800 030 040 as soon as possible.
- The prescribed form can be downloaded online.
- **Link: <http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>**
- ALSO: Notification in writing on prescribed serious harm form within 7 days of event.

All persons present at the time of the event are expected to assist in any investigation. This can include rendering assistance. In the event of serious harm, the accident scene must be preserved until clearance is given by a Worksafe NZ Inspector.

The supervisor or worker in control of the workplace is responsible for investigating events and documenting their findings using the Accident Investigation Form or on a Duty Holder Review Investigation Report (if required by WorkSafe NZ).

Event investigation findings will be discussed at our Monthly Health and Safety Meetings and a remedial action plan will be put in place, recorded in the monthly Health and Safety Meeting minutes document and reviewed at subsequent meetings.

Worksafe NZ Investigations

Worksafe NZ Inspectors investigate the following events:

- Complaints about health and safety
- Notifications of serious harm, including fatalities
- Notifications of occupational disease
- Notifications of incidents (accidents that might have harmed someone)

Investigations are undertaken in order to determine:

- Causes;
- Whether action has been taken or needs to be taken to prevent recurrence, and to secure compliance with the law;
- Lessons to be learnt, both in the workplace involved and in industry at large, and to influence the law and health and safety standards and guidance material, and
- If there has been any breach of the law, and the appropriate response.

Worksafe NZ does not investigate every event reported to it. Most of the resources available for investigation are devoted to more serious events. In selecting which events to investigate, and in deciding the level of resources to be used, Worksafe NZ takes the following factors into account:

- Severity and scale of potential or actual harm
- Seriousness of any potential breach of the law
- Knowledge of the workplace's past health and safety performance
- Enforcement priorities
- Practicality of achieving results, and
- Wider relevance of the event, including serious public concern.

Worksafe are able to issue enforcement notices and prosecute under the HSWA. Enforcement notices can come in the form of Improvement, Prohibition or Infringement Notices.

- Improvement notices are issued when the Inspector has reason to believe a person is breaching or is likely to breach the Act or Regulations and requires the workplace to comply within a given time period.
- Prohibition notices are issued when the Inspector has reason to believe that a workplace activity is occurring or is likely to occur that involves a serious risk to health and safety. The activity must desist and cannot resume until the Inspector is satisfied that the risk has been remedied.
- Infringement notices may be issued for continued non-compliance with the HSWA and may result in an infringement notice which may require payment of an instant fine.

More information, it is available through WorkSafe New Zealand: <http://www.business.govt.nz/worksafe>.

Particular Hazardous Work Notification Form

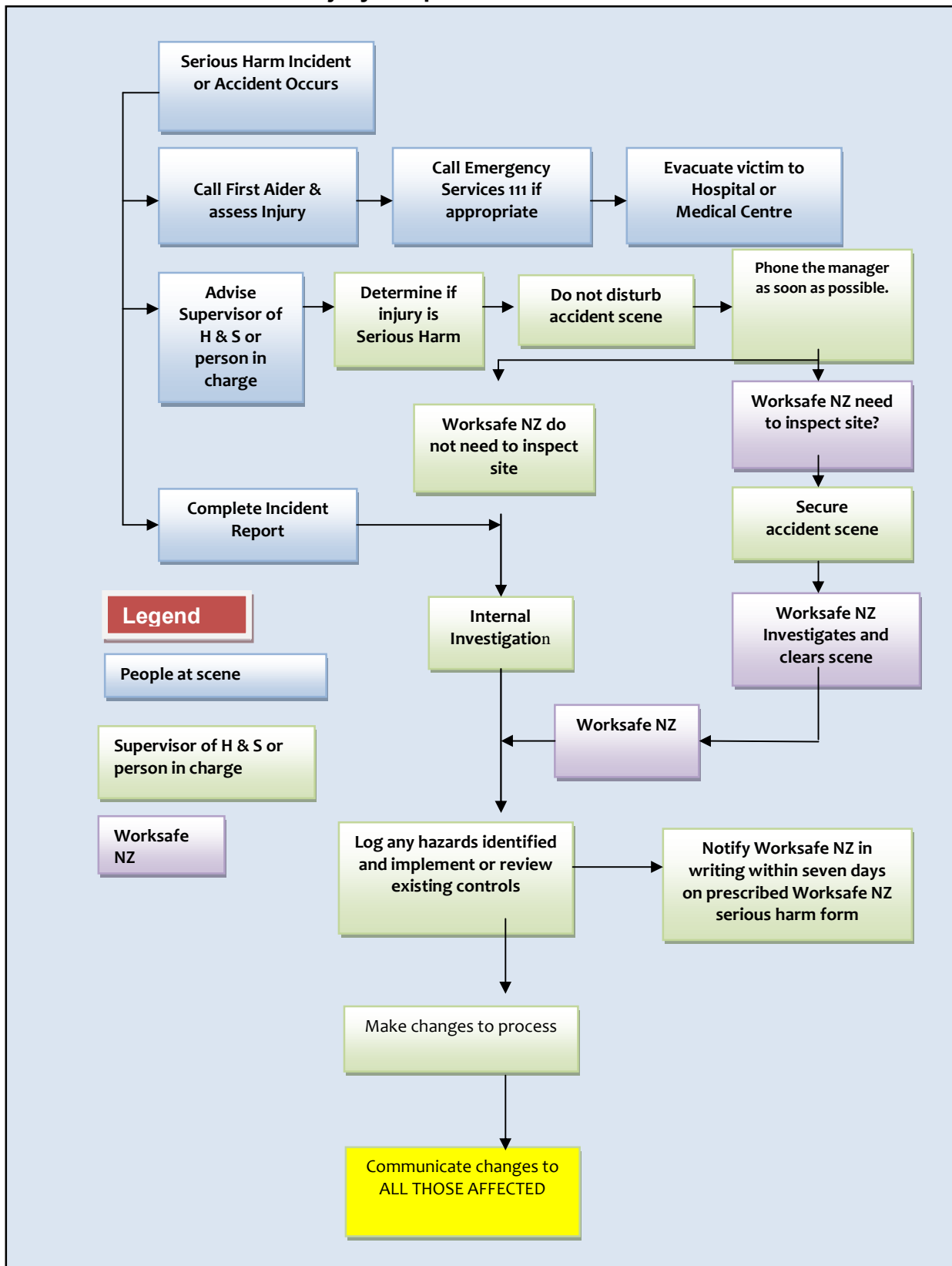
Particular Hazardous Work must be notified to WorkSafe New Zealand as required under Regulation 26 of the Health and Safety in Employment Regulations (1995).

