SURF LIFE SAVING
NEW ZEALAND

Ocean Beach Kiwi Surf Life Saving Club

Health and Safety Manual

January 2017

Ocean Beach Kiwi Health and Safety Policies and Procedures manual

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Version 1

Updating this Document: This document is to be reviewed on a two-yearly basis with the next review to take place before January 2019

Signed by Club Chairman: _____ Date: 17-2-2017

Ocean Beach Kiwi commitment and policy

Purpose

This section lists the objectives of the health and safety manual, provides a brief summary of the health and safety legislation and defines accountabilities.

Objectives

The Ocean Beach Kiwi Health and Safety programme aims to:

- promote excellence in health and safety management.
- continually improve current health and safety performance.
- provide a safe and healthy work environment.
- identify and control actual and potential hazards.
- establish and maintain communication on health and safety.
- support staff and volunteer participation in health and safety matters.
- identify needs and provide training on health and safety.
- demonstrate a commitment to the accurate reporting and recording of health and safety matters.
- comply with legal and organisational obligations.

Objectives will be achieved through:

- club executive and members support and commitment to health and safety.
- implementation of policies and procedures.
- club executive and member education and participation.
- maintaining a quality philosophy.
- regular reviews and evaluations.
- monthly health & safety review at Club Executive meetings.
- two-yearly review of this Health and Safety Manual.

Legislative requirements

Health and Safety at Work Act 2015:

The Health and Safety at Work Act 2015 requires employers to take all practicable steps to ensure the health and safety of all employees, contractors and volunteers (in some circumstances) by:

- providing a safe working environment within any workplace where the employer is deemed to have 'control', which can include a beach.
- providing and maintaining facilities for staff members' safety and health.
- ensuring plant and equipment on the premises are safe.
- ensuring staff members are not exposed to hazards.
- developing emergency procedures.
- ensuring that no action or inaction by staff members is likely to cause harm to themselves or any other person.

Other people who have duties under the Act include persons in control of places of work; self-employed people; principals to a contract; contractors and subcontractors; and staff members.

Despite the title of the Act, the Club as an 'event' organiser does have a duty under the Health and Safety at Work Act to take all practicable steps to ensure the safety of staff, volunteers, participants, and spectators at the event site. See below. **It is important to remember that an 'event' includes organized Club training sessions**.

Duties of persons who control places of work

(1) A person who controls a place of work (other than a home occupied by the person) must take all practicable steps to ensure that no hazard that is or arises in the place harms—

- *(a) people in the vicinity of the place (including people in the vicinity of the place solely for the purpose of recreation or leisure):*
- *(b) people who are lawfully at work in the place—*
  - *(i) as employees of the person; or*
  - *(ii) as contractors engaged by the person; or*
  - *(iii) as subcontractors to a contractor engaged by the person; or*
  - *(iv) as employees of a contractor or subcontractor to whom subparagraph (ii) or subparagraph (iii) applies*

Other Legislation that may apply:

The Health and Safety at Work Act 2015 impose duties on employers in respect of the workplace, certain staff members, and types of work. The Resource Management Act, the Building Act, the Fire Service Act, the Hazardous Substances and New Organisms Act, and the Injury Prevention, Rehabilitation, and Compensation Act also include health and safety elements.

If an incident does occur, the following legislation may also apply:

- **Crimes Act 1961** – in extreme cases, serious omission or misconduct may constitute a criminal offence. Committing an unlawful act or omitting to discharge any legal duty, knowing that such an act or omission could endanger the lives, safety or health of the public or any individual may constitute criminal negligence under section 145 of the Crimes Act 1961. In most cases, consent is available as a defense to criminal proceedings, due to participants assuming certain risks and hazards when participating in a sport. There have however been cases in NZ of event organisers being charged under the Crimes Act.

- **Civil liabilities** – where legal action is taken by a private individual as a result of a serious act or omission by another person. For example breach of contract or torts (nuisance and negligence). In many situations, the Accident Compensation Act 2001 covers injury caused by negligence. However, there may be situations that are outside the legislation where a civil case can be made if there is a failure to take reasonable care where a duty of care is owed to a person.

  One possible defense to negligence could be to argue that the person who has suffered the loss has voluntarily assumed the risk of that loss or injury. Again, it will depend on the circumstances of the incident.

  Also, the Accident Compensation Act does not cover mental injury which means people can seek compensation for mental injuries that have resulted from a breach of a duty or a serious omission which did not result in personal injury (for example the mental trauma of seeing someone being attacked by a shark when SLSNZ or a Club did not call off the event after a shark sighting in the area).

- **Land Transport Act** – range of criminal fines and penalties (including imprisonment) for breach of the Act. This may be applicable where a vehicle is used.

- **Other law** – depending on the event location, there may also be requirements under Maritime law and Council bylaws to comply with. Currently there is a blind eye turned to IRB's being operated in excess of 5 knots within 200m of the shore, but if speed was deemed to be a factor in an incident involving an IRB then there is no immunity from prosecution under Maritime law. Similarly there may be no enforcement of bylaws requiring the wearing of lifejackets on small craft in surf sport competitions, but if this was found to be a causal factor in an incident then this would not prevent prosecution or liability being put onto event organisers who did not enforce the bylaw.

Who is liable?

- **Clubs as Event/ Activity Organisers**. These are the most at risk as they are most able (and expected) to implement safe procedures for the event/ club activity.

  Event/ Activity organisers also can also be held liable for the acts and omissions of other people, such as volunteers, officials and participants, including their negligence unless their actions were committed were well beyond normal behavior or their duty/role.

  As noted earlier, an 'event' would include organized Club training sessions and patrols.

- **Individuals.** Where an incident is caused by a particularly reckless act or omission on the part of the individual they may be held liable – such as for a volunteer, participant or official not following the safety procedures set out by the Club/ Event Organiser. Intent and knowledge will looked in determining liability.

- **Other parties.** Depending on the circumstances, there is a duty of care owed by one competitor to another, so an incident caused by reckless disregard for the safety of a fellow competitor could see a competitor being held liable. In other situations it may be that local authorities or the police/ security organisations or suppliers to the event are held liable for their role in an incident, but usually this is in conjunction with the Event Organiser.

Accountability

The Club Chairman has ultimate accountability for the health and safety of all members and staff (which includes volunteers). This is provided for by:

- Demonstrating continuous improvement through a systematic approach to health and safety matters that includes setting specific objectives, systems and programmes in partnership with members/ staff and reviewing these regularly (refer **Appendices 1 and 2**).
- Documenting and communicating the health and safety policy and holding members/ staff responsible for supporting the policy and related procedures.
- Taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice.
- Incorporating health and safety as an element in job descriptions and as a measurable outcome of an individual's performance appraisal where appropriate.
- Expecting all members/ staff to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below.

The Club Chairman (or delegated individuals} has key responsibilities for developing, implementing and improving the health and safety management system as an integral part of day-to-day operations. These include the following:

- providing leadership and direction in matters of health and safety.
- developing members/staff commitment to achieving excellent health and safety standards.
- establishing, monitoring and achieving overall health and safety goals and objectives.
- ensuring that all members/ staff receive appropriate induction training, and are involved in the improvement of systems and practices where relevant.
- ensuring any health and safety representatives receive appropriate training (for courses available from the employment relations service, see the website www.ers.dol.govt.nz.
- conducting regular health and safety inspections.
- maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards.
- acting in the capacity of the health and safety representative.
- ensuring any changes to the health and safety manual are distributed to the appropriate people and the manual is kept up to date and is managed as a controlled document.

Health and Safety Meetings

- Health and safety meetings are to be held in conjunction with the regular 'Club Executive 'meetings, which take

place on a monthly basis.

- An extraordinary meeting of the Club Executive will be held in the event of a serious harm injury being investigated.
- This Health and Safety manual will be reviewed at least on a two-yearly basis by the Club Chairman in consultation with the club membership and in conjunction with ACC Safe Workplace self-assessments.

Member Consultation

Members are encouraged to actively participate in all aspects of health and safety.

Where changes to policies are being considered, members will be invited to comment and participate in the consultation process prior to implementation of changes.

Our focus on safety

To support that commitment to safety we have identified three focus areas around which to structure our safety improvement activities;

- Safe People
- Safe Systems and
- Safe Operations.

Our safety plan supports our strategic priorities

When we achieve our health and safety goals we will have inspired, capable and empowered people, supported by a continuously improving management system. We will have assurance that our operations are planned, managed and practiced.

SLSNZ Regulations and Policies that apply to Ocean Beach Kiwi

SLSNZ has a number of documents that relate to health and safety in clubs:

- Member Protection Regulation and Guidelines.
- **Health & Safety Regulation** – with the primary reference to this Manual.
- Lifesaving Policies – as part of the Patrol Operations Manual (POM).

On the following page is a table of Lifesaving Policies with the relevant ones with a Health & Safety component highlighted in yellow.

Policy #	Lifesaving Policies	H&S Linked
SLS001	Member Injuries	Yes
SLS002	IRB Specifications	Yes
SLS003	Rescue of the Month	
SLS004	Shark Safety	Yes
SLS005	Body Recovery	Yes
SLS006	Patrol Support	
SLS007	Prototype Experimental Equipment	
SLS008	Event Lifeguard Policy	Yes
SLS009	Lifeguard Uniform	Yes
SLS010	Patrol Operation Manual	Yes
SLS011	VLPS - Equipment	Yes
SLS012	VLPS - Incident Reports	Yes
SLS013	VLPS - Buoyancy Support in IRBs	Yes
SLS014	VLPS - Number of Lifeguards	
SLS015	VLPS - Patrol Captains Reports	
SLS016	VLPS - Designation of Lifesaving Patrolled Area	
SLS017	VLPS - Proactive Lifesaving	
SLS018	VLPS - Annual Volunteer Surf Lifeguard Refreshers	Yes
SLS019	Membership to Surf Life Saving New Zealand	
SLS020	Critical Incident Management Procedures	Yes
SLS021	Disaster Survival and Preparedness	Yes
SLS022	Tsunami Response	Yes
SLS023	Search and Rescue Operations	Yes
SLS024	Accreditation of Regional Callout Squads	
SLS025	Billing for Use of Rescue Assets	
SLS026	Minimum Equipment for SAR	Yes
SLS027	Responding to Incidents in Private Motor Vehicles	Yes
SLS028	SunSmart	Yes
SLS029	Breaching Patrol Standards	
SLS030	Use of Rescue Water Craft (RWC)	Yes
SLS032	SLSNZ Recognition of International Lifeguard Awards (draft)	

References

The Health and Safety at Work Act 2015

Other relevant regulations and codes of practice

SLSNZ Health & Safety Plan

Ocean Beach Kiwi Health & Safety System

The Ocean Beach Kiwi Health & Safety System is made up of the following components:

Ref	Component	Elements

1	An overall **Strategy** for managing Health & Safety	• This Health & Safety Manual, leading to:
		  ○ Patrol Operations Manual.
		  ○ Event Safety Manual.

2	**Hazard Management** – proactively preventing incidents	• Hazard Register. • Job Safety Analysis sheet • Hazard Notification form. • RAMS form. • Daily Threat Analysis form.
3	**Incident Management** - recording what has happened to learn from it	• Incident Reports entered into PAM. • Review of H&S and incidents at every Club Committee meeting.
4	**Giving people the skills they need**	• Surf Lifeguard Award & higher qualifications. • Annual Refresher. • Induction H&S training. • Pre-activity briefings.

But most importantly these are operating in a ***safety-conscious culture***.

