

# **Auckland Table Tennis Association**

## **Health and Safety Management System**

12.10.22 to 11.10.23

Signed off by Supervisor of H & S	Version 1	Page 1
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Contents

<i>Introduction and Scope</i>	3
<i>Document Control</i>	4
<i>Health &amp; Safety Policy Statement</i>	5-6
<i>Planning, Goals &amp; Objectives</i>	7
<i>Responsibilities / Management</i>	8-9
<i>Risk Management</i>	11
<i>Significant Hazards</i>	13
<i>Hazard Control</i>	15
<i>Hazardous Substances</i>	18
<i>Safe Plant &amp; equipment</i>	18
<i>Health Monitoring</i>	20
<i>Noise</i>	21
<i>Information, Training and Supervision</i>	23-26
<i>Inductions</i>	23
<i>Incident/Accident Reporting</i>	27-32
<i>Worksafe NZ</i>	33-34
<i>Worker Engagement and Communication</i>	35-37
<i>Emergencies</i>	38-42
<i>Contractor Management</i>	43-46
<i>HSWA Act &amp; Regulations -In a nutshell</i>	47-50
<i>Assigned H &amp; S Roles</i>	51
<i>Useful terms and definitions</i>	52-55
<i>Register of Legislative Requirements</i>	56
<i>Folder Label</i>	57

Signed off by Supervisor of H & S	Version 1	Page 2
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Introduction

*This Health and Safety management system will assist us in addressing our responsibilities under the Health and Safety at Work Act 2015 and the associated regulations. It comprises a comprehensive set of workplace systems, tools and resources that are supported by documented procedures, as well as online resources.*

*In particular when implemented correctly, the system helps us address our primary duty “to ensure, so far as reasonably practicable, the Health and Safety of our workers while they are at work” and our duty “to ensure that the Health and Safety of other persons is not put at risk from our business or undertakings.*

### **Through our Health and Safety system, we demonstrate the following:**

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

Signed off by Supervisor of H & S	Version 1	Page 3
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Scope**

*This Health and Safety Management system covers all employees, visitors and contractors and is intended to be implemented at all company locations. The system is formatted to conform to standards set under the AS / NZ Standard 2011:4801.*

## **System Format**

*The Health and Safety management system is a software-based system with the support of some paper documentation and online resources. The software can be found at [www.safetyonline.nz](http://www.safetyonline.nz).*


*However, in some parts of the system for example; contractor inductions and safety planning, it is easier to use a paper system as not everyone has access to the computer.*

*It is also a good idea to have a paper copy of the Health and Safety management system in the office as well for quick reference.*

Signed off by Supervisor of H & S	Version 1	Page 4
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Document control

We will use the following table to manage, record and action changes to the health & safety management system. If changes are required, the replaced/altered version of the Manual will be filed in the back of manual and held for 10 years. This Health and Safety Manual will be reviewed annually by the Supervisor of Health and Safety, Board and Management.

Aspect	Details	Date
Origination of document	Original Document created by Shane Warbrooke & Safety Online Ltd.	12.10.22
Review of document	This document will be reviewed as part of our Health and Safety System Annual Review.	11.10.23
Document Location	This document will be held in the Main Office and also Online on Safety Online software.	
Current Version	V 1- N 12.12.22 to 11.10.23	
Alterations / Endorsement Dates:		
<i>Supervisor of Health and Safety Signature:</i> 		12.10.22

Signed off by Supervisor of H & S	Version 1	Page 5
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

# Auckland Table Tennis Association

## Health & Safety Policy Statement

This organisation is committed to providing a safe workplace for all who might work at or visit this workplace. Our focus is on sustainable, continuous improvement in Health & Safety performance through leadership and behaviour change.

### **Management is committed to:**

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

Signed off by Supervisor of H & S	Version 1	Page 6
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

**Workers and Volunteer Workers will:**

- *Take reasonable care for their own Health and Safety and comply with all reasonable Health and Safety policies of this organisation;*
- *Actively contribute to hazard identification and management by reporting any hazards, unsafe acts or behaviours that they witness that have the potential to harm themselves or others.*
- *Report work related incidents, accidents, near misses and property damage promptly and accurately;*
- *Adopt safe work practices to keep themselves and all others in the workplace safe and encourage others to do the same;*
- *Participate in safe and early return to work programs and,*
- *Use any Personal Protective Equipment (PPE) that is provided by the company.*