The following hazardous work needs to be notified (before work starts):

- Construction work with a risk of falling 5 metres or more
- Erecting or dismantling scaffolding with a risk of falling 5 metres or more
- Logging or tree felling undertaken for commercial purposes
- Use of a lifting appliance where the appliance has to lift a mass of 500 kg or a vertical distance of 5 metres or more (see exclusions below)
- Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead
- Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 verticals.
- Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top
- Work involving the use of explosives, or storage of explosives for use at the worksite
- Work in which a person breathes compressed air, or a respiratory medium other than air (diving)
- Work in which a person breathes compressed air, or a respiratory medium other than air (not diving).

Safety Online Ltd can assist in the reporting and investigation of notifiable events. This is to ensure that the event notification and other forms are correctly filled in and the investigation is carried out properly, We can supervise all processes and provide any guidance required.
Phone Natalie Parsons 0204 159 7618.

Serious Harm Incident & Injury Response Flowchart



Rehabilitation Process

Accident Process

Please refer to the Accident/Incident Reporting chapter to find information on what to do when an accident or incident happens.

Lodging an Injury Claim

This is a simple explanation of the ACC accident Injury Claims Process:

STEP ONE: The injured person will visit their medical practitioner. This could be a clinic, doctor, hospital or physiotherapist.

STEP TWO: They will receive treatment and fill in an ACC 45 Form while they are at the clinic. Or you can fill one in online. The Doctor will also fill in a form and make a claim.

ACC will pay for the majority of the appointment they may have to pay first and be re-imbursed by ACC later.

STEP THREE: ACC will contact the injured person to let them know if they will be covered or not. If so, they will allocate a case manager and put an injury management plan into place with the employer. If they are not covered there is an appeals process that they may need to enter into. If they are covered ACC can support in a number of ways including: paying a portion of their wages as they recover and any ongoing medical costs.

The Employer's Role:

A safe and supportive return to work as soon as possible after an injury usually means a quicker and simpler recovery and return to productivity. Employers have a key role to play in helping injured employees get back to work quickly, regardless of whether the injury occurred at work or elsewhere. Even if the employee is not yet fully recovered, returning to some form of work can speed their recovery – and at the same time help the business.

ACC is required to consider whether it is reasonably practicable to return a worker to their pre-injury employment with the same employer. If this is a viable option, ACC is required to notify the employer in writing of this decision and the employer must then take all practicable steps to help the worker with their return to work plan. This applies to claimants who have been injured either at work or outside the work place. Rehabilitation information pertinent to the process is found on page three of the accident form.

Don't forget to:

- Keeping in touch with your employee while they are absent from work
- Working with your employee and their ACC Case Manager to develop a return-to-work plan
- Keep your employee's job open during the rehabilitation process
- Giving your employee the opportunity to work reduced hours or perform suitably modified tasks while they recover.

What are the benefits?

ACC will work with the company to find ways to get you or your injured employee back into employment. By helping your injured employee in this way, you are likely to:

- Reduce the cost of lost productivity, overtime or training of new staff; reduce your ACC levies by lowering the cost of injuries; retain the investment in staff skills, knowledge and experience; Improve morale by playing an active role in your employee's welfare; Improve company image and promote your company as a 'good' employer; communicate regularly with your employee about their needs and progress once they return to work, and provide a supportive environment for your employee.

Software Process:

- Click Accident Tab on Vertical Toolbar. Find Accident Manager
- The Accident Form is in three sections. *Rehabilitation* is the third tab. You can load in information about ACC, Medical Provider, review dates and a description of the light duties in this area.

Worker Engagement & Representation

Definitions:

Worker Engagement: You need to engage and consult with workers who are directly affected by a matter relating to health and safety. These situations might include: making decisions about hazards and addressing risk; the adequacy of staff welfare facilities; monitoring worker health and work conditions; providing information and training to workers; procedures for resolving work health or safety issues; determining work groups, and any proposed changes which may affect their health and safety.

Worker Participation: in H & S can be achieved in a number of ways, it all depends on what works best for your business and the workers. The best ways are to elect H & S Reps (HSR)s and set up a H & S committee (HSC) that meets monthly. Refer to *H & S Duties* starting on Page 7 of this manual which details these duties.

This organisation recognises that employee participation at all levels is essential in achieving safety excellence. It is therefore our policy to meet monthly to discuss health and safety. We also want to encourage participation in health and safety from all our staff. We will establish appropriate communication and participation methods with all workers in our workplace, to ensure all information regarding safety is discussed and passed on.

As a PCBU we will engage our workers to help us:

Identify hazards and assess risks; Make decisions about ways to eliminate or minimise risks; Make decisions about the adequacy of our health and safety facilities; and decide on appropriate worker participation practices.