Hazard management

Purpose

To further improve the method for systematically identifying, assessing and controlling hazards in the workplace as required by the Health and Safety at Work Act 2015.

Scope

The procedures apply to all Ocean Beach Kiwi workplace activities. Note separate Hazard Management procedures apply for Ocean Beach Kiwi run sports events.

Responsibilities

The Club Chairman is responsible for:

- ensuring regular health and safety inspections are conducted.
- maintaining the Hazard Register (refer **Appendix 6A**) including identification and risk analysis.
- working with staff to control identified hazards.
- authorising specialist consultants to be contracted where existing Club Executive competency is not available to identify, eliminate or minimise hazards (for example assessment of IRB Shed or the Patrol Room).

All members are responsible for:

- implementing hazard management procedures in their work area.
- contribute to maintaining the Hazard Register (refer **Appendix 6A**) including identification and risk analysis.
- taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled.
- completing a hazard notification form (refer **Appendix 7**) if a hazard is identified and providing this to the person responsible for the site (who will undertake a full identification and risk analysis and enter details into the hazard register).
- informing others (staff, volunteers, members, visitors and contractors) of any hazards to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard.
- ensuring unsafe acts and unsafe conditions are appropriately addressed.

Procedure

Hazard management steps include:

1. **Identification** – describe the hazard and state the location of the hazard.
2. **Risk analysis** – rate the risk.
3. **Control** – recommend & implement the control measure (eliminate, minimse, operational controls, administrative controls or use of personal protective equipment).

Detail on these steps will be recorded in the Hazard Register (**Appendix 6A**).

If difficulties are experienced in identifying, eliminating or controlling hazards, the Club Chairman will engage outside resources with appropriate experience.

Hazard management needs to be completed:

- systematically for all areas and processes at regular intervals.
- when an accident occurs; a check is needed to ensure hazards listed and their controls are adequate.
- when a new process, material or piece of equipment is introduced.
- if a new hazard is observed or reported..

New equipment, processes and materials should be selected based on a pre-purchase safety assessment. This ensures there is continuous improvement in safety and minimises the need for retrospective processes such as adapting equipment to suit surf lifesaving operating conditions.

When new equipment or materials are used, new tasks or processes undertaken, or new personnel are involved for the first time, a "Job Safety Analysis' sheet (**Appendix 6B**) can be used as part of the hazard identification process.

Definitions

- **'Hazard'** means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.
- **'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 depends 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.
- **'Harm'** means 'illness, injury or both'. The term is only used in the context of harm that is more than trivial.
- **'Serious harm'** is essentially a work-related injury, illness or condition that will result in admission to hospital for 48 hours or more or being off work for more than one week.

Step 1 – Identify hazards

Hazard Identification needs to take place across the whole organisation (Club); members/ staff are actively encouraged to address hazards as they arise within their environment. If they cannot address the hazard themselves they need to refer it up the chain to their supervisor or Manager.

<table>
<tr><th colspan="4">Hazard Identification Process[2]</th></tr>
<tr><td>1.</td><td colspan="3">Use inspection, audits, walk-through surveys, checklists and available literature to determine hazards</td></tr>
<tr><td></td><td>Working Environment
Area used and its physical condition
Workplace layout
Location of material/equipment and distances moved
Types of equipment used
Energy hazards
Hazards which could cause injury
Characteristics of materials, equipment
Hazards which could cause ill health
Psycho-social environment
Organisation environment</td><td>Human Factors
Knowledge and training
Skills and experience
Health, disabilities, fitness
Age and body size
Motivation
Risk perception and value systems
Protective clothing, equipment, footwear
Leisure interests</td><td>Tasks
Task analysis
Working postures and positions
Actions and movements
Duration and frequency of tasks
Loads and forces involved
Intensity
Speed/accuracy
Originality
Work organisation</td></tr>
<tr><td>2.</td><td colspan="3">Analyse any 'near miss' (non-injury) accidents that may have been recorded in the incident register or documented in the minutes from health and safety meetings</td></tr>
</table>

As noted above, a Job Safety Analysis sheet (**Appendix 6B**) can be used for used to assess any new activities, equipment, processes or material.

Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. Risk Magnitude is assessed using the probability and consequence scales below.

Probability scale

Score	Scale	Frequency of accident or illness
1	Rare	Would only occur in exceptional circumstances,
2	Unlikely	Incident conceivable at some time, but only remotely possible
3	Possible	Could occur at some time, has probably happened in the past.
4	Likely	Will probably occur in most circumstances, known to have happened in the past
5	Almost certain	Expected to occur in most circumstances, regularly occurred in the past

Consequence scale

Score	Scale	Severity of accident or illness
1	Insignificant Injuries	No real injury or illness resulting – e.g. minor bumps, bruises or abrasions
2	Minor Injuries	First aid or minor medical treatment is required – e.g. sprains, strains and cuts
3	Significant Injuries	Injury or illness requiring treatment by a qualified medical practitioner such as a GP or A&E, e.g. fractures, dislocations or wounds needing stitches.
4	Serious Injuries	Life or limb threatening Injury or illness requiring immediate emergency medical assistance (hospitalisation), e.g. multiple trauma in juries with potential for permanent disablement.
5	Fatality	One or more multiple fatalities are possible.

A risk assessment category (Critical, High, Moderate or Low) for each hazard is compiled by using the chart on the following page. Hazards with the highest rating are given priority.

Risk assessment chart

Consequence										
	Fatality	**5.0**	5.0	7.5	10.0	12.5	15.0	17.5	20.0	22.5	25.0
		4.5	4.5	6.75	9.0	11.25	13.5	15.75	18	20.25	22.5
	Serious Injuries	**4.0**	4.0	6.0	8.0	10.0	12.0	14.0	16	18	20.0
		3.5	3.5	5.25	7.0	8.75	10.5	12.25	14.0	15.75	17.5
	Significant Injuries	**3.0**	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0
		2.5	2.5	3.75	5.0	6.25	7.5	8.75	10.0	11.25	12.5
	Minor Injuries	**2.0**	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10
		1.5	1.5	2.25	3.0	3.75	4.5	5.25	6.0	6.75	7.5
	Insignificant Injuries	**1.0**	1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0
			1.0	**1.5**	**2.0**	**2.5**	**3.0**	**3.5**	**4.0**	**4.5**	**5.0**
			Rare		Unlikely		Possible		Strong Possibility		Almost Certain
	Probability										

Legend:

Critical	Critical risk; immediate action required
High	High risk; senior management attention is needed
Moderate	Moderate risk; management responsibility must be specified
Low	Low risk; manage by routine procedures

The risk assessment category is entered into the Risk Score column beside the hazard on the Hazard Register form. 'Significant Hazards' are identified according to the definition earlier in this section.

Step 3 – Control

Overview

Hazard control is the process of deciding what to do with the hazard once identified and analysed. There is a prescribed hierarchy of six levels of controls with the goal of either eliminating the risk presented by a hazard totally or reducing the risk to an acceptable level. This process is to be used for all Significant Hazards. The aim is to control the hazard as close to the source as possible. Administrative controls and Personal protective equipment should be considered only as "back-up" control measures. They should not be used as long term controls.

Hierarchy of Controls

1. ELIMINATION
Remove the source of the danger entirely. For example an old quad bike could be disposed of to take the risk physically away from the club membership.

If not practical, then……

2. Minimise
Minimisation controls include the use of danger signs, work practices that reduce the risk such as restricting use of particular equipment to certain people, regular rest breaks for keyboard operators and reduced exposure to noisy machines (by job rotation), supervision and training. Written procedures accompanied by associated training are also considered to be administrative controls.

Monitoring Requirements

If the hazard control uses an approach that minimizes (rather than removes) the risk, then the Health and Safety Act requires monitoring of the employees exposure to the hazard. The criteria for hazard monitoring will be stated in the Hazard Registers with a frequency and person responsible outlined on the register. The Act also requires a review and audit process take place on a regular basis; this is facilitated by the relevant Managers. All hazard controls and registers will be reviewed at least annually.

Selection of the Hazard Control Strategy

There may be a number of options available to control a hazard. The options may have different costs and time frames. In determining which control method to use, consider:

1. Costs and benefits. There is a balance, and it may not be practical or affordable to eliminate every hazard.
2. Long term/short term strategies: - Existing resource constraints may require directing an interim strategy which requires higher initial costs or effort until more appropriate processes or facilities are implemented.

References

The Health and Safety at Work Act 2015.

Occupational Overuse Syndrome Prevention Policy

Policy statement

Occupational Overuse Syndrome (OOS) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of OOS has the potential to be classified as a significant hazard because the condition may cause 'Serious Harm'. Therefore the risk factors for OOS need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard.

Scope

This policy applies to all members/ staff of Ocean Beach Kiwi doing work for the club.

Purpose

To provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

Responsibilities

The Club Chairman is responsible for:

- taking all practical steps to ensure that there is compliance with the *OSH Code of Practice (COP) for Visual Display Units*[4]
- ensuring all members/ staff at risk attend an OOS awareness training session in their first month of employment and as may be required.
- encouraging members/ staff to report any club work-related pain to the Chairman as early as possible.
- ensuring the club work environment of any staff/ member who does develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies.
- facilitating an early return to work for any staff/ member who has been absent through an OOS-related injury where possible.

Members/ staff are responsible for:

- reading the OOS awareness information and attending training where required.
- adjusting club workstation equipment to maintain a comfortable body position.
- taking breaks away from the club workstation and practising micro-pauses as appropriate.
- reporting early symptoms to the appropriate person in the Club Executive (preferably before visiting a doctor).
- participating in an early return to work programme if applicable.

Procedures

Pre-employment procedures from any gradual process injury that the particular job may aggravate or contribute to, by checking the statement on any application form or asking them before they commence the activity.

[4] Laptop computers should not be chosen for continuous use at work unless they are plugged into a conventional monitor and/or keyboard.

Existing staff/ volunteer workers

- Individuals should adjust their own workstation to maintain a comfortable working position, vary tasks, practise micro-pauses and take other breaks. They must report any problems to the Chairman, who in turn may request a full workstation assessment from a properly trained Workstation Assessor. The Workstation Assessor will work with the individual to recommend changes or adjustments, and will provide a brief summary of findings to the individual and Chairman. (An example of a workstation assessment form is provided in **Appendix 3**.)
- Early warning symptoms should not be ignored in the hope that the pain will go away. If discomfort during work activities persists for more than a few days the following actions should be taken. By taking these steps individuals will be making important decisions about stopping the symptoms from worsening and developing into a possibly serious and long-term condition.

Standards

Approved Code of Practice for the Use of Visual Display Units in the Place of Work; Guidelines to the Selection and Purchase of Workstation Furniture and Equipment.

Definitions

The Health and Safety in Employment Act defines **Serious Harm** (in part) as "a condition that amounts to or results in permanent or temporary severe loss of bodily function".

References

The Health and Safety at Work Act 2015

The current *Approved Code of Practice for the Use of Visual Display Units in the Place of Work* published by the OSH service of the Department of Labour

Guidelines to the Selection and Purchase of Workstation Furniture and Equipment

The Accident Reporting and Rehabilitation Policy

Record of Accident/Incident/Serious Harm

Smoke-free working environment policy

Policy statement

It is a requirement of the Smoke-free Environments Act 1990 that all employers have a written policy on smoking for all areas occupied by the employer and frequented by employees.

Ocean Beach Kiwi recognise that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. Ocean Beach Kiwi supports a safe and healthy environment.

Scope

This policy applies to employees, members and visitors to Ocean Beach Kiwi.