*Signed by Senior Manager*

*Dated: 12<sup>th</sup> October 2021*

*Policy to be Reviewed 11.10.23*

Signed off by Supervisor of H & S	Version 1	Page 7
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Health & Safety System Planning, Goals and Objectives

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

<b>Auckland Table Tennis Association Health and Safety Goals and Objectives</b>			
Time span -from 12.10.22 to 11.10.23			
Zero Serious Harm for the period of the HSMS 12.10.22 – 11.10.23			11.10.23
To report all accidents, incidents and near misses and debrief them and put in place appropriate corrective measures.			11.10.23
To improve our staff training management with the correct processes and procedures.			11.10.23
To improve our volunteer training management with the correct processes and procedures.			11.10.23
<b>Planning</b>	<b>Details</b>	<b>Assigned to:</b>	<b>Review Date</b>
Active Planning with implementation, monitoring and Review of an Annual Safety Plan	Annual Safety Planning meeting	Supervisor of the H & S, Board, Management and H & S committee	11.10.23
Managerial staff conversant & fully aware of their legislative requirements	All managerial staff trained and conversant on responsibilities	Supervisor of H & S	11.10.23
Active employee participation in Health and Safety management	Monthly H&S Committee meetings occurring. Minutes taken & made available to all staff.	Supervisor of H & S	11.10.23
Staff active in reporting hazards	Monthly hazard reports received – from general staff published on Notice Boards.	H & S Officer	11.10.23
Monthly Hazard Management	Monthly inspection/hazard monitoring of: - all aspects of the system; provision of safe plant, equipment; use, storage and handling of hazardous substances; From these, reports will be created, and corrective action plans completed.	H & S Officer	11.10.23
Review of accident / Near Miss Incidents	To define lost time injuries and commence a process of specific goals from this year onwards.	H & S Officer	11.10.23
Injury Management & Rehabilitation	Active management of any work-related injury. Coordination with ACC or any other health agency. This includes any rehabilitation work required for early return to work for the employee.	H & S Officer	11.10.23
Safe Systems of Work	Safe Systems of Work will be created. All staff and volunteers are to be taken through their respective areas of work and responsibility. SWPs will be read, understood and signed.	H & S Supervisor, Course Superintendent.	11.10.23
Emergency Management	Potential emergencies must be considered at Annual Safety Planning meeting to ensure our response to all potential emergency situations is adequate and appropriate. Training for emergency personnel. Communication of EMP for all.	H & S Supervisor, Course Superintendent.	11.10.23

Signed off by Supervisor of H & S	Version 1	Page 8
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association



## How we fulfil our duty of care

### Duties of the Officers:

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

### Duties of the Supervisor of Health and Safety:

- *The Supervisor of Health and Safety has the ultimate responsibility for the implementation of this organisation's Health and Safety policies, procedures and performance.*
- *In order to fulfil that responsibility, the Supervisor of Health and Safety is to:*
- *Provide and maintain a safe workplace for employees, contractors/subcontractors and any visitors;*
- *Ensure that this organisation's Health and Safety policy, safe working procedures and emergency preparedness are regularly reviewed;*
- *Keep Health and Safety policies and procedures current and in compliance with the relevant Health and Safety legislation;*
- *Consult with employees, contractors/subcontractors and suppliers about Health and Safety policies and procedures;*
- *Ensure that there is an effective hazard identification and appropriate hazard control measures;*
- *Ensure all incidents, accidents and near misses are recorded, with the appropriate investigations carried out, and the reporting of any serious harm to Worksafe NZ;*
- *Ensure that employees, contractors/subcontractors, suppliers and visitors are given relevant Health and Safety information*
- *Provide feedback to this organisation's employees, contractors/subcontractors, suppliers or visitors on the outcomes of their suggestions or recommendations for improvement in Health and Safety performance;*
- *Ensure that employees, contractors/subcontractors, suppliers or visitors comply with Health and Safety policies and procedures as set out in this company's Health and Safety Management System;*
- *Liaise as appropriate with clients, local authorities, Worksafe NZ and ACC;*
- *Ensure that safe work practices are used at all times;*
- *Ensure that personal protective equipment is used and recorded on issue and that it is appropriate for the work that is being performed;*
- *Ensure that hazards are identified, assessed and appropriately controlled as set out in this organisation's Health and Safety Management System;*
- *Ensure that timely and appropriate remedial actions as recommended in any report of an incident are taken and that remedial procedures are implemented;*
- *Monitor exposure to hazards at least six-monthly;*
- *and, monitor the health effects of hazards on employees who agree to that monitoring.*