This will involve:

- Sharing information on health and safety with our workers by way of discussions and the use of our H & S Noticeboard.
- Allowing our workers to express their views, raise work health and safety issues and contribute to the decision-making process;
- Advising workers of the outcomes of any discussions and decisions; and
- Involving any Health and Safety Representative in our discussions.

We will do this by:

- Inducting all workers to our workplace;
- Providing sufficient information and training specific to the health and safety risks for the work being undertaken;
- Ensuring workers have an opportunity to participate in health and safety via health and safety meetings and (where applicable) health and safety representatives;

- Holding monthly Health and Safety Meetings with management, workers and their representatives (as applicable);
- Agreeing (as a group) on any required actions and documenting these in our Health and Safety Meeting minutes.
- and Distributing/making those minutes available to all workers.

Health and Safety Committee Meetings

A monthly Health and Safety meeting will be held to review our health and safety practices and performance. We will discuss findings from new hazards identified; any recorded accidents and incidents (events) and general health and safety matters. The minutes will be recorded.

The committee will consist of all available employees.

General procedures on how the committee conducts its business should be determined by the committee itself, taking into consideration company policies and the appropriate regulations, guidelines and codes of practice.

Workplace Safety Representative

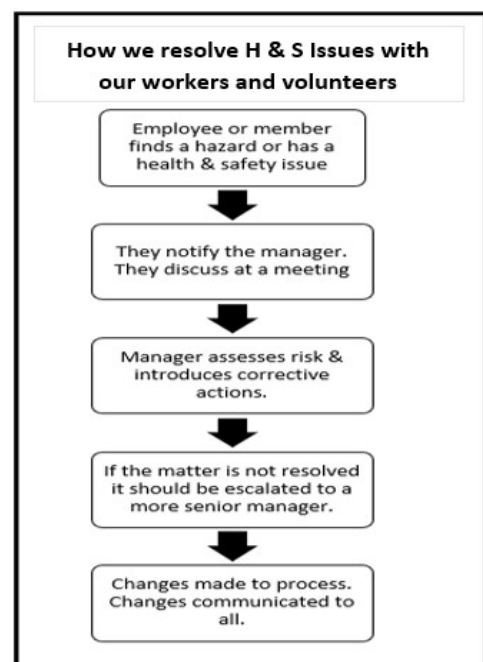
We will provide reasonable opportunity for all workers to participate effectively in the process of improving health and safety in our workplace.

When required, we will ensure that health and safety representatives are elected and made known to all workers and contractors.

A workplace health and safety representative may be a dedicated health and safety person or worker, who is able to act on behalf of all workers, on matters of health and safety.

We will ensure worker representatives are able to actively contribute to health and safety in our workplace by participating in regular health and safety meetings.

Where required, health and safety representatives will be given appropriate health and safety representative training.



Annual HSC Review

The committee structure will be reviewed annually to ensure employee / management participation is effective and in line with the planning and objectives set each year.

Software Process:

- On vertical toolbar find Meetings. You can upload meeting minutes into the Meeting Manager.

Emergency Response Plan

Provide an Emergency Plan

PCBUs at a workplace must ensure that an emergency plan is prepared for the workplace.

The Emergency plan must provide emergency procedures that:

- Provide an effective response to emergencies that may realistically arise;
- Detail how to evacuate safely to the evacuation point from all buildings;
- Detail how to notify emergency services and others at the earliest opportunity;
- Identify the medical training and treatment required and the assistance to be provided;
- Provide effective communication to coordinate the emergency response in numerous forms e.g. signage and written form;
- Provide for regular testing of the emergency plan e.g. evacuation drills;
- Provide effective communication, training and information to workers to implement the emergency plan.

Potential Emergency Planning

Potential emergencies must be considered at a committee meeting at least annually to ensure that our response to all potential emergency situations is adequate and appropriate.

Following an emergency, Committee will meet and debrief the important elements with a view to improving the response / training should the event happen again. Questions should arise concerning: -

- Resourcing suitable equipment i.e. stretchers / dedicated room, defibrillator etc.
- Access for emergency vehicles on/off site.
- Loss of services- electrical / water / sewerage.
- Flu outbreaks and the affect that it would have on the workplace refer to DHB website for up to date management procedures
- Eruption –pollution of water – when do people leave to go home choking of roads.
- Earthquake – falling objects, securing shelves accounting for people
- Fire – Fighting fire or leaving the building, accounting for people

The decision to evacuate the worksite is the responsibility of the senior person on site after available information and details have been assessed.

Emergency Service Requirements

All emergency service equipment must be in functioning order and frequently serviced by a competent contractor. The following emergency response equipment must be serviced in accordance with the frequency indicated:

<i>Fire Extinguishers</i>	<i>Every 12 months</i>
<i>Evacuation Alarms</i>	<i>Every month, if applicable, there is a testing process by a suitable trained person, usually an alarm company.</i>
<i>First Aid Kits</i>	<i>Audited/restocked every 3 months (or as required). Plasters need to be re-stocked more often usually.</i>
<i>Fire Evacuation Procedure</i>	<i>Evacuation drill every 6 months.</i>

<i>Defibrillators</i>	<i>Regular checking by supplier. Regular battery checks.</i>
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Emergency Personnel

A senior site warden is appointed. Responsibility for this appointment is with the Supervisor of Health and Safety. In the absence of the senior site warden, a deputy or the senior person on duty will assume the role. See evacuation scheme. Wardens will be required to undergo refresher training in response procedures annually by completing retraining of Wardens.