Purpose

This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all the areas normally used for work.
2. Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
3. The implementation of this policy depends on everyone responding courteously to the desire for a smoke-free environment.

Responsibilities

The Chairman is responsible for:

- The maintenance of smoke-free signage.

Procedure

Smoke-free buildings:

Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property.

In the event that an employee or member chooses to smoke, a designated area, such as a sheltered balcony outside of the premises, should be used.

Passive smoking:

Smoking is permitted in outside areas, provided others are protected from smoke drift and passive smoking by the smoker keeping their distance from people, and opening windows and doors within their close proximity.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the Chairman.

References

Smoke-free Environments Act 1990

Smoke-free Amendment Act 2003

Stress at work

Policy statement

Ocean Beach Kiwi recognise the responsibility of the employer to actively reduce and manage stress in the workplace. Stress may arise from both personal and organisational sources.

Ocean Beach Kiwi clearly has a degree of control only over the latter, and these guidelines provide a framework for stress management in the workplace.

Background information for employees

"Stress arises when a person's capabilities are overwhelmed by demands" [5]

Every day, individuals are confronted with a variety of demands or 'stressors'. These may arise from either personal sources e.g. ill-health, marital discord, family problems, financial uncertainty, or from institutional sources e.g. work overload or underload, role conflict, lack of control, physical environment. Stressors produce a biochemical response in the body which prepare the body to do what is essential during a stressful situation (in preparation for fight or flight).

The stress response is highly functional and can lead to elevated performance, through constructive and creative responses, increased and well-directed energy, improved morale and motivation, and increased efficiency and effectiveness. Where an individual is exposed to demands that are too intense, frequent or chronic, the stress response can create unhealthy, destructive outcomes, e.g. cardiovascular disease or depression.

There are wide individual differences in the way we each respond to stressors, and therefore the optimum stress load that maximises performance varies by individual and by task. (The Yerkes-Dodson Law refers to the fact that performance increases with increasing stress loads up to an optimum point, and when the stress load becomes too great, performance decreases.)

Some common signs of stress in individuals are:

- headaches, feeling tired, or having difficulty sleeping.
- worrying a lot, feeling anxious and tense for no explained reason.
- having difficulty concentrating, finding it hard to make decisions.
- lower level of confidence, making mistakes, forgetting things.
- feeling impatient and irritable, drinking more alcohol, smoking more.

"Stress is inevitable: distress is not"[6]

Organisational stressors can be grouped into four categories:

- Physical – the physical environment in which one works, e.g. temperature, office design, noise, lighting etc.
- Task – the nature of the work itself, the specific activities assigned to the employee, e.g. reception, budget management.
- Role – the expectations that others have of one's role and its function within the organisation, e.g. conflicting or ambiguous expectations.
- Interpersonal – the social, personal and working relationships that exist.

Scope

This policy is applicable to all employees (including volunteer workers).

[5] Professor Michael O'Driscoll.
[6] Quick J.C., Quick J.D., Nelson D.L., & Hurrell Jr J.J., Preventive Stress Management in Organizations 1997.

Purpose

- To assist all employees to understand the causes of stress, and work together in ways that encourage positive responses to work demands.
- To enable employees to identify indicators or symptoms of stress and to assess the extent to which they or other individuals are responding positively or negatively.
- To encourage managers and employees to seek information and early assistance in managing their own stress in a constructive way.
- To provide information and advice regarding the causes and impact of stress in the work situation, and offer some ways for managing stress positively.
- To have procedures for dealing with negative stress or distress effectively.

Responsibilities

The Chairman is responsible for:

- facilitating training and information for those in positions of responsibility in effective management practices and styles, covering the nature of stress, and promoting responsible prevention and rehabilitation attitudes towards it as determined by the Chairman.
- providing up-to-date and accessible information on stress.
- adjusting the physical environment, the workload, task design, pacing of work and work schedules to alleviate significant stress/distress for an individual, in full consultation with the individual concerned.
- making free specialist counselling available for staff.

Prevention

- allow employees to participate in collaborative decision-making.
- allow employees to exercise as much autonomy and control as is practical.
- provide training to enable work to be done most effectively.
- provide accurate, fair and prompt feedback on performance
- consider job design, job descriptions and performance targets with the aim of reducing unnecessary stressors.
- consult with employees to identify stressors in the workplace.
- Promote activities that make the workplace healthier, more stimulating and more fun.
- Carefully match people to jobs by considering their individual skills, capabilities and needs.

Early intervention

- Act immediately if an employee seems overly stressed.
- Explore whether their stress is in any way job related, discuss ways of alleviating it in the short term initially, and then focus on the sources of stress to consider long-term solutions.
- Short-term solutions could include sharing tasks amongst other staff, taking leave, or adopting flexible or reduced hours.
- Long-term solutions should aim to eliminate or minimise the cause of stress where possible – the preventative strategies outlined above should be used.

All employees are responsible for (where applicable):

- managing your time and realistically prioritising tasks.
- taking regular, necessary breaks during the day.
- taking your annual leave.
- taking leave accrued as time in lieu as soon as practicable.
- not working excessively long hours.
- discussing with your manager the issues that are causing you stress, along with any suggested solutions.
- seeking advice and help from others – talk to partners, friends, colleagues, a professional counsellor or your manager if possible.

References

The Health and Safety at Work Act 2015.

Manual handling

Purpose

To provide a starting point for the identification, assessment, prevention and control of the hazards and risks associated with manual handling in the workplace.

Scope

The policy is applicable to all employees and members.

Responsibilities

The Chairman is responsible for:

- identifying the manual handling tasks that are likely to be a risk to health and safety, re-assessing the risks on a regular basis, taking steps to control those risks, and reviewing the effects of controls. The code of practice for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to staff members.
- providing information and training for staff and members about the hazards they are exposed to or that they may create and what controls are in place.

Staff and members are responsible for:

- taking all reasonable and necessary precautions for their own health and safety, (and that of others), when carrying out manual handling tasks
- being familiar with current accepted best practice for manual handling, including use of equipment.

Definitions

The Code of Practice for Manual Handling published jointly in June 2001 by OSH and ACC defines manual handling as:

"any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold, or otherwise handle any animate, or inanimate object".

Sources of further information

Information relating to manual handling can be found in the following:
Code of Practice for Manual Handling OSH (Department of Labour and ACC)
Manual Handling Hazard Control Record (Worksheet, OSH and ACC)
Manual Handling: A Work Book (Department of Labour)
Helpful Advice on Managing Your Acute Low Back Pain (ACC)
Active and Working (National Health Committee and ACC)
Acute Low Back Pain Management (National Health Committee and ACC)

The following websites have further information that can be downloaded free:
www.osh.dol.govt.nz and/or www.acc.co.nz

Incident management

Policy statement

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and Ocean Beach Kiwi has a specific incident reporting and investigation form that must be used in the event of all work injury accidents, non-injury accidents, other incidents and OOS type conditions.

A staff member or volunteer worker injured at undertaking activities for the club who needs medical treatment must also provide Ocean Beach Kiwi with a copy of the completed ACC forms, and, if an employee and time off work is also required, must provide a medical certificate.

Scope

This policy applies to employees, volunteers and members of Ocean Beach Kiwi, including fixed-term, part-time and casual or seasonal staff. Specifically this includes all lifeguards, when in training or on patrol.

Purpose

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process.

Responsibilities

To assist Ocean Beach Kiwi in meeting its aims in the prevention and management of work-related personal injury, there are responsibilities for the employer through line managers working in partnership with employees.

The Chairman is responsible for:

- preventing accidents and injury by providing a safe and healthy work environment within their areas of operation.
- taking all practicable steps to see that all employees and members are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur.
- arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur.
- for employees ensuring that weekly compensation payments are paid during any period of incapacity.
- acting as the health and safety representative, including liaison with ACC and Worksafe NZ investigation of workplace injury or accident.

Staff and members

All staff and members are responsible for:

- observing any established health and safety procedures that relates to the work performed.
- participating in relevant health and safety training, e.g. OOS prevention, manual handling.
- accurately reporting and documenting all accidents, incidents and observed hazards to the Chairman.
- obtaining initial medical treatment from a registered treatment provider of his/her choice (this must be a registered medical practitioner if lost time is involved).
- for employees providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to the Chairman.
- for employees reporting non-work injuries resulting in time off to their Manager as soon as possible.

Procedures

Pre-employment injury prevention procedures

The person or agency responsible for recruitment will check information provided as part of the application process to ensure that prospective employees or volunteers have stated that they are physically and medically fit to perform the duties of the position for which they have applied before appointment is finalised.

Record of accident/incident/serious harm

The SLSNZ incident form is to be used and input into the SLSNZ PAM database as soon as possible after the incident.

The Health and Safety at Work Act also places requirements on employers to record and investigate accidents. "Serious harm" accidents must be reported, in writing, and on the prescribed form, to the Occupational Safety and Health Service (OSH) of Worksafe NZ, within seven days of the event.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

Notification of work-related[7] accidents/incidents and how to make a claim

Whenever there is a work-related accident, incident or 'Serious Harm' injury the employee or member must take the following steps:

- Inform the Chairman or Club Executive member as soon as possible after the accident/incident occurs.
- Complete an SLSNZ incident form (as above).
- If a paid employee and medical treatment is required and/or there is lost time, the staff member must, in addition to completing the form above, seek treatment from a treatment provider of their choice. (This must be a registered medical practitioner if lost time is involved.) ACC forms will need to be completed. Provide copies of any completed ACC forms (and a medical certificate if lost time is involved) to the Chairman as soon as possible.

Incident reporting investigation

In the event of 'serious harm' or a significant hazard the Chairman must be advised immediately so that Worksafe NZ can be advised and the appropriate forms completed.

The Chairman should:

- ensure receipt of all relevant information (incident form, ACC forms, medical certificates as applicable).
- initiate and carry out an investigation. This must commence within 12 working hours of the event concerned.
- ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised in accordance with the requirements of the Health and Safety at Work Act.
- ensure all corrective actions that have been identified are carried out within the specified timeframes.
- review the investigation report to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act.

When events result in 'serious harm', take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary.
- Do not interfere with the accident scene without the permission of an Inspector from Worksafe NZ.
- Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards. The injured person must also provide a medical certificate from the treatment provider and forward it to the Chairman.
- OOS type conditions may become 'serious harm' and must be reported to Worksafe NZ (via the Chairman) if the following conditions are met:
  - The person is suffering from pain which is significantly more than discomfort, and considers it work related.
  - The person is unable to carry out, or is directed not to carry out, normal duties for a period of more than seven calendar days, irrespective of whether they take sick leave.
  - The person has voluntarily obtained, or been directed to obtain, medical help for the condition.
  - A diagnosis of an OOS type condition that is or could be work related is made by a medical practitioner.

[7] Affecting the employee.

Definitions

- **'Work-related personal injury'** is a personal injury that the staff member suffers as set out in the Injury Prevention, Rehabilitation, and Compensation Act. This includes a definition of personal injury caused by a work-related gradual process, disease or infection.
- **'Lost time accidents'** are work-related personal injuries that result in more than a day off the job (i.e. the staff member is unable to resume work the day after a personal injury has occurred).
- **'Treatment provider'** means a registered medical practitioner if time off work is required, or a registered health professional such as a physiotherapist, chiropractor etc. if time off work is not necessary.

References

Injury Prevention, Rehabilitation, and Compensation Act 2001

Privacy Act 1993

Human Rights Act 1993

Health and Safety at Work Act 2015

Rehabilitation policy

Policy statement

Ocean Beach Kiwi is committed to initiating vocational rehabilitation programmes whenever appropriate for work-related personal injury (all employees) and for non-work personal injury (excludes contracted staff who fall outside the definition of 'employee'). The aim is to assist optimum recovery, early return to work and resumption of normal lifestyle without undue delay. The benefits of rehabilitation are greatest when the process is begun as soon as possible.