Signed off by Supervisor of H & S	Version 1	Page 9
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

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

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

## **Duties of Employees or Volunteer Workers\***

### **Employees and Volunteer Workers are responsible for:**

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

## **Duties of Members, Volunteers and other Visitors**

They are responsible for:

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

### **\*Volunteer Workers**

*Volunteers that work for us regularly, on an ongoing basis and who are integral to our operations are deemed to be Volunteer Workers. We have the same duties to those Volunteers as we do our Workers*

Signed off by Supervisor of H & S	Version 1	Page 10
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Management Health & Safety Performance Review**

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

- *The assigned Health and Safety task to specific members of Management.*
- *Management understanding their tasks and responsibilities.*
- *The performance of these tasks linked to the plans and objectives set out at the beginning of the Health and Safety year in the Review of Health and Safety system.*

## **Review of Health & Safety Policies and Procedures**

*The Supervisor of Health and Safety will arrange an annual review of Health and Safety. They, with key members of Management and Officers of the PCBU, will consider whether the systems in place are sufficient and adequate. The review will involve the Supervisor of Health and Safety in consultation with the Health and Safety Consultant, the Officers and all employees.*

*The review of Annual Systems will include recommendations when setting Health & Safety objectives for the coming year.*

## **Management Recognition of Excellence in Health & Safety**

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

## **Health & Safety Objectives and the Health & Safety Plan**

- *As part of the annual review of Health and Safety a meeting will be convened to put in place "SMART" planning and objectives. The following aspects will be considered: -*
- *"Review Health and Safety management systems"*
- *Do a self-assessment audit that will involve both an employee and senior management. The completed self-assessment should be signed off by the assessors and dated. A summary of recommendations for improvement should be fed back into the Annual Systems review and the setting of objectives.*
- *Collate incident and accident data*
- *Ensuring Health and Safety tasks are assigned*

## **Keeping Current with Health & Safety Information / Legislation**

*This will be achieved by: -*

- *Consulting the Worksafe NZ and the ACC websites.*
- *Briefings and updates from external Health & Safety advisors e.g. EMA.*
- *Annual legislative compliance assessment*
- *Attendance at related conferences, workshop, seminars, meetings etc*

Signed off by Supervisor of H & S	Version 1	Page 11
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Risk Management

A Risk can be described as the likelihood certain consequences (death, injury, or illness) occur when a person is exposed to a hazard.

A hazard is 'anything that could cause harm'.

### How we Identify Hazards.

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

- Regular monthly site checking using the website checklist appropriate to the site and risks therein.
- Talking to employees in toolbox and Health and Safety meetings, our suggestions box and generally in informal chats to find out what they consider unsafe.
- Review any information available on a particular piece of equipment (manufacturer's manual) or chemical (Material Safety Data Sheet) to check what it says about safety precautions.
- Debrief of accidents, near misses.
- Consider what hazards people might bring into the workplace. We do this through our Contractor Induction, Task Analysis and Permit to work system.
- Health and Safety committee discussion.

### What to do when a Hazard is Identified

Hazards are to be:

- Dealt with by the person discovering the issue who will mitigate the hazard or inform a person in authority who will manage the hazard.
- Recording the hazard into the Safety Online system (Risk Register) and ensuring corrective actions are carried out.
- Implementing making changes to the system.

### What can we do to control the Hazard?

**Eliminate:** Where reasonably practicable, we will remove the chance of a hazard causing death, injury or illness.

**Minimise:** Where we cannot eliminate the risk, we will as far as reasonably practicable reduce the chance of a hazard causing death, injury or illness by doing one or more of the following:

- Substitute (wholly or in part) the hazard creating the risk with something that creates a lesser risk;
- Isolate the hazard from any person who could be exposed to it; and/or
- Implement engineering controls

If the risk still remains we will further minimise the risk by using:

- Administrative controls (such as safety procedures and checklists); and
- Personal protective equipment

Our risk controls are listed in the following places:

- Risk Register/Task Analysis form
- Induction Forms
- A copy of the Risk Register put up on the Health and Safety Notice Board.

All actions to control the risk of a hazard causing death, injury or illness will be reviewed at our regular toolbox meetings and monthly Health and Safety meetings.