Review of Emergency Response Procedures

A Committee meeting will review emergency procedures at least once a year or following a significant event. The Emergency Officers will undergo revision of their roles at least once a year. Their emergency equipment will be reviewed once a year to ensure that it meets the standard. This review process will be documented with sign off acknowledgment of the attendees.

Fire Reports will be logged into the online system in the *Emergency* area. The Fire Evacuation Scheme will need to be reviewed after all practice drills or after any actual emergency event.

Those aspects to be considered must include: -

- Employee education / training
- Communication review to take account of changed circumstances. Introduction of monitoring systems that may or may not include a physical meeting.
- Defence systems for staff / building layout. Review of rosters.
- Working from home not coming into work.
- Hygiene issues including sanitising of surfaces / equipment hand washing procedures.
- Issue of personal protective equipment. - i.e. face masks
- Storage of emergency goods and items.

FIRST AID TRAINING:

Provide first aid



PCBUs must ensure that they provide:


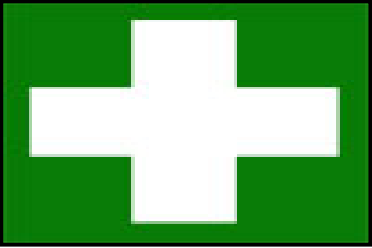


- Adequate first aid equipment for the workplace and it is accessible to all workers;
- An adequate number of workers are trained to administer first aid;
- Workers have access to an adequate number of persons who have been trained to administer first aid.

Training needs will be discussed with workers at our Monthly Health and Safety Meetings and training will be recorded in worker's individual training plan and registers. The first aid arrangements should be based on the level of risk determined in the risk assessment process. Ensure that appropriate first aid equipment, facilities and trained personnel are available and readily accessible. The ratio of 1 to 10 employees is recognized as the guideline.

Consideration should be given to: Type of activities; Size and layout of the workplace; The nature/risks of the work undertaken; Proximity to medical services; and the number and distribution of staff including arrangements such as shift work and overtime. If you need further information, please see link: <https://worksafe.govt.nz/managing-health-and-safety/businesses/general-requirements-for-workplaces/>.

Emergency Plan

Event	Quick Response Information
OUR EVACUATION POINT	Car park near Pro Shop
<p>FIRE</p> 	<p>FIRE:</p> <p>EMERGENCY EVACUATION INSTRUCTION SHEET FOR STAFF/VOLUNTEERS (Bar staff/volunteers by default become the Fire Warden when the bar is open)</p> <ul style="list-style-type: none"> • If you are alerted to a fire (If you find signs of fire, (smoke, flames etc): • Raise the alarm immediately by operating the nearest fire alarm (2 in the clubhouse) • Ask all people in the clubhouse/work area to evacuate the building immediately - calmly and quickly and assemble in the car park behind the Pro Shop. • Notified emergency services by calling 111. Follow the instructions of this operator. • Potentially dangerous processes/machinery/equipment should be closed down only if it can be carried out safely and without delay. • Leave lights on. • Close all doors on way out if possible. • Check toilet/changing room areas to ensure everyone has left the building. • Only if conditions permit and it is safe to do so should any attempt be made to extinguish the fire. Fire extinguishers are found in the kitchen and in the clubhouse by the kitchen door. A fat fire blanket is in the kitchen by the back-kitchen door. Advise a 2nd person if you are going to attempt to operate one of the extinguishers on a fire. • Do not return to the building until the all clear is given by the emergency services
<p>EARTHQUAKE:</p> 	<p>DROP, COVER AND HOLD:</p> <ul style="list-style-type: none"> • Stay inside while the ground is shaking. • Move a few steps to a safe place. Keep calm, Drop to the floor get under or beside a sturdy structure, cover your head and hang on to that structure. • Stay away from the glass that may be falling inside or in the street. Stay away from shelves that may fall on you. • Expect aftershocks. Help others, report injuries or fires to emergency services. • WARDENS: Put out small fires if safe to do so. Evacuate buildings if fires cannot be controlled. Turn off gas if you smell it and electricity if suspect electrical damage. • Listen to radio for civil defence advice and information. • ONLY GO TO THE EVACUATION POINT when INSTRUCTED TO DO SO. Wait for roll call. Do not leave until instructed to by Wardens. • Treat injuries. Ensure that the first aid kits are taken to the evacuation point. • Go home to family when it is safe to do so. Make sure that team leaders have recorded your leaving work.

<p>CHEMICAL SPILL:</p> 	<p>SPILL CHECKLIST:</p> <ol style="list-style-type: none"> 1. Raise the alarm 2. Put on Personal protective equipment. 3. Evacuate people if necessary 4. Call emergency services (dial 111) 5. Close valve plug leak or upright container, if safe to do so 6. Utilise safety equipment in yellow wheelie bin to contain the spill 7. Call on specialist advice if required. 8. Clean up spill 9. Recover product or dispose of waste safely. <p>PRECAUTIONS: Do not endanger yourself. Wear personal protective equipment (PPE) appropriate for the spilled substance. Do not leave the area unattended if there is a risk of a further spill. If the spill is likely to enter a waterway, notify the local council.</p>
<p>FIRST AID EMERGENCY:</p> 	<ul style="list-style-type: none"> • Assess the situation. Do not enter a scene that is not safe for you. Notify / involve the first aider • If no first aider is available, make own assessment. • Use first aid information on Page 4. • Moderate injury/illness – take to nearest medical clinic. • Serious injury/illness – dial 111 - AMBULANCE. • Notify the Supervisor of H & S. • Secure accident scene - Worksafe may want to investigate. • When first aid situation, fill in accident form.
<p>TSUNAMI:</p> 	<ul style="list-style-type: none"> • Take your getaway kit with you if possible. • Move immediately to the nearest high ground, or as far inland as you can. Walk or bike if possible and drive only if essential. • If you cannot escape the tsunami, go to an upper story of a sturdy building or climb onto a roof or up a tree. • Boats are usually safer in water deeper than 20 metres than if they are on the shore. • Never go to the shore to watch for a tsunami. Stay away from at-risk areas until the official all-clear is given. • Listen to your local radio stations.
<p>GAS LEAK:</p> 	<p>What to do if you smell gas around an appliance?</p> <ul style="list-style-type: none"> • Turn it off immediately and call a Registered 'Gas Fitter'. • If you can still smell gas a few minutes after turning off the appliance: <p>Do:</p> <ul style="list-style-type: none"> • Turn off the gas supply at the cylinder or gas meter. • Open doors and windows to ventilate the area. • Call our Customer Service Team at Contact Energy on 0800 80 9000 to report the fault.