Employees are expected to participate fully in their own rehabilitation programme which will be established through a consultative approach. The injured person is entitled to support, advice and representation from their nominated representative[8]. Medical information will be obtained with formal consent from the staff member and will be treated confidentially.

Purpose

Through planned rehabilitation, to manage proactively the early return of employees to as normal a life as possible, having regard to the consequences of the personal injury.

The Chairman is responsible for:

- identifying suitable alternative duties, where possible, to enable an early return to work for the staff member.
- confirming that a rehabilitation plan is established, if appropriate, following a lost time accident.
- monitoring the staff member's progress towards recovery and the suitability of the alternative duties and/or rehabilitation programme.
- taking steps to see that appropriate levels of confidentiality are maintained consistent with the principles of the Privacy Act 1993.
- reviewing health and safety management after a critical event, or if there is a change in work procedures or health and safety policy.
- acting as the health and safety representative and person responsible for liaison with ACC on behalf of your organisation.

Employees are responsible for:

- participating in an appropriate rehabilitation programme, including a return to work programme which requires alternative duties or partial hours.
- providing ongoing medical certificates to the Chairman.

Rehabilitation procedure

Early return to Work for full-time and part-time employees

A staff member who has experienced work-related personal injury and who has taken time off to recover will be supported in a return to work as early as possible and in accordance with medical advice. This involves a partnership between the staff member and the Chairman, medical treatment providers and others as appropriate in the circumstances. At any stage the staff member can choose to be accompanied by a representative or support person. An early return to work may involve a modification of the person's working environment, alternative duties for a temporary period, and/or changes to the normal hours of work.

[8] For example, friend, colleague, union representative

Medical information

The staff member must give a copy of their completed ACC forms, or medical certificate, from the treatment provider (this must be a registered medical practitioner if lost time is involved), to the Chairman.

The medical certificate will state the staff member's capacity or incapacity for work and specify a date for review (second visit) by the treatment provider. Selected or restricted activities may also be specified for a certain period of time. If the injured person is off work for more than seven consecutive days they must provide a medical certificate confirming they are 'fit for work' to the Chairman.

Capacity to work and the provision of alternative duties

The provision of suitable alternative duties is an essential part of rehabilitation. Alternative duties are aimed at providing appropriate and productive work while a staff member rehabilitates to his/her former role. This is a proactive approach to enable a staff member to return to work as quickly as possible and maximise the chances of full recovery.

The Chairman, in consultation with others as appropriate, will try to identify suitable alternative duties after considering:

- the nature and severity of the illness/injury.
- the medical information provided and the restrictions imposed by treatment providers.
- the previous work undertaken by the staff member.
- the predicted timeframe for rehabilitation (if known).

Regular review

The Chairman will review the rehabilitation programme in consultation with the staff member at regular intervals (usually every two weeks) involving others as appropriate. Where uncertainty exists about the suitability of duties being performed or where the progress of a staff member is slower than anticipated, the Chairman will seek additional professional assistance as appropriate.

Alternative placement or permanent disablement

Where at any point it becomes clear that a staff member will be unable or is unlikely to return to former duties as a result of work-related personal injury, Ocean Beach Kiwi will explore the possibility of suitable alternatives with the employee.

When an employee's personal injury is so severe as to prevent him/her returning to their former position and all available options have been fully explored, then termination of employment will be considered in accordance with the relevant employment contract.

Definitions

- **'Rehabilitation'** means a process of active change and support with the goal of restoring the staff member's health, independence and participation to the maximum extent practicable. It comprises treatment, social rehabilitation and vocational rehabilitation.
- **'Rehabilitation plan'** means an individualised rehabilitation programme to facilitate the early and safe return of the staff member to the same or equivalent duties as those previously performed on a long-term basis.
- **'Alternative duties'** are early return to work interventions. They may include alternative work, or other forms of action appropriate for the staff member. These duties are a temporary modification of the employee's work tasks. They must not aggravate the personal injury or delay healing, must be compatible with the business of the organisation, and be subject to regular review. A staff member may be fit for alternative duties from the occurrence of the personal injury, or when improvement has occurred following a period of being unfit for work.
- **'Serious harm'** means resulting in a condition that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function and/or any harm that causes the person to be hospitalised for a period of 48 hours or more.

References

Injury Prevention, Rehabilitation, and Compensation Act 2001

Privacy Act 1993

Human Rights Act 1993

Health and Safety at Work Act 2015

Emergency management

Policy

Ocean Beach Kiwi recognises the need to be prepared for emergency situations that may be encountered while at work.

Scope

This policy applies to all Ocean Beach Kiwi full-time and part-time permanent employees, seasonal staff, contractors, volunteers and members.

Responsibilities

The Chairman or other delegated person at an Ocean Beach Kiwi controlled workplace is responsible for:

- acting as the warden for Ocean Beach Kiwi
- ensuring all relevant staff, volunteers, contractors and members receive emergency preparedness training.
- maintaining emergency supplies of water and provisions in accordance with civil defence requirements.
- maintaining a register of those people who may require special assistance in the case of an emergency requiring evacuation.

All staff, volunteers, contractors and members are responsible for:

- maintaining familiarity with emergency responses and following procedures.
- advising the Chairman or other delegated person of any special assistance that may be required in case of an emergency requiring evacuation (e.g. in case of deafness, physical disability).
- ensuring their own safety if working in the building after hours or alone, by utilising security measures that are available (e.g. doors electronically locked).

Procedures

1. When emergency services are required

- For emergency services dial **111** and ask for the service you require:

  FIRE

  AMBULANCE

  POLICE.

- Stay calm, give your name, details of the emergency, phone number and street address.
- Visitors are the responsibility of the person they have called to see.

2. Fire

Ensure you are familiar with the building evacuation scheme or evacuation procedure.

If you discover a fire:

- activate the alarm and dial 111.
- alert people in your area and the nominated warden.
- do not extinguish the fire unless there is no personal danger to you or anyone else.
- if time permits and there is no danger, close all doors and windows.
- evacuate the building following the evacuation procedure or scheme.
- after evacuation meet at the assembly point.

If the fire alarm sounds:

- walk quickly to your nearest exit (do not use lifts).
- make sure any visitors leave the building with you.
- do not stop to take personal items with you.
- keep to the left on any stairs.
- meet at the assembly area and report to the nominated warden.

3. Earthquake

- Keep calm.
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- keep calm and help those who need assistance.
- turn off all electrical sources and gas taps.
- wait for orders from your site warden.
- check for hazards and extinguish any fires if safe to do so.
- evacuate if instructed to do so.
- listen to the radio for civil defence instructions.

If you need to evacuate or the fire alarm sounds:

- use evacuation procedures to leave the building.
- keep together.
- follow any warden's instructions.
- meet at the assembly area.

3. Tsunami as a result of localised Earthquake – Refer to Patrol Operations Manual Section A 4.4

- Initial response follows above 3. Earthquake
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- keep calm and help those who need assistance.
- listen to the radio for civil defence instructions.

When threat is known

- use evacuation procedures to leave the building.
- keep together.
- follow any warden's instructions.
- Proceed to designated green zone

listen to the radio for civil defence instructions.

5. Flooding (in building, e.g. sprinklers)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Try to identify the source of the flooding if safe to do so.
- Contact the building manager or most senior Club Executive member on site.

- Prepare to evacuate.

6. Flood (Natural Disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Move vital records to highest accessible point if safe to do so.
- Notify emergency services.
- Prepare to evacuate.

7. Unwanted visitor

If a person is displaying unusual behaviour:

- keep calm, make no sudden movements.
- do what they ask.
- try to memorise as many details about the person as possible.
- notify police as soon as it is safe to do so. Leave the phone line open until police arrive.

8. Bomb threat

When a bomb threat is received, or a suspicious object is discovered, it must be treated as genuine until proven otherwise.

Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything. The Police will determine the action to take with the object.

- Keep calm.
- Keep the person talking – don't interrupt.
- Let them feel in charge – keep the person on the line, don't hang up.
- Ask Bomb Threat Checklist questions and record responses (refer **Appendix 8**).
- Do not operate the manual alarm points or electrical switches, or use a mobile telephone as this may activate the device.
- Attract assistance if possible and have this person alert staff and notify Police on 111.
- Evacuate the building if directed to do so by the Police (but do not hang the phone up on the caller).

References

Business Continuity Plan

First aid

Policy statement

Ocean Beach Kiwi has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

Purpose

To ensure safe and consistent care is taken when first aid may be required in the workplace.

Scope

This policy applies to all Ocean Beach Kiwi employees, volunteers and members.

Responsibilities

The Chairman is responsible for:

- ensuring appropriate first aid supplies are provided at Ocean Beach Kiwi workplaces and in vehicles.
- ensuring that first aid supplies are accessible to employees, volunteers and members at the office and in vehicles.
- ensuring there is a designated first aid representative for Ocean Beach Kiwi controlled offices holding an appropriate first aid certificate or other equivalent qualification.
- ensuring a first aid register form (= incident form) is completed in the event that first aid is rendered (refer **Appendix 5**) and entered into the PAM database.

References

The Health and Safety at Work Act 2015

Guidance Notes on Providing First Aid Equipment, Facilities and Training, OSH, Oct 2000.

Addendum

Ocean Beach Kiwi office first aid supplies:

Minimum contents for workplace first aid kits

- A manual giving general guidance on first aid.
- 20 individually wrapped sterile adhesive dressings (various sizes), appropriate to the type of work.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- 6 safety pins.
- 6 medium-sized, individually wrapped sterile unmedicated wound dressings, about 12 cm x 12 cm.
- 2 large sterile individually wrapped unmedicated wound dressings, approximately 18 cm x 18 cm.
- 1 pair of disposable gloves.
- 1 resuscitation mask.

Note: Pain relief should not be included in first aid kits. Special provision for treating allergic reactions should be the responsibility of the person with the allergy.

Information, training and supervision

Policy statement

Ocean Beach Kiwi recognises the responsibility of the employer to promote a safe and healthy workplace. Employees (including volunteers) and the general membership need to actively participate in workplace health and safety and require information, training and supervision to support safe workplace practices.

Purpose

To ensure that employees (including volunteers) and members are provided with adequate information, training and supervision on health and safety matters.

Scope

This policy applies to all Ocean Beach Kiwi employees (including volunteers) and members.

Responsibilities

The Chairman is responsible for ensuring that all employees, volunteers and members receive:

- a relevant induction to health and safety in the workplace (refer checklist, **Appendix 9)**
- where appropriate a copy of this Health and Safety Manual.
- an opportunity to gain familiarity with Ocean Beach Kiwi policies and procedures.
- any additional training that is required as a result of specific work activities or requirements.
- any protective clothing or equipment required for the activities they will undertake.
- adequate supervision to ensure a safe workplace including a workstation assessment (refer checklist, **Appendix 3**).

The Chairman is responsible for ensuring that all employees, volunteers and members receive:

- opportunities to contribute to health and safety.
- notification of all health and safety meetings.
- an opportunity to attend ongoing training in relation to health and safety relevant to the organisation and responsibilities.

All employees, volunteers and members are responsible for:

- following instructions of those in charge (e.g. Patrol Captain).
- as necessary completing an induction process including reading relevant policies and procedures and undertaking training as directed.
- reporting hazards.
- using and caring for protective equipment or clothing provided by the club.
- cooperating with the monitoring of workplace hazards and employees' health (with permission).
- reporting work-related injuries or ill health.
- not undertaking work that is unsafe.
- not interfering with an accident scene.