Signed off by Supervisor of H & S	Version 1	Page 12
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Risk Register**

*A Risk Register makes note of the significance of the hazard and the control measures recommended.*

*Employees and contractors play an important role in identifying hazards and making recommendations for either elimination or minimising of the risk. We are committed to a consultative process with our workers as we believe this is important.*

*Our Risk Register is located online in the website [www.safetyonline.nz](http://www.safetyonline.nz)*

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

- *Trips and Slips*
- *Electricity*
- *Slips*
- *Manual handling injuries including back strain*
- *Visitors and Contractors*
- *Falls from height*
- *Stacked/stored materials*
- *Overhead hazards e.g. lights*
- *Biological hazards e.g. bees*
- *Cutting devices*
- *Cleaning operations and cleaning substances*
- *Maintenance tasks*
- *Fatigue*
- *Lone workers*
- *Drugs and alcohol*

## **Review of Hazard Identification & Recording Process**

*The hazard identification process will be reviewed at least twice annually to consider: -:*

- *The understanding of risk by employees, contractors, suppliers and visitors.*
- *Any safety or system improvements.*
- *Currency of information and the risk to people.*

## **Safety Online will generate a Task Analysis for Significant Hazards:**

*A Task Analysis (TA) is a task specific hazard identification and risk management process used for managing high risk hazards relevant to a specific task or a worker's trade. High risk hazards include but are not limited to:*

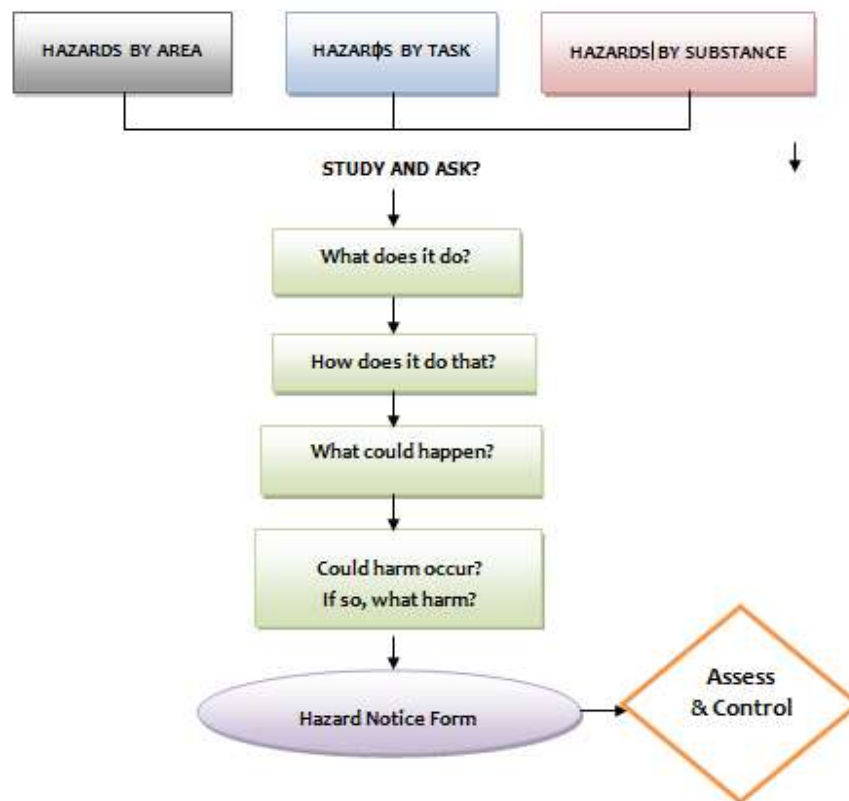
- *Working in confined or restricted spaces;*
- *Ladder use;*
- *Use of lifting equipment;*
- *And, Hot work e.g. welding*
- *Use of chainsaw*

*A Task Analysis may be required in addition to the overall Hazard ID process described previously. When a hazard has a risk rating of 12 or above the Safety Online software generates a task analysis, we will use the task analysis to identify create a safety plan for that particular hazard relevant to the job we are undertaking.*

- *The worker in control of the job will consult with other workers present and ensure a Task Analysis is completed prior to the start of any high-risk work.*
- *Once completed, the Task Analysis will be discussed with all workers involved and where appropriate, workers will sign off the Task Analysis prior to starting the job*

Signed off by Supervisor of H & S	Version 1	Page 13
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Hazard Identification and Assessment Procedure



### Determining if the Hazard is a Significant Hazard

The Health & Safety at Work Act, 2015 requires us to assess hazards based on their 'significance'.