Software Process:

- On vertical toolbar is the *Emergency* tab. You can upload the evacuation report into the Emergency Evacuation section.

Emergency Contact Numbers

Who's who in health and safety?
Health and Safety Supervisor Chris Robertson (Board chairman): cell: 0274621114
Club Secretary: Dee Murdoch cell: 0272889716
Head Greenkeeper/Course Super: Ben Crequer cell: 0274192658
First Aider(s): First Aider(s): Dee Murdoch
Building warden: Bar person on duty at the time.
Fire Warden(s): Bar person on duty at the time.
Deputy Fire Warden(s): Any member present in the clubhouse will be directed to assist in an evacuation/emergency
Emergency contacts:
Fire Service: 111
Ambulance: 111
Medical Services:
Nearest Medical Clinic: Nearest Medical centre: Three Rivers Health Address: 7-11 Allens Rd, Ashburton Phone: 03 3089139
Hospital: Hospital: Ashburton Hospital, Elizabeth St, Ashburton. There is no A&E department here first contact must be to the Dr on duty at the time if after hours or the above medical centre.
Other Emergency services:
Poison centre 0800 POISON / 0800 764 766
Local/regional council Pollution hotline: 03-307-7700
Plumber: Club Emergency Plumber: Paul Summerfield Plumbing Phone: 0274346815
Electrician: Club Emergency Electrician: Brendan Davidson Phone: 0274880067
Insurance Company: Club Insurance Broker: Vison Insurance Phone: 03-307-1990
In Case of Emergency:
Call 111 first if the person is injured. Render first aid if you are trained to so. The 111 call-centre will give you valuable information to help take care of the injured person until the emergency services arrive.
Location of Emergency Equipment:
Fire Hose:
Fire Extinguishers: Pro shop, clubhouse, kitchen, greens shed
First Aid kits: Pro shop, behind the bar, mens change area, ladies change area, greens shed.
Defibrillator: on the outside wall of the pro shop
Other Important Emergency Numbers:

WHAT TO DO IN THE EVENT OF AN ACCIDENT NOTICE (SAMPLE)

– see templates

- Assess the situation. Do not enter a scene that is not safe for you.
- Only perform first aid if you are trained to do so otherwise, call 111 and wait with injured person.
- Our first aider is: _____
- Moderate injury/illness – take to nearest medical clinic.
- Serious injury/illness – dial 111 - AMBULANCE.
- Secure accident scene to prevent harm to anyone else.



FIRE, AMBULANCE, POLICE: 111

DOCTOR:

National Poison Centre 0800-764-766 (0800 POISON)

LOCATION OF:

First aid kits: Pro shop, behind the bar, mens change area, ladies change area, greens shed.

Defibrillator: on the outside wall of the pro shop

Fire extinguishers: Pro shop, clubhouse, kitchen, greens shed

Any accident involving injury or harm must be reported to Dee or to Ben or a board member as soon as practicable (within 24 Hours) in order that an accident report can be recorded and investigated.

CONTACTS IN AN EMERGENCY:

President: Murray Wackrow, 0272789599

Manager, Secretary - Dee 0272889716

Head Greenkeeper – Ben 0274192658

Contractor Management Process

Pre-Contract Assessment & Evaluation

As a PCBU, we will ensure all workers, including any contractors have and use the appropriate resources and processes to eliminate or minimise health and safety risks.

To do this we will pre-qualify new contractors, to ensure that they are competent in health and safety management. To ensure competency, all contract workers must have an active health and safety system that addresses their legal duties to provide:

- A work environment without risks to health and safety;
- Safe plant and structures;
- Safe systems of work;
- The safe use, handling and storage of substances;
- Adequate facilities for the welfare at work of workers;
- Any information, training, instruction or supervision that is necessary to protect all persons from risks relating to the work they are doing;
- Monitoring the health of workers and the conditions at the workplace to prevent illness or injury;
- A maintained premise, so that a worker occupying the premises is not exposed to risk;
- Worker participation in health and safety;
- Experience, qualifications, permits or certification to undertake the job;
- Health and safety systems and injury prevention;
- Training, competence and supervision arrangements,
- Public liability insurance cover

Contractor coordinators

Contractor coordinators are appointed to conduct inductions, facilitate health & safety agreements and conduct spot checks. The Manager and Foremen are responsible for ensuring contractor safety management procedures are undertaken.

Contractor Inductions

When the contractor's personnel arrive on the job, they are taken through the contractor induction process. The Contractor Induction form is found in the Templates area in the Contractor Management Folder.

ROUTINE WORK: then the induction and the contractor register needs to be carried out. Safety inductions should cover site rules, site map, reporting lines, emergency information and any 'out of the ordinary' hazards existing in the workplace the contractor should be aware of and any 'out of the ordinary' hazards the contractor may create or introduce while carrying out his/her tasks. This will enable you to advise and warn staff and ensure the contractor has adequate safety controls in place.