References

The Health and Safety at Work Act 2015

Visitors on site (including contractors)

Policy statement

Ocean Beach Kiwi is firmly committed to the provision of a safe and healthy workplace for contractors, sub-contractors and visitors in accordance with its Occupational Health and Safety Policy and with its duties under the Health and Safety at Work Act 2015, and related legislation and regulations. In meeting these requirements Ocean Beach Kiwi seeks to:

- ensure that contractors and subcontractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on {organisation name} premises.
- promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times.
- ensure that all visitors are not harmed while on Ocean Beach Kiwi controlled premises.

Responsibilities

Ocean Beach Kiwi staff or Executive members are responsible for:

- ensuring details of any specific hazards that may be relevant to the visitor and/or contract worker are provided to the visitor and/or contractor.
- advising the contractor on miscellaneous matters, such as how to activate the fire alarm, the location of fire extinguishers and first aid assistance, escape possibilities, and where and to whom the contractor should report in case of an emergency situation, or an accident.
- advising visitors of any hazards and evacuation procedures in case of an emergency.
- maintaining a record of visitors and contractors on the premises and providing the contractor or any unescorted visitor with suitable identification/access card. Where Ocean Beach Kiwi operates in a building controlled by another organisation then ensure the policies on visitors and/or contractors that apply to the building are followed.
- ensuring there are strategies for on-site communications for contractors (e.g. site meetings).
- ensuring visitors are escorted by a staff or Club Executive member at all times (unless they have been issued with a visitor ID or access card) to ensure their safety and wellbeing and assist that person if required should the building need to be evacuated.

The contractor is responsible for:

- providing details of any hazards that they will be bringing onto the site or any hazards that may be created as a result of the nature of the work being undertaken, together with how these hazards will be mitigated.
- ensuring the contractor's employees have received the safety training required for the specific job, including protocols for issuing keys or entry to restricted areas.
- providing and using emergency and personal protective equipment they may require.

The visitor is responsible for:

- acting on the instruction of Ocean Beach Kiwi staff or Executive member in the case of an emergency.
- advising of any special assistance that may be required in case of an emergency requiring evacuation.

References

The Health and Safety at Work Act 2015

The Fire Safety and Evacuation of Buildings Regulations 2006

Visitors, and Contractors, Registers

Surf Sport Event Safety

Event Safety Manual

Ocean Beach Kiwi is firmly committed to running safe surf sports events, and has a developed a separate Event Safety procedures to cover this aspect of operations.

Patrol Safety

Introduction

This section of the manual is intended to cover regular patrol activity and Call Out Squads. However, it is important to recognise that no amount of policies and manuals can replace having a 'safety culture' in the clubrooms and on the beach.

Common Hazards

A number of the most common hazards are covered in this section. The relevant ones have been extracted for use with the Ocean Beach Kiwi Hazard Register.

Ref	Risk	Comment/ Mitigation
	Direct Risks	
	EQUIPMENT	
1	**ATV/ Quad vehicles** on patrol/ in use in beach areas • Unlicensed/ unskilled operators • Impaired operators • Traffic, horses, dogs, people • Environmental hazards • Unsafe vehicles • Incorrect use	Clear policies and processes to manage the risks and enable people to know their limits: • Training/ Licensing – mandatory that all drivers are licensed. Highly recommended that all drivers will also have certificate of training in use of a quad/ ATV. • Drug testing. Ability to be in place to ensure the right to test at any time, especially where due cause. • Helmets/ Safety belts – to be worn as required by law. • Other PPE. Footwear, gloves, eyewear, clothing to be provided as appropriate for operating conditions and users trained and made aware it is available. • Speed – maximum operating speeds to be set for local conditions. • Loading/ no. of passengers – maximums as prescribed in the vehicle operations manual. • Towing – only as per conditions in the vehicle operations manual. • Hazards (dunes, rocks, water crossings). Known hazards to be documented and covered training for all operators. • Maintenance/ checks. WOF or equivalent standard to be maintained at all times. Vehicles to be maintained as per operations manual. Highly recommended there are daily checks before and after use, along with a cleaning schedule. • Access. Vehicles to be secured to prevent unauthorized use. • Additional equipment. Any non-standard accessories or equipment to be installed by qualified operators (e.g. defib units, patient transport). • Disciplinary process – to be in place for anyone not following the policies. • Near miss reporting – to be mandatory.
2	**Water-based equipment** • IRB's • Jet ski's (RWC) • Rescue boards	Clear policies and processes to manage the risks and enable people to know their limits: • Training/ Qualifications – mandatory that all drivers & crewmen of motorized craft are qualified or if in training under the direct control of a qualified instructor. • Drug testing. Ability to be in place to ensure the right to test at any time, especially where due cause. • Lifejackets/ PFD – mandatory for all drivers & crewmen of motorized craft even if not required by law/ bylaws. • Other PPE. Helmets, eyewear, clothing to be provided as appropriate for operating conditions and users trained and made aware it is available. • Manual Handling. Procedures & training in place to prevent injury while handing craft out of the water. • Speed – maximum operating speeds to be set for local conditions.

		• Loading/ no. of passengers – maximums as prescribed in the vehicle operations manual. • Hazards (dunes, rocks, water crossings). Known hazards to be documented and covered training for all operators. • Maintenance/ checks. Craft to be maintained as per operations manual. Highly recommended there are daily checks before and after use, along with a cleaning schedule. • Access. Craft to be secured to prevent unauthorized use. • Additional equipment. Any non-standard accessories or equipment to be installed by qualified operators. • Disciplinary process – to be in place for anyone not following the policies. • Safety plans for events, exams & training - sticking to supervisory ratios. • Risk assessments to be completed before craft are taken out - to determine if conditions are safe. • Near miss reporting – to be mandatory.
3	**General Equipment** • Trailers • First Aid gear • Mobile towers • Radios	Clear policies and processes to manage the risks and enable people to know their limits: • Training/ qualifications/ experience for equipment and conditions = ability to make good decisions. • Maintenance/ checks – scheduled regularly to ensure equipment always in good condition. • Access. Ensure there is no unauthorized use. • Manual Handling. Procedures & training in place to prevent injury while handing equipment.
	ENVIRONMENTAL	
4	**General public** • Expectations/ pressure to take on un-necessary risks. • Alcohol/ aggression/ abuse.	Clear policies and processes to manage the risks and enable people to know their limits: • Local policy on what to go/ where to go if situations arise, i.e. escalation path. Training for all lifeguards on those procedures. • Emergency contact numbers for Police and other agencies available for all patrols.
5	**Water-based risks** • General surf conditions – in training, events and lifeguarding situations.	Clear policies and processes to manage the risks and enable people to know their limits: • Safety plans for events & training - sticking to supervisory ratios. • Risk assessments. • Learning from near misses.
	• Rocks/ caves/ blowholes.	• Known hazards to be documented and covered in POM and training for all lifeguards. • Risk assessments if operating near these.
	• Lack of experience in particular high risk rescue situations (e.g. night rescues, boat & bar vs flagged area)	• Training/ qualifications/ experience for equipment and conditions = ability to make good decisions. • No unauthorised use of equipment. • Clear emergency procedures to seek additional help if needed, e.g. callout squad.
	• Nearby lagoons, rivers, lakes, tidal areas (not patrolled).	• Training/ qualifications/ experience for equipment and conditions = ability to make good decisions. • Known hazards to be documented in POM and covered in training for all lifeguards. • Clear emergency procedures.
	• Wildlife (sharks, jelly fish).	• Clear emergency procedures documented in POM. • Appropriate PPE.

	• Public - craft users (e.g. jet skis, kite surfers)	• Separation zones. • Risk assessments.
6	**Out of water environmental risks** • Sun	Clear policies and processes to manage the risks and enable people to know their limits: • Reduce exposure via shade canopies/ shelter. • Scheduled breaks/ rotation in the shade. • Use of uniform: – Sun protective clothing. – Hat – ideally bucket rather than cap. – Sunscreen. – Sunglasses. • Information on skin cancer readily available and regular checks encouraged.
	• Heat/ Cold temperature extremes	Clear policies and processes to manage the risks and enable people to know their limits: • Appropriate shelter – share of warmth. • Appropriate clothing available – e.g. gloves, beanies, jackets for cold. • Prescribed limits on exposure to extreme temperatures without a break/ rotation plans. • Adjust timing & intensity of activity to suit the conditions. • Suitably skilled first aid personnel available while conditions exist to monitor, advise and if necessary treat people. • Appropriate resources – e.g. heaters, ice packs, cold water
	• Beach itself – holes, soft sand, shells	• Regular checks of high traffic areas - .e.g. at the start of every day. • Signage for regular risks. • Training for club members to raise awareness. • PPE if appropriate.
	• Man- made hazards (e.g. old wooden walkways, broken glass)	• Regular checks of high traffic areas - .e.g. at the start of every day. • Signage for regular risks. • Training for club members to raise awareness. • PPE if appropriate.
	• Fire.	• Fire protection systems to be installed as required for local conditions, including: ○ Smoke detectors ○ Fire exits ○ Fire alarms ○ Fire extinguishers/ hoses/ sprinklers ○ Fire proof doors ○ Fire blankets ○ Signage ○ Escape plans and drills. ○ Regular check programme to ensure everything is working. • Appraisal from local fire brigade. • Regular inspection of electrical systems. • Correct storage of hazardous materials. • Training to all club members in procedures and use of equipment/ fire extinguishers etc. • Housekeeping/ checks on risk areas within the building to minimize flammable material.

	• Storms	• Emergency procedures (including evacuation plans) in place and communicated to members to deal with high winds, flooding, electrical storms etc. • Building to be of suitable construction and condition to cope with a realistic level of extreme weather.
	• Nearby cliffs, dunes, roads/ tracks etc that may be a hazard.	• Known hazards to be documented in POM and covered in training for all members. • Access restricted to those with appropriate skills and qualifications.
	OTHER OPERATIONAL	
7	**Transporting Gear and People** • Locally and on longer trips	Training and policies around who can/ can't do this work on behalf of the club and with what vehicles: • In-house training and qualifications on who load equipment. • Manual handling training for heavy items. • Trailers to be constructed by legitimate manufacturers to proper engineering standards. Trailers to be braked where recommended for the loads being carried. • Trailers to be registered with current WOF. • Vehicles and towbars towing club gear to be correctly rated for the loads being carried. • Club travel policy to determine who is allowed to transport members, in what vehicles, whether background checks/ parental permission are required and any other rules/ constraints (e.g. must have held a full drivers licence for at least 24 months).
8	**Clubhouse hazards** • Fuel storage • Chemical storage • Kitchens • Food preparation/ safety • Water quality • Wet areas. • Storage facilities • Maintenance areas • Decks/ stairs/ ramps • Mould • Work done by unqualified people. • Electrical hazards.	Clear policies and processes to manage the risks: • Approved fuel & chemical storage containers/ lockers. • Correct volumes and storage in relation to other items. • Safe storage racks/ areas for gear and tools. • Training/ qualifications/ experience for equipment handling and storage. • Food storage and hygiene procedures. • Water quality standards/ filters if not on mains supply. • Handrails, non-slip mats, winches. • Regular testing for toxic mould. • Signage for risk areas. • Maintenance areas to be restricted to authorized personnel. • Beach access to be such that is safe for moving equipment in and out of storage (e.g. slopes not too steep so trailers can get out of control). • Work on the building only to be done by qualified tradespeople. • Electrical equipment to be in appropriate areas, regularly checked, only serviced by qualified organisations, fitted with appropriate safety features and used with appropriate PPE. • Timetable set for regular checks of clubhouse hazards.
9	**Inappropriate People** • Coaching/ Instructor roles. • Other supervisory roles	Clear policies and processes to manage the risks: • Screening. • Supervision. • Managing complaints & investigations.
10	**First Aid incident management** • For patients. • For person performing the 1st Aid.	Clear policies and processes to manage the risks: • Training/ qualifications/ experience for equipment and situations = ability to make good decisions.