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

- a) Serious harm; or
- b) Harm (that is more than trivial) the severity of whose effects on any person depend on the extent or frequency of the person's exposure to the hazard; or
- c) Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard. Test each hazard with:
  - Is the hazard an actual or potential cause or source of serious harm?
  - Is an accident resulting from the hazard likely to cause injuries which would qualify as serious harm?

Signed off by Supervisor of H & S	Version 1	Page 14
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Risk Assessment

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

*If the problem is obvious and the risk of injury is high, act to control the risk immediately in some way, even as an interim measure. Then do the research required to assess the risk and decide on the most appropriate control option.*

*The following may be useful sources of information to help assess the risks and if a hazard is significant:*

- *Health & Safety Consultants & Specialists*
- *Codes of Practice and guidance material; NZ Standards.*
- *Health Providers – Occupational Health Nurses, Doctors and Therapists;*

*Risk assessment is a term used to describe the overall process or method where you: Identify hazards and risk factors that have the potential to cause harm. Once identified, you need to analyse and evaluate the risk associated with that hazard. Then you can simply decide how likely it is that a harm could occur and what the resulting harm is likely to be. Once the risk has a rating it can be used to determine which hazard should take priority over another in terms of deciding what to do and when.*

*This process is carried out in the risk register in the software using the rating scale below:*

Likelihood  
Of  
Occurrence

1. Very unlikely

2. Possible

3. Medium risk

4. Very possible

5. Most Likely

Resulting  
Harm

1. Very low level of harm

2. Moderate harm

3. Serious harm

4. Major harm

5. Catastrophic harm

## Risk Assessment Procedure using a manual system rating table:

The matrix below can be used to rank our significant hazards in terms of high, moderate, and low risk.

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

## Controlling Hazards to Prevent Harm

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

## Guide to setting Hazard Controls

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

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

*Second – MINIMISE the likelihood of harm from the hazard*

- *Modify tools, equipment or systems of work e.g.: use trolleys or hoists to move heavy loads, place guards around moving parts of machinery or fit cut-out switches, install residual current devices (electrical safety switches).*
- *Use administrative control measures e.g. use permit-to-work systems for hazardous work, provide training and supervision, safe operating procedures, regular maintenance of machinery and equipment, and limit exposure time by introducing job rotation.*
- *Use personal protective equipment (PPE). PPE protects the worker's body from hazards, e.g. gloves, hard hats, hearing and eye protection, safety harnesses, high visibility clothing. It is the least reliable form of protection. If you are providing PPE, ensure that:*
  - *The right type of PPE is selected for the job;*
  - *PPE fits properly and is comfortable under working conditions;*
  - *Employees are trained in the need for PPE, its use and maintenance;*
  - *PPE is stored in a clean and fully operational condition.*
  - *PPE is ordered regularly to make sure it is always available.*

Signed off by Supervisor of H & S	Version 1	Page 16
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association



## **Personal Protective Equipment (PPE)**

*PPE is a control method to minimise the risk of injury from certain hazards of the job. It is essential that PPE be worn as required (as specified at each entrance) Failure to do so could lead to injury or even disciplinary procedures. We record the issue of PPE in a PPE Register with a review date for checking for re issue or checking suitability to task.*

*We will ensure the PPE provided to our workers is:*

- *Suitable, considering the nature of the work and any hazards relating to that work;*
- *A suitable size and fit and reasonably comfortable for our workers;*
- *Compatible with other PPE;*
- *Maintained, stored and repaired so that it continues to be effective (e.g. clean, hygienic, and in good working order);*
- *Used and worn by workers; and*
- *Provided along with information, training, supervision and instruction on the proper use, storage and maintenance of the PPE.*

*Specific PPE requirements for machinery, tasks and the handling of substances are identified in Standard Operating Procedures (SOPs), Manufacturers' instructions, Material Safety Data Sheets, and the Risk Register.*

*The PPE provided will be suited to the tasks carried out. The issue will be recorded against the individual*

*We will ensure that contract workers (other PCBUs) supply suitable PPE appropriate for the job they were undertaking and make sure it is used and maintained correctly.*

### **Correct and proper use of PPE**

*As part of each staff member's on-the-job training they will be instructed in what PPE is required for the job/task, how to use the PPE correctly and how to maintain their PPE. This training will be the responsibility of the Health and Safety Officer.*

*The Manager is responsible for ensuring PPE is worn on the job as specified in the risk register. If a staff member's PPE is damaged they should report it to the Manager immediately.*

Signed off by Supervisor of H & S	Version 1	Page 17
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Where to Get Advice on Hazard Controls

The following is a list of specialist advisors who can assist with the management of specific hazards where internal expertise is not available.