HIGH RISK WORK: For high risk contract work the contractor is required to complete a further Job Safety Analysis that includes how the job will be carried out and all the processes required to deliver a safe outcome. The hazards and controls will be detailed for those existing and those that will be introduced to the site during the contract work. A Contractor Spot Check should be completed to ensure the contractor is managing the risks as stated.

Pre-qualification Paperwork

The contractor is requested to submit:

- A current signed and dated copy of your companies Health and Safety Policy Statement,

- A Site Safety Plan and methodology for the work that they will be engaged on. (If this is completed previous to turning up to the job, this still needs to be read and verified by Contractor Co-Ordinator of the company who has engaged the Contractor). Alternatively, a Site Safety plan must be created in the induction process. **Either way, it must be completed before the commencement of work.**
- If your work, requires notification to "Worksafe NZ"- as an example Work at height Confined Space, Hot Work, Excavation High Voltage Felling Trees or dealing with Asbestos, we will require a copy of that notification / work permit prior to work commencing.
- Evidence of Public liability insurance cover

Contractor Health and Safety Agreements

If any of our work involves the engagement of or working alongside other PCBUs (e.g. sub-contractors working on the same job), we will consult and cooperate with all contractors involved and coordinate all activities to ensure risks are managed appropriately.

Put in place a health & safety agreement for all contractors and subcontractors undertaking work for, or on behalf of, the organisation using the Contractors Agreement. A register of approved contractors is maintained which records dates when health & safety agreements are undertaken, contractor performance monitoring and health & safety Post Contract Evaluations. Health & Safety Agreements are renewed annually.

Notification to Worksafe for upcoming hazardous work:

The requirement to notify WorkSafe NZ is defined in the Health & Safety Regulations. Where hazardous work is to be carried out by our company, WorkSafe NZ will be informed in writing at least 24 hours prior to commencement of such work.

Notification is completed online, via WorkSafe NZ's website.

If WorkSafe NZ is notified using their online process, an electronic confirmation will be received, and a copy of this notification will be kept for our records. A copy of this confirmation will also be added to our Site-specific Safety Plan (when applicable).

A copy of any completed Notification of Hazardous Work Forms will be held in the workplace for the duration of the job. If engaged in hazardous work, all workers involved will be competent to perform the work and, where applicable, will be holders of an appropriate qualification.

High Risk Work

As a PCBU, we will ensure that all high-risk work is carried out in accordance with the relevant standards, codes of practice and guidelines.

Electrical Work

A qualified and registered electrician, with a current practicing license, must carry out all prescribed electrical work as outlined in AS/NZS 3000:2007 Electrical Installations. All electrical work carried out must have a certificate of compliance provided by the electrician upon completion.

Gas Installations

A qualified and registered gas fitter, with a current practicing license, must carry out all installation work as outlined in AS/NZS 5601:2013 Gas Installations. All installation work carried out must have a certificate of compliance provided by the gas fitter upon completion.

Working at Height

All work at height will be carried out in accordance with the best practice guidelines for Working at Height in New Zealand. All workers using harnesses at height will be trained in the safe use of a harness for fall protection when working at height. If a Mobile Elevating Work Platform (MEWP) is required, then all work will be carried out in accordance with the best practice guidelines for mobile elevating work platforms. Any worker required to operate a MEWP will be trained to the relevant US for the type of MEWP as outlined in the guidelines.

Confined Spaces

All work carried out in a confined space as defined by AS/NZS 2865:2001 Safe Working in a Confined Space, must be carried out in accordance with the standard. All workers undertaking work in a confined space will be trained to NZ standards. All confined space work will be completed under a Permit to Work system

Permit to Work Systems

A Permit to Work must be issued by the person in charge of the workplace if the work being carried out requires it e.g. confined space entry, hot works etc.

It is the responsibility of the issuer of the permit to ensure the recipient is made aware of the safety requirements that apply to the work. It is the recipient's responsibility to ensure that work is carried in accordance with the permit requirements. If the work changes the permit must be updated or a new one issued.

Some contractors may come prepared with a permit already and only require sign off from the company that has engaged them, They may even come with a Site-Specific Safety Plan (SSSP).

Site-Specific Safety Plan.

A Site-Specific Safety plan is used for work on large scale projects. All health and safety aspects of the job are considered, and the risks managed. Some of the areas covered are: Safe Plant & equipment; Emergency management planning; Contractors and Sub Contractor management and Hazardous substances.

The company will ensure that any work carried out will meet these guidelines for significant hazard management. The contractor will consult with other workers present and ensure either a Job Safety Analysis or a Site Safety Plan is completed prior to the start of any high-risk work. Once completed, the JSA or SSSP will be discussed with all workers involved and they will sign off the paperwork prior to starting the job.


Post contract health & safety evaluations

A post contract evaluation should be undertaken on all contract work either at the completion of a current contract work or annually for regular contract work. The review should be recorded in the Contractor Register. Contractors should be rated for health & safety performance by way of an evaluation using a Contractor Performance Review Form.

Software Process:

- In the vertical toolbar under the *Training* tab you can carry out a Contractor Induction. Here you can load in their details, create a Job Safety Analysis and upload relevant documents into the file.
- Alternatively, a written Contractor Induction form can be downloaded and printed out. This can be found in the *Document Manager* section.