11	**Quality of lifeguards** = risk to themselves and others.	Clear policies and processes to manage the risks and enable people to know their limits, recognising 14 is young for the level of responsibility (St Johns and Fire Service are 18+), so need to compensate for this: • Training/ qualifications/ experience for equipment and conditions = ability to make good decisions. • Appropriate supervision and backup.
12	**Well-meaning bystanders** = risk to themselves and others.	As soon as a Club Member issues an instruction to a well-meaning bystander they have taken responsibility for the H&S of that individual (even it that instruction is to 'stay over there out of the way'). Clear policies and processes are needed to manage the risks: • Only instruct bystanders if there are no other alternatives and it is a life and death situation. • Only instruct a bystander to undertake a task if it has first been ascertained they have the ability to undertake the task safely. • If at all possible provide a high level of supervision to monitor the safety of the bystander.

Processes

Ocean Beach Kiwi manages the day-to-day safety of its activities via the use of the following processes.

Qualified people

Lifeguard training and assessment has at its core the health and safety of the lifeguard themselves.

Safety focussed standard operating procedures and policies

As set out in the Patrol Operations Manual (POM) for each club.

Risk Analysis Management System (RAMS):

The RAMS form is used to identify the risks and risk management strategies for the activities the club undertakes. This is completed well ahead of the activity taking place and sets out the approach being taken to manage the activity safely.

Examples of these forms are included in. **Appendix 4.**

Daily Threat Analysis Form:

This form is filled out daily before and during the activity to ensure the 'on the day' delivery takes account of the relevant environmental, human and equipment factors and is a checklist on which to record critical information.

Examples of these forms are included in. **Appendix 4.**

Comprehensive Incident Reporting

Via incident reports recorded in the Patrol and Membership database (PAM).

APPENDICES

Appendix 1: Checklist for review of the Health & Safety Manual

Health & Safety System	Policy components	Review date
Employer commitment to health and safety	• Outline of Health and safety programme (objectives) • Employer commitment including employer and employee responsibilities • Volunteers • Health and safety committees • Acknowledgment of and cross-reference to relevant legislation • Quality systems that support health and safety such as internal audit	Jan 2019
Hazard identification and management	• Hazard identification process and risk analysis • Managing hazards • Stress at work • Occupational Overuse Syndrome prevention • Manual handling guidelines • Smoke-free workplace • Forms for hazard identification and analysis	Jan 2019
Accident reporting and management	• Definitions of accident and serious harm • Procedures for investigating and recording accidents • Making claims • Rehabilitation – employer commitment to vocational rehabilitation programmes and early return to work • Forms for recording accidents and investigations	Jan 2019
Emergency planning and readiness	• First Aid • Disaster management (fire, earthquake, flood) • Management of an unwanted visitor, bomb threat	Jan 2019
Employee information, training and supervision	• Induction process & training • Employee responsibilities • Ongoing training and staff development • Cross-references to employer commitment	Jan 2019
Employee involvement	• Employee participation • Cross reference to health and safety committees	Jan 2019
Contractors and visitors	• Definitions • Processes to ensure safety while on-site • Responsibilities	Jan 2019
Event management	• Health and safety off-site • Responsibilities and functional relationships with other stakeholders • Checklists managing risk – event management	Jan 2019

Appendix 2: Checklist for ACC Safe Workplace Preparation Audit

Checklist to assist in preparation for the ACC Safe Workplace Audit to be used in conjunction with the *Self-Assessment Guide* (ACC1663)

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

Do you have a management plan of how these objectives will be achieved?		
Have you undertaken a review of objectives to monitor progress toward achievement?		
Do you have copies of H&S inspections of equipment (e.g. of fire extinguishers) /fire drills etc?		
Do you have a fire warden? (If yes, has this person had fire warden training?)		
Do you have reference material available to staff and H&S matters in addition to any policies and procedures?		
Is there an orientation or induction process for new staff that includes H&S?		
Are H&S responsibilities assigned to managers or the H&S Representative written into the job description of those people?		
Are H&S responsibilities included in the performance review of staff?		

Appendix 3: Sample workstation assessment checklist

After three months each new employee's workstation should be assessed according to the following checklist and adjustments made as required.

	Working Conditions The workstation should be designed or arranged so it allows the employee's...	Y	N
A	Head and neck to be about upright (not bent down/back)		
B	Head, neck and trunk to face forward (not twisted)		
C	Trunk to be about perpendicular to floor (not leaning forward/backward)		
D	Shoulders and upper arms to be about perpendicular to floor (not stretched forward) and relaxed (not elevated)		
E	Upper arms and elbows to be close to body (not extended outward)		
F	Forearms, wrists and hands to be straight and parallel to floor (not pointing up/down)		
G	Wrists and hands to be straight (not bent up/down or sideways toward little finger)		
H	Thighs to be about parallel to floor and lower legs to be about perpendicular to floor		
I	Feet to rest flat on floor or be supported by a stable footrest		
J	VDU tasks to be organised in a way that allows the employee to vary VDU tasks with other work activities, or to take micro-pauses while at workstation		

	Seating The chair...	Y	N
1	Backrest provides support for employee's lower back (lumbar area)		
2	Seat width and depth accommodate specific employee (seat pan not too big/small)		
3	Seat front does not press against the back of the employee's knees and lower legs (seat pan not too long)		
4	Seat has cushioning and is rounded/has 'waterfall' front (no sharp edge)		
5	Armrests support both forearms while employee performs VDU tasks and do not interfere with movement		
	Keyboard / Mouse **The keyboard/input device is designed or arranged for doing VDU tasks so that...**	**Y**	**N**
6	Keyboard/input device platform(s) is stable and large enough to hold keyboard and input device		
7	Input device (mouse or trackball) is located right next to keyboard so it can be operated without reaching		
8	Mouse is easy to activate and shape/size fits hand of specific employee (not too big/small)		
9	Wrists and hands do not rest on sharp or hard edge		
	Monitor **The monitor is designed or arranged for VDU tasks so that...**	**Y**	**N**
10	Top line of screen is at or below eye level so employee is able to read it without bending head or neck down/back (For employees with bifocals/trifocals, see next item)		

11	Employee with bifocals/trifocals is able to read screen without bending head or neck backward		
12	Monitor distance allows employee to read screen without leaning head, neck or trunk forward/ backward		
13	Monitor position is directly in front of employee so employee does not have to twist head or neck		
14	No glare (e.g. from windows, lights) is present on the screen which might cause employee to assume an awkward posture to read screen		
	Work Area The work area is designed or arranged for doing VDU tasks so that...	Y	N
15	Thighs have clearance space between chair and VDU table/keyboard platform (thighs not trapped)		
16	Legs and feet have clearance space under workstation so employee is able to get close enough to keyboard/input device		

	Accessories	Y	N
17	Document holder, if provided, is stable and large enough to hold documents that are used		
18	Document holder, if provided, is placed at about the same height and distance as monitor screen so there is little head movement when employee looks from document to screen		
19	Wrist rest, if provided, is padded and free of sharp and square edges		
20	Wrist rest, if provided, allows employee to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device		
21	Telephone can be used with head upright (not bent) and shoulders relaxed (not elevated) if employee does VDU tasks at the same time (i.e. using headset)		
	General	Y	N
22	Workstation and equipment have sufficient adjustability so that the employee is able to be in a safe working posture and to make occasional changes in posture while performing VDU tasks		
23	VDU workstation, equipment and accessories are maintained in serviceable condition and function properly		
	Comments		

Passing Score = 'YES' answer on all 'working postures' items (A-J) and no more than two 'NO' answers on remainder of checklist (1-23)

Appendix 4: Risk Analysis Management System

Clubhouse Activities RAMS Form

RISKS Accident, Injury, other forms of loss	• Major Physical Injury (hospitalisation or death) • Injury – Cuts, Abrasions, Soft Tissue, Fractures		
CAUSAL FACTORS Hazards, Perils, Dangers	**People**	**Equipment**	**Environment**
	• Unsupervised children (windows, gear shed, kitchen, first aid room) • Smoking • Overcrowding in facility • Running on stairs or inside • Wet people on stairs	• Equipment not maintained • Faulty Equipment • Incorrect use of equipment • Unsupervised access to equipment (gear shed) • Flammable goods (petrol, cleaning goods)	• Height (Tower, windows, deck) • Gear Shed/ Medical room with hazardous chemicals/ medical equipment • Steps/ staircases • Slippery Floors • Hot showers • Kitchen area (hot water, cleaning equipment)
RISK MANAGEMENT STRATEGIES Normal Operation	• Children supervised in clubhouse at all times. • Access to Gear Shed, Kitchen, Tower, First Aid Room limited to authorized people only. • No Smoking in or near clubhouse. • Numbers inside clubhouse are appropriate to venue capabilities. • No running inside clubhouse. • Clear guidelines given .for appropriate behaviour inside clubhouse. • Emergency Evacuation Plan and access paths clearly explained and marked.	• Equipment well maintained at all times. • Any dangerous/ faulty equipment is stored out of access. • Use of equipment is well supervised at all times. • Limited numbers in areas where equipment is stored and space is limited (Gear shed, First Aid Room, Tower).	• Windows without safety locks remain closed at all times. • Hazardous chemicals secured. • First Aid equipment secured and out of reach. • All wet areas mopped up immediately. • Stairs have non slip surfacing. • Access to Gear Shed, Kitchen, Tower, First Aid Room limited authorised people only • Ensure lighting is adequate for all activities.
Emergency	• First Aid Kit • Resuscitation Kit • Emergency Telephone • Whistle		

RELEVANT INDUSTRY STANDARDS	• Ocean Beach Kiwi Health and Safety Manual • SLSNZ Lifeguard Award Manual.
POLICIES AND GUIDELINES RECOMMENDED	• Ocean Beach Kiwi Health and Safety Manual

<table>
<tr><td>SKILLS REQUIRED BY ORGANISERS</td><td>Instructors (minimum):
Surf Lifeguard Award (currently refreshed)
First Aid Certificate (Unit Standards 6401 and 6402)
Beach Ed Instructor Induction Course or 'on the job' training
Instructors (recommended):
SLSNZ Introduction to Surf Coaching.
One Instructor who meets Senior Regional Guard minimum standards.
First Aid Unit Standards 6400</td></tr>
<tr><td rowspan="3">FINAL DECISION ON IMPLEMENTING ACTIVITY</td><td colspan="3">CHOOSE ONE</td></tr>
<tr><td>ACCEPT ☑</td><td></td><td>REJECT ☒</td></tr>
<tr><td colspan="3">COMMENTS:

Signed by:_____ Date_____</td></tr>
</table>

Beach Activities RAMS Form

RISKS Accident, Injury, other forms of loss	• Injury – Cuts, Abrasions, Soft Tissue, Fractures • Eye Injuries • Stings • Missing person • Hypo/ Hyperthermia • Sunburn		
CAUSAL FACTORS Hazards, Perils, Dangers	**People**	**Equipment**	**Environment**
	• Poorly managed activities. • Inappropriate activities (i.e, activity not appropriate for participants). • Playing 'rough'. • Throwing of sand. • Inadequate supervision. • Boundaries not clearly set. • Sunscreen not applied. • Poor supervision. • Conflicting users (e.g. vehicles)	• Equipment not maintained. • Faulty equipment. • Incorrect use of equipment.	• Debris in activity area. • Windy conditions. • Cold wind. • Cool/ hot temperatures. • Rain.
RISK MANAGEMENT STRATEGIES Normal Operation	• Activities are well supervised at all times. • Buddy System used. • Supervisors well informed of any medical conditions or special supervising needs of participants. • Activities are appropriate for participants. • Activity wait time kept to a minimum. • Opportunities for participants to withdraw (supervised) from activities if cold. • Application of sunscreen assisted where necessary. • Boundaries clearly explained before and during activities. • Activities kept a safe distance from conflicting users.	• All equipment to be well maintained. • Hazards explained to participants. • Appropriate use of equipment clearly explained. • Warm Clothes and shelter available • Sun block meets SLSNZ guidelines and is applied at required intervals	• Beach areas and access way to be safe for activities. • Beach activity area to be clearly defined by instructors/ supervising adults at all times. • Areas are cleared prior to activity commencing. • Weather conditions are assessed constantly and activities are altered as required.
Emergency	• First Aid Kit • Resuscitation Kit • Emergency Telephone • Whistle		

RELEVANT INDUSTRY STANDARDS	• Ocean Beach Kiwi Health and Safety Manual • SLSNZ Lifeguard Award Manual.
POLICIES AND GUIDELINES RECOMMENDED	• Ocean Beach Kiwi Health and Safety Manual

<table>
<tr><td>SKILLS REQUIRED BY ORGANISERS</td><td>Instructors (minimum):
Surf Lifeguard Award (currently refreshed)
First Aid Certificate (Unit Standards 6401 and 6402)
Beach Ed Instructor Induction Course or 'on the job' training
Instructors (recommended):
SLSNZ Introduction to Surf Coaching.
One Instructor who meets Senior Regional Guard minimum standards.
First Aid Unit Standards 6400</td></tr>
<tr><td rowspan="3">FINAL DECISION ON IMPLEMENTING ACTIVITY</td><td colspan="3">CHOOSE ONE</td></tr>
<tr><td>ACCEPT ☑</td><td></td><td>REJECT ☒</td></tr>
<tr><td colspan="3">COMMENTS:

Signed by:_____ Date_____</td></tr>
</table>

Water Activities RAMS Form

RISKS Accident, Injury, other forms of loss	• Death – Drowning • Injury – Cuts, Abrasions, Soft Tissue, Fractures • Stings • Missing person • Hypothermia • Sunburn • Loss of Confidence		
CAUSAL FACTORS Hazards, Perils, Dangers	**People**	**Equipment**	**Environment**
	• Swimming unsupervised. • Inadequate Supervision. • Inappropriate Ratios. • Unconscious – from blow to head or medical condition. • Out of depth. • Separated from equipment. • Boundaries not clearly set. • Sunscreen not applied. • Peer/ Adult pressure. • Activity wait times too long. • Conflicting users (e.g. kite surfers).	• Equipment not maintained. • Faulty or damaged. Equipment. • Incorrect use of equipment. • Throwing of equipment. • Inappropriate swimming attire.	• Rips/ holes/ currents/ sandbars. • Shore break/ big surf. • Changeable/ unpredictable conditions. • Windy conditions. • Cold wind and or rain. • Cool/ hot temperatures. • Cool sea temperature. • Stinging jellyfish. • Broken glass. • Rocks. • Hot sand. • Pollution/ poor water quality.
RISK MANAGEMENT STRATEGIES Normal Operation	• Ensure water safety ratio is adhered to at all times (1:5) • Buddy System. • Supervisors to be fully briefed on roles/ responsibilities. • Surveillance carried out regularly throughout activities. • Supervisors to be well informed of any medical conditions or special supervising needs of participants. • Emergency Signal system in place. • Participants briefed on 'Assistance Required' signal. • Emergency Stop signal in place and briefed to all. • Activity wait time kept to a minimum. • Opportunities for participants to withdraw (supervised) from activities if cold. • Activities kept a safe distance from conflicting users.	• All equipment to be well maintained. • Hazards explained to students. • Correct use of equipment explained and restricted to those authorized to use it.. • Compulsory use of safety equipment and leashes. • Whistles checked regularly. • Swimming attire restricted to swimming togs only (wetsuits in cold conditions). • Warm Clothes and shelter available. • Sun block meets SLSNZ guidelines and is applied at required intervals.	• Area to be safe for relevant activities. • Depth of water to be appropriate for participants. • Area to be clearly defined by supervisors. • Supervisors to have appropriate experience and equipment. • Water quality to be tested if there are any concerns.
Emergency	• First Aid Kit • Resuscitation Kit • Emergency Telephone • Whistle		

<table>
<tr><td>RELEVANT INDUSTRY STANDARDS</td><td>• Ocean Beach Kiwi Health and Safety Manual
• SLSNZ Lifeguard Award Manual.</td></tr>
<tr><td>POLICIES AND GUIDELINES RECOMMENDED</td><td>• Ocean Beach Kiwi Health and Safety Manual</td></tr>
<tr><td>SKILLS REQUIRED BY ORGANISERS</td><td>Instructors (minimum):
• Surf Lifeguard Award (currently refreshed)
• First Aid Certificate (Unit Standards 6401 and 6402)
• Beach Ed Instructor Induction Course or 'on the job' training

Instructors (recommended):
• SLSNZ Introduction to Surf Coaching.
• One Instructor who meets Senior Regional Guard minimum standards.
• First Aid Unit Standards 6400</td></tr>
<tr><td rowspan="3">FINAL DECISION ON IMPLEMENTING ACTIVITY</td><td colspan="3">CHOOSE ONE</td></tr>
<tr><td>ACCEPT ☑</td><td></td><td>REJECT ☒</td></tr>
<tr><td colspan="3">COMMENTS:

Signed by:_____ Date_____</td></tr>
</table>

Daily Threat Analysis Form

Location_____

Group Name: _____ **Person in charge:** _____ **Instructors:**_____ _____ **Experience Level :** _____	**Date:** _____ **No. of Participants :** _____ **No. of Supervisors :** _____
Medical Conditions Present: Yes/ No **Description of Medical Conditions:** _____ _____ **Special Needs Consideration** _____ _____ _____	**Participant/ Supervisor RATIO FOR ACTIVITIES:** _____ **Land Based = 20 : 1** **Water Based = 5 : 1** **This ratio does not include instructors.**
Checklist Environmental Conditions	
WEATHER AM **TIME:** _____ **Conditions:** Clear / cloudy / rain **Burn Time:** _____ **Wind Direction:** _____ Heavy / medium / light Onshore / offshore Continuous/ intermittent **Forecast:** Fine / cloudy/ rain / storm	**WEATHER PM** **TIME:** _____ **Conditions:** Clear / cloudy / rain **Burn Time:** _____ **Wind Direction:** Heavy / medium / light Onshore / offshore Continuous/ intermittent **Forecast:** Fine / cloudy/ rain / storm
BEACH AM **TIME:** _____ **Circle if applicable:** Streams/ rivers / Stormwater Outlet **Level:** Low / medium / high Debris/ rubbish/ pollution _____ **Beach Inspected:** Activity areas clear Yes/ No	**BEACH PM** **TIME:** _____ **Circle if applicable:** Streams/ rivers / Stormwater Outlet **Level:** Low / medium / high Debris/ rubbish/ pollution **Beach Inspected:** Activity areas clear Yes/ No

SEA AM TIME: _____ **Tide:** High/ Medium/ Low Incoming/ Outgoing Surf Size in metres: _____ Shorebreak Yes/ No Rips/ holes / current Yes / No _____ Sea debris / Pollution: _____	SEA PM TIME: _____ **Tide:** High/ Medium/ Low Incoming/ Outgoing Surf Size in metres: _____ Shorebreak Yes/ No Rips/ holes / current Yes / No _____ Sea debris / Pollution: _____

EQUIPMENT CONDITIONS:

INTERNAL	CONDITION OF:	HAZARDS	MANAGEMENT OF HAZARD
		Yes / No	
		Yes / No	
		Yes / No	
EXTERNAL			
		Yes / No	
		Yes / No	

EXTERNAL – PUBLIC RELATED

Do other groups / individuals or animals enter into activity zones at times? Yes/ No

Management of Situation: _____

_____

_____

ACTVITY AREAS: show total activity area in relation to clubhouse or delivery facility

AM:	PM:

OTHER COMMENTS:

Signed: **Person in Charge:**	**Signed:**

Appendix 5: First aid register

Clubs should be using the standard 'Incident Report form' as their record of first aid activity at the club. When entered into the PAM database this is an electronic record of all first aid incidents, for members and the public alike.

Only in exceptional circumstances should anything else be needed.

If for some reason an Incident Report form was not available, the following basic information should be recorded:

Name (of patient):	
Role/ activity being undertaken:	
Date of treatment:	
Time of treatment:	
Person giving first aid:	
Incident Report completed by:	
Nature of injury:	
Treatment provided:	

Appendix 6A: Hazard Register

Location:_____

Ocean Beach Kiwi **Controlled Site**: Yes / No

Hazard Identification and Analysis					Action		
Hazard/ Task	**Risk Score. with no controls**	**Significant (Yes/ No)**	**Controls Required (incl existing)** *(Eliminate, Minimise)*	**Risk Score after controls**	**Person Responsible**	**Monitoring Required (Who & When)**	**Review & Audit (Who & When)**

Risk Category

Critical	Critical risk; immediate action required
High	High risk; senior management attention is needed
Moderate	Moderate risk; management responsibility must be specified
Low	Low risk; manage by routine procedures

Hazard Register

Location: Ocean Beach Kiwi, 497 Ocean beach Rd, Hastings. Ocean Beach Kiwi **Controlled Site**: **Yes**

Hazard Identification and Analysis					Action			
Hazard/ Task	Risk Score	Exposure to	Risk	Controls Required	Risk Score after controls	Person Responsible	Monitoring Required (Who & When)	Review & Audit (Who & When)
Quad Bike/ATV	10.5	Injury to club members/public	Moving vehicles in around clubhouse. Accidents on Quads on beach and around clubhouse	Trained operators only. Helmet to be worn at all times. No passengers allowed. Life guards explained hazards of operating Quads annually. Patrol Captains to ensure appropriate operation of all vehicles on site. Quads to be serviced annually for fitness.	4.5	Director of Life guarding	Equip Officer Continuous	Club Chair Annually
IRB	10.5	Injury to club members/public	Moving vehicle in the water, accidental collision with swimmers.	Qualified IRB driver only to operate. **PPE –** Helmet and lifejackets to be worn at all times.	6.0	Director of Life guarding	Equip Officer Continuous	Club Chair Annually
Vans and Trailers	10.5	Injury to club members/public	Accidents travelling to patrols or away for events	Vans to be driven by full driver licence holders only. No alcohol to be consumed within a 12 hour period of driving a van. A schedule of WOF and registration to be tabled at every board meeting.	4.5	Director of Life guarding	Equip Officer Continuous	Club Chair Annually
Lifting & Manual Handling	9.0	Injury to club members	Back Injuries, crush and lacerations	Keep lifting loads to a manageable weight and use two people for heavier loads that can't be broken down or more people as required.	4.5	All Members	Equip Officer Continuous	Club Chair Annually
Sunburn leading to skin cancer	14.0	Club Members	Melanoma	Shade canopies on all beach towers/ shelters. Scheduled rotation when lifeguards not in shade. **PPE –**	4.5	Equip Officer. Patrol Captains	Equip Officer. Patrol Captains	Club Chair Annually