CONTRACTOR SAFETY MANAGEMENT INFORMATION TABLE

NEW CONTRACTOR	APPROVED CONTRACTOR	REQUIRED FORMS
PRE-QUALIFICATION STAGE: When engaging new contractors - always select those who already have robust H & S practices. They will be able to supply Pre-Qual paperwork (see Contractor Management for list).		NEW: Pre-qualification paperwork APPROVED: Approved Contractor Register
ROUTINE WORK CONTRACTOR INDUCTION – All new contractors need to be inducted. The Induction form includes an area where the safety plan for the job must be created.	ROUTINE WORK CONTRACTOR REGISTER  Induction carried out previously in the last year. Once a contractor has been inducted this is valid for one year (providing the workplace situation and risks remains the same). A safety plan has to be created for each different job. If the job they do is exactly the same as they did last time when they inducted all they need to do is sign into and out of the contractor register.	NEW: Contractor Induction Form. APPROVED: Contractor Register Safety Plan
HAZARDOUS WORK Hazardous work may require more detailed task analysis e.g. a Job Safety Analysis, Site Safety Plan or the issuing of permits. NOTIFICATION PROCESS: As outlined in the Risk & Contractor Management Chapters of this manual, hazardous work may be notifiable to Worksafe. If unsure of the requirements in either situation, please speak to your consultant who can advise.	HAZARDOUS WORK Hazardous work may require more detailed task analysis e.g. a Job Safety Analysis, Site Safety Plan or the issuing of permits. NOTIFICATION PROCESS: As outlined in the Risk & Contractor Management Chapters of this manual, hazardous work may be notifiable to Worksafe. If unsure of the requirements in either situation, please speak to your consultant who can advise.	Job Safety Analysis found in Contractor Induction Form Site safety Plan Specific Permits to work.
SPOT CHECKS Frequency is determined by risks of task. Remedial action advised if required	SPOT CHECKS Frequency is determined by risks of task. Remedial action advised if required	Safety Checklist
CONTRACTOR EVALUATION - You may want to do an evaluation of the Contractor's work after it has	CONTRACTOR EVALUATION - You may want to do an evaluation of the Contractor's work after it has been	Contractor Evaluation Form

been completed.

completed.



APPENDIX: Some Health and safety responsibilities of the PCBU

Excerpts from the Health and Safety at Work Act (2015).

DUTY TO MANAGE RISK

Section 30 Management of risks

(1) A duty imposed on a person by or under this Act requires the person—

- (a) to eliminate risks to health and safety, so far as is reasonably practicable; and
- (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

(2) A person must comply with subsection (1) to the extent to which the person has, or would reasonably be expected to have, the ability to influence and control the matter to which the risks relate.

APPLICATION: e.g. Hazard and Risk Management.

DUTY TO CONSULT WITH OTHER PARTIES:

34 PCBU must consult other PCBUs with same duty

(1) If more than 1 PCBU has a duty in relation to the same matter imposed by or under this Act, each PCBU with the duty must, so far as is reasonably practicable, consult, co-operate with, and co-ordinate activities with all other PCBUs who have a duty in relation to the same matter.

(2) A person who contravenes subsection (1) commits an offence and is liable on conviction:

- (a) for an individual, to a fine not exceeding \$20,000;
- (b) for any other person, to a fine not exceeding \$100,000.

APPLICATION: e.g. Contractor Management, When buying plant, equipment or hazardous substances.

DUTIES OF THE PBCU (Company)

36 Primary duty of care

(1) A PCBU must ensure, so far as is reasonably practicable, the health and safety of—(a) workers who work for the PCBU, while the workers are at work in the business or undertaking; and
(b) workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.

(2) A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. A PCBU must ensure, so far as is reasonably practicable:

- (a) the provision and maintenance of a work environment that is without risks to health and safety; and
- (b) the provision and maintenance of safe plant and structures; and
- (c) the provision and maintenance of safe systems of work; and
- (d) the safe use, handling, and storage of plant, substances, and structures; and

- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
 - (f) the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
 - (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.
- (a) a worker occupies accommodation that is owned by, or under the management or control of, a PCBU; and (b) the occupancy is necessary for the purposes of the worker's employment or engagement by the PCBU because other accommodation is not reasonably available.
- (5) The PCBU must, so far as is reasonably practicable, maintain the accommodation so that the worker is not exposed to risks to his or her health and safety arising from the accommodation.
- (6) A PCBU who is a self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.

SUMMARY: This section sets out the primary responsibilities that the company (or PCBU) has to ensure for the health and safety of workers and others influenced by its work. It sets out the areas where the PCBU must exert its efforts and resources to protect workers and other persons against harm to their health, safety and welfare by eliminating or minimising risks arising from work.

DUTY OF THE PCBU WHO CONTROLS THE WORKPLACE

37 Duty of PCBU who manages or controls workplace

- (1) A PCBU who manages or controls a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace, and anything arising from the workplace are without risks to the health and safety of any person.
- (2) Despite subsection (1), a PCBU who manages or controls a workplace does not owe a duty under that subsection to any person who is at the workplace for an unlawful purpose.

APPLICATION: It is important to consider who is in 'control' of the workplace, and therefore is in the best position to make decisions about risk. This could include situations where there are two parties sharing a space or as in a landlord/tenant situation. Responsibilities may need to be clarified in this respect.

DUTY OF THE PCBU TO PROVIDE SAFE FIXTURES...PLANT

38 Duty of PCBU who manages or controls fixtures, fittings, or plant at workplaces

- (1) A PCBU who manages or controls fixtures, fittings, or plant at a workplace must, so far as is reasonably practicable, ensure that the fixtures, fittings, or plant are without risks to the health and safety of any person.
- (2) Despite subsection (1), a PCBU who manages or controls fixtures, fittings, or plant at a workplace does not owe a duty under that subsection to any person who is at the workplace for an unlawful purpose.
- (3) In this section, a **PCBU who manages or controls fixtures, fittings, or plant at a workplace—**
(a) means a PCBU to the extent that the business or undertaking involves the management or control of fixtures, fittings, or plant (in whole or in part) at a workplace; but (b) does not include—

(i) the occupier of a residence, unless the residence is occupied for the purposes of, or as part of, the conduct of a business or undertaking; or(ii) a prescribed person.

APPLICATION: When creating safe systems of work, training, policies etc. to cover the safe use, handling and storage of plant, equipment, structures and substances.

DUTY OF PCBU TO GET WORKERS TO PARTICIPATE IN H & S PROCESS

58 Duty to engage with workers

(1) A PCBU must, so far as is reasonably practicable, engage with workers—

(a) who carry out work for the business or undertaking; and

(b) who are, or are likely to be, directly affected by a matter relating to work health or safety.

(2) If the PCBU and the workers have agreed to procedures for engagement, the engagement must be in accordance with those procedures.

APPLICATION: This duty is a lot more far reaching than it appears. It is saying that that a PCBU must engage with all their workers about health and safety issues that “affect” them. This could mean a lot of engagement! And this engagement must be kept up!

NEED SOME HELP WITH THE HEALTH AND SAFETY AT WORK ACT? HERE ARE SOME USEFUL LINKS:

<https://worksafe.govt.nz/dmsdocument/824-introduction-to-the-health-and-safety-at-work-act-2015-special-guide>

[file:///C:/Users/Lenovo/Downloads/WKS-5-HSWA-health-and-safety-at-work%20\(1\).pdf](file:///C:/Users/Lenovo/Downloads/WKS-5-HSWA-health-and-safety-at-work%20(1).pdf)

<https://worksafe.govt.nz/managing-health-and-safety/getting-started/understanding-the-law/>

CONTACT DETAILS:

If you have any questions about this section or any other section in the manual, please don't hesitate to contact me with the contact information found below.

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Email: natalie.parsons@safetyonline.nz.

Hazardous Substances Chemical Register

Inventory Name Ashgolfclub

3/07/2018

Type of Inventory

Closed

PIN

3A6C55

Substance Name	Substance UN Number	Maximum Quantity	Location	Hazard Classifications	HSNO Approval Number	Substance State
Archer	3082	5 L	Secure Greens Shed	9.1B 9.2A 9.3C	HSR000761	Liquid
Amistar	3082	5 L	Secure Greens Shed	6.1D 6.4A 9.1B	HSR000655	Liquid
Amitrole		2 L	Secure Greens Shed	6.1E 6.4A 6.8B 6.9A 9.1B 9.2A	HSR000422	Liquid
Avocet	3082	1 L	Secure Greens Shed	6.1D 6.3B 6.4A 6.8B 6.9B 9.1C 9.3C	HSR000779	Liquid
Glean	3077	0.2 kg	Secure Greens Shed	9.1A 9.2A	HSR101058	Solid
Grazon	3082	20 L	Secure Greens Shed	6.1D 6.3B 6.4A 6.5B 6.9B 9.1A 9.2A 9.3C	HSR000829	Liquid
Ignite	3082	1 L	Secure Greens Shed	6.1E 6.4A 6.9B 9.1B	HSR002431	Liquid
Mirage	3082	5 L	Secure Greens Shed	3.1C 6.1D 6.3B 6.8B 6.9B 8.3A 9.1A 9.3C	HSR000599	Liquid
Mustang	3077	1 kg	Secure Greens Shed	6.3B 6.4A 9.1A 9.2A	HSR000242	Solid
Synergy Tank Cleaner		5 L	Secure Greens Shed	6.3B 6.4A 9.1C	HSR002503	Liquid
Tordon Bushkiller XT	3082	20 L	Secure Greens Shed	3.1D 6.1D 6.3B 6.4A 6.5B 6.9B 9.1A 9.2A 9.3C	HSR007630	Liquid
Cavalry	2996	10 L	Secure Greens Shed	6.1B 6.3B 6.5B 6.7B 6.9A 8.3A 9.1A 9.2C 9.3B	HSR000670	Liquid
Aquatic 360		20 L	Secure Greens Shed	6.3A 6.4A 9.1B	HSR000769	Liquid
Conquest	3082	20 L	Secure Greens Shed	3.1D 6.1D 6.3B 6.4A 6.5B 6.9B 9.1A 9.2A 9.3C	HSR000553	Liquid
Break Thru Gold	3082	10 L	Secure Greens Shed	9.1A	HSR002503	Liquid
Dimilin	3077	1 kg	Secure Greens Shed	6.3B 6.4A 6.9B 9.1A	HSR000695	Solid
Vigilant II		0.25 L	Secure Greens Shed	6.5B 6.9B 9.2A	HSR100589	Liquid
Mostox		5 L	Secure Greens Shed	6.1E 8.1A 8.2C 8.3A 9.1A	HSR000444	Liquid
Quantum	3082	5 L	Secure Greens Shed	6.9B 9.1A 9.2C	HSR001647	Liquid
Surrender		5 L	Secure Greens Shed	6.1C 6.5A 6.5B 6.9B 8.2C 8.3A 9.1A 9.3B	HSR000822	Liquid

Origination Date: 21.09.18

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Trexel		10 L	Secure Greens Shed	3.1D 6.3A 6.4A 9.1A 9.2D	HSR100269	Liquid
Gesatop		20 L	Secure Greens Shed	6.3B 6.4A 6.5B 6.9B 9.1A 9.2A	HSR000395	Liquid
Racumin Paste		1 L	Secure Greens Shed	6.9B 9.1D	HSR001605	Liquid