				Hat, shirt, rash top and sunscreen provided				
Hazards that may cause someone to trip and fall.	**15.0**	**Club Members and visitors**	**Injuries**	Keep doorways, stairwells and main access routes clear; pick up any hazard that may cause someone to trip or fall. Non-climbable fencing and rail on deck. Policy and signs that children are supervised whilst on the clubhouse deck.	**6.0**	All Members	Bldg Officer Continuous	Club Chair Annually
Fuel Storage & Hazardous Substances	**13.5**	**Club Members and visitors**	**Explosion & Burns**	All fuel and hazardous substances should be stored in the Hazardous Goods Storage Locker. Minimum of fuel stored at all times >250L.	**4.5**	Bldg Officer	Bldg Officer Continuous	Club Chair Annually
Public Entering Storage Area	**8.0**	**Public**	**Explosion & Burns**	'Authorised Personnel Only' signage on both sides of the exterior wall and chain up when doors are open.	**3.0**	Bldg Officer	Bldg Officer Continuous	Club Chair Annually
Slippery Concrete Floors	**8.0**	**Club Members, visitors and public**	**Injuries**	Downstairs storage areas and changing rooms can be very dangerous when the floor is wet. If floor is wet, signage needs to be placed in wet areas.	**3.0**	Bldg Officer	Bldg Officer Continuous	Club Chair
Shelving Height – Storage Area	**8.0**	**Club Members, visitors and public**	**Falls and crush**	Either use small ladder for gaining access to top shelves or seek out taller person to access top shelves.	**3.0**	Bldg Officer	Bldg Officer Continuous	Club Chair

Household Cleaners	**8.0**	**Club Members & Public**	**Poisoning**	All household cleaners to be stored in cupboards with Childproof Locks	**3.0**	Bldg Officer	Bldg Officer Continuous	Club Chair
Insecure Storage racking and/or loads	**8.0**	**Club Members**	**Falls and crush**	All racks to be permanently fixed to walls. Induction training for all members on how to safely load and unload equipment.	**4.5**	Bldg Officer	Bldg Officer Continuous	Club Chair
Falls on stairways	**12.0**	**Club Members and Visitors**	**Falls**	Handrails on all stairways and grip-tread on individual stairs. Signage to remind members to hold onto handrails	**4.5**	Bldg Officer	Bldg Officer Continuous	Club Chair Annually
Heavy items in workshop that can fall on feet	**10.0**	**Club Members**	**Crushing**	Use of appropriate foot wear when undertaking tasks in the workshop.	**3.0**	Members authorised to be in workshop	Bldg Officer Continuous	Club Chair Annually
Dangerous beach conditions (high surf, large swells, strong rips)	**15.0**	**Club Members and Public**	**Drowning**	Beach closed and Club Members banned from water unless suitably experienced and specifically authorised to be there. Use of Daily Threat Analysis forms to assess the risks and danger signs next to highlight the beach is closed.	**4.5**	Patrol Captains	Patrol Captains Continuous	Club Chair Annually

Risk Category

Critical	Critical risk; immediate action required
High	High risk; senior management attention is needed
Moderate	Moderate risk; management responsibility must be specified
Low	Low risk; manage by routine procedures

Appendix 6B: Job Safety Analysis Sheet

This worksheet is to be used when undertaking tasks for the first time, when new equipment, processes or materials are used or when new staff are involved.

Location:_____ **Date:**_____ **Person in charge:**_____

Task Description:

Site Safety Check- What Hazards Exist?:(see page 2 for detailed rating)

Has the Hazard Register been referred to for this task? Yes or No (please circle)

What Control Procedures are Required?:

Is any PPE Required?: Is so, please specify.

Are all staff involved suitably experienced, trained, qualified or supervised to carry out the controls? Yes or No (please circle)

New Hazards Identified

New Hazard	Risk Score with no controls	Significant (Yes/No)	Controls *(Eliminate, Minimise, Engineering controls, Admin controls, PPE)*	Risk Score after controls	Monitoring Required? (if Yes – by who & when)

Risk Category

Critical	Critical risk; immediate action required
High	High risk; senior management attention is needed
Moderate	Moderate risk; management responsibility must be specified
Low	Low risk; manage by routine procedures

Appendix 6C: Accident/Incident Report

TREATMENT OF INJURY									
No Injury		Injured but no treatment		First Aid		Doctor		Hospital	

Accident & Incident Report							
Serious Harm Accident*		Incident		Injury Accident		Near Miss	
Property Damage		Environmental		Notification Only		Other-please specify	
*Serious Harm-Club Chairman must be informed immediately. **Worksafe NZ must also be informed: 0800 030 040.** The scene of the accident must not be disturbed until clearance given by Worksafe NZ, who will also direct the course of the investigation.							
TO BE COMPLETED IMMEDIATELY:							
DATE:				TIME:			
PERSON INVOLVED:				ADDRESS IF OFFSITE:			
CIRCUMSTANCES-Describe where, how, and detail any contributing factors, consider adding photos & diagrams							

WHAT CAUSED THE DAMAGE												
Machinery		Dust/Fumes		Hand Tools		Powered Equipment		Chemical				
Electrical		Human Behaviour		Vehicle		Warning Light or Alarm		Other-please specify				
HOW DID THE DAMAGE OCCUR												
Fall, Trip, Slip		Lifting, Pushing, Pulling		Noise		Struck by or Struck against		Mental Stress				
Hot Surface or Substance		Repetitive Movement		Weather		Oil leak or Chemicals		Electric Shock				
WHAT WAS THE INJURY												
Abrasion/Scratch		Bite/Sting		Bruise		Burn		Crush Injury				
Dislocation		Foreign Body		Fracture		Laceration/Open wound		Sprain/Strain				
Superficial Injury or discomfort		Poisoning		Internal Injury		Amputation		Fatal				
BODY PART INJURED												
Neck		Head		Eyes		Respiratory		Digestive				
Arms		Shoulders		Fingers		Hands		Torso				
Abdomen		Leg		Hip		Knee		Ankle				
Foot		Toes		Back		Spine		Other-please specify				
SAFETY EQUIPMENT-worn at time of accident/incident												
High Visibility Clothing			Safety Helmet				Other-please specify					
Remedial Action taken												

Signature/s of those involved		Date	
Name & signature of witness if any		Date	
Form completed by		Date	

Appendix 7: Hazard notification form

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

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

Date this form completed:	
Date entered into the hazard register:	
Signature of health and safety representative:	

Appendix 8: Bomb threat checklist

Question	Response
Where did you put the bomb?	
What does the bomb look like?	
What will make the bomb explode?	
When is the bomb going to explode?	
What is your name?	
Where are you?	
Record the exact wording of the threat	
Date and time of call	
Any distinguishing background noises	
Sex of caller, estimated age	

Appendix 9: Workplace Health & Safety Induction checklist

Topic	Information Provided	Received & Understood
Overview	Organisation philosophy on Health & Safety	
Processes and Procedures	Organisation Health & Safety Manual	
Incident Reporting	Forms and processes.	
First Aid	First Aid room and equipment	
Orientation	Walk around to identify particular H&S aspects of the workplace, including • Organisation chart – key contacts. • Parking and access/ security. • Equipment storage and use. • Hazardous substances/ storage. • Safety signs and emergency procedures/ exits. • Fire safety equipment. • Communications equipment (radios/ phones) with emergency contacts. • High risk areas/ unique risks in the environment. • Personal Protective Equipment. • Instruction sheets.	
Training Programme	Identify any training needs, e.g. • Manual Handling. • Vehicle use. • Other Equipment use.	

	• PPE.	

I certify that all the items above, including regulations, policies and other rules and conditions in effect at this time have been explained to me by _____and that I understand the information given to me.

Name of inductee (please print)		
	Signed:	Date:
Name of Inductor (please print)		
	Signed:	Date:

Appendix 10: Ocean Beach Kiwi Operating Locations

Ocean Beach Kiwi **'Controlled' Locations**

Personnel	Location	Address

Ocean Beach Kiwi **personnel operating in non** - Ocean Beach Kiwi **controlled locations**

Personnel	Location	Address	Location Controller

Appendix 11: 2016 Health and Safety Reforms

Below is a table prepared by Sport NZ which highlights the key elements of the new legislation and the major changes.

Topic	Health and Safety at Work Act 2015	Health and Safety Reform Bill
Effective date	16 April 2016	Implemented 16 April 2016.
Application to volunteers	Applies to volunteers doing work on an ongoing and regular basis and the work is an integral part of the business. Does not apply to volunteers participating in a fund-raising activity, providing assistance with sports or recreation, providing assistance with activities for an educational institution, or providing care for another person in the volunteer's home.	A volunteer means a person who is acting on a voluntary basis, whether or not they receive out-of-pocket expenses. See some scenarios at: http://www.business.govt.nz/worksafe/about/reform/7- volunteer-scenarios Note this is an area that may be subject to change following the Select Committee review.
Application to other workers	Applies to a person (not an employee) who is in a place of work for on-the-job training or work experience. Also applies to loaned employees.	Will apply to a wider range of 'workers' including volunteers. Note this is an area that may be subject to change following the Select Committee review.
General duties of employers	Take all practicable steps to ensure the safety of employees while at work.	An officer of a person in control of a business or undertaking (PCBU) must exercise due diligence to ensure that the PCBU complies with that duty or obligation. Officers include members of a Board as well as the Chief Executive Officer (or equivalent) and Chief Operating Officer (or equivalent).
Hazard management	Employers to ensure that there are effective methods to identify, assess, control and investigate hazards.	Similar intent to current legislation.
Information, training & supervision	Employers to provide the results of health monitoring to employees where a hazard cannot be eliminated, and provide them with training and supervision in the hazards, safe work practices, and protective clothing and equipment.	Similar intent to current legislation.
Non-employees	Employers shall take all practicable steps to ensure that no action or inaction of any employee while at work harms any other person.	Similar intent to current legislation.

People who control places of work	Take all practicable steps to ensure that people in the vicinity of the place of work are not harmed by any hazard. Includes people who are in the vicinity of the place solely for the purpose of recreation or leisure. Also includes employees, contractors, sub-contractors, and people who have paid to be there or to undertake an activity there.	A person in control of a business or undertaking (PCBU) has a primary duty of care to ensure the health and safety of all 'workers' and other persons.
Self-employed people	Take all practicable steps to ensure that no action or inaction of theirs while at work harms themselves or any other person.	Similar intent to current legislation.
Principals	Take all practicable steps to ensure that no employee of a contractor or sub-contractor is harmed while doing any work.	A person in control of a business or undertaking (PCBU) has a primary duty of care to ensure the health and safety of all 'workers' and other persons.
Suppliers	Take all practicable steps to ensure that supplied plant is designed, made, maintained and installed so that it is safe for any known, intended, or reasonably expected use.	Similar intent to current legislation.
Employees	Take all practicable steps to ensure their own safety and that no action or inaction of theirs while at work harms themselves or any other person.	Similar intent to current legislation.
Employee participation	Every employer must provide reasonable opportunities for their employees to participate effectively in ongoing improvement of health and safety in the employees' place of work.	Similar intent to current legislation.

The information above is of a general nature and will not address specific individual circumstances. For more information and updates go to:
http://www.business.govt.nz/worksafe/about/reform/reform-bill-update