Name	Area of Expertise	Contact
Bob Parsons	Health and Safety Consultant	027 201 3073 <a href="mailto:nzworksafe@xtra.co.nz">nzworksafe@xtra.co.nz</a>
Natalie Parsons	Health and Safety Consultant	020 4159 7618 <a href="mailto:natalie.parsons@safetyonline.nz">natalie.parsons@safetyonline.nz</a>
ACC	Claims Management Injury Prevention Resources 0800222776	<a href="http://www.acc.co.nz">www.acc.co.nz</a>
Worksafe NZ	Health & Safety Guidelines, Codes of Practice, Alerts General questions: 0800 030 040	<a href="http://www.business.govt.nz/worksafe">http://www.business.govt.nz/worksafe</a>

## Notification of Hazardous Work

*The requirement to notify Worksafe NZ is defined in the Health and Safety Regulations.*

*Where particular hazardous work is to be carried out by our company, Worksafe NZ will be informed in writing at least 24 hours prior to commencement of such work.*

*Notification needs to be completed online, via Worksafe NZ's website at:*

<http://www.worksafe.govt.nz/worksafe/notifications-forms/particular-hazardous-work>.

*If Worksafe are notified using their online process, an electronic confirmation will be received, and a copy of this notification will be kept for our records. A copy of this confirmation will also be stapled to our job safety analysis and permit to work and filed.*

## Monitoring and Review

*We will ensure that we meet the required standards of health and safety by carrying out site inspections, three times a week; site checks once a month; regular meetings (including regular toolbox meetings and monthly health and safety meetings and providing other forums for worker participation.*

*The results of site inspections and monthly checks will be discussed with all our workers at our regular meetings held at the workplace.*

*A monthly Health and Safety meeting will be held to review our health and safety practices and performance. We will discuss findings from Site inspections, Toolbox meetings and recorded accidents and incidents and general Health and Safety matters.*

*General health and safety matters will include reviewing hazards, worker training needs, PPE requirements, health monitoring, hazardous substances, plant and equipment other regulatory requirements and the sign-off of annual objectives.*

Signed off by Supervisor of H & S	Version 1	Page 18
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

*A Monthly Health and Safety Meeting Checklist will be found in the Meeting Manager section of the software. The latest meeting minutes will also be saved in Meeting Manager.*

*Meetings will include participation and representation from all areas of the organisation including workers, supervisors and management. All representatives are expected to participate.*

## **Hazardous Substances**

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

- *Explosive*
- *Flammable*
- *Self-reactive*
- *Oxidising*
- *Toxic*
- *Corrosive and dangerous to the environment*

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

*We will ensure the correct and safe use, handling, storage and transportation of hazardous substances. Where required, we will also have a storage license (e.g. location test certificate) and our workers will have the correct training and handling licenses (e.g. Approved Handler certificate where required, which will be listed in the worker's individual Training Plan and stored in their Training folder.*

*All hazardous substances will be held in our workplace and will be recorded by type and quantity on our Hazardous Substance Register. We will ensure that the appropriate Material Safety Data sheets are held on site and are readily available in the event of an emergency. Hazardous substances will be discussed in our toolbox and health and safety meetings where applicable and training on hazardous substances will be reviewed regularly.*

## **Safe Plant and Equipment**

*We will ensure that all plant and equipment supplied to and used by workers meets the relevant NZ standards and safety regulations. We will ensure it is in good working order, with all safety mechanisms and guards (where required) intact.*

*All plant and equipment will have manufacturer's instructions and standard operating procedures (SOPS) to ensure its safe operation and maintenance. If any plant or equipment is not in safe working order, it will be removed from service (and a 'lock out' will be applied) and repaired by a competent person before any further use.*

*All plant and equipment will be recorded. It will be checked monthly and maintained to a schedule. The documentation will be held in a Health and Safety Folder.*

*Plant or equipment will be regularly inspected through the monthly checks process. Workers will immediately stop work and report to their supervisor, if any damage or fault poses a risk of death, injury or illness.*

*All operators will be both trained and competent to use plant and equipment or supervised by someone who is trained and competent. Training records will be kept in the staff skills manager in the Safety Online Software.*

*Plant and equipment will be raised as an agenda item and discussed at our Health and safety meetings as repairs and maintenance falls due.*

Signed off by Supervisor of H & S	Version 1	Page 19
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Safe Operating Procedures (SOPs) or SWP Safe Work Procedures (SWPs)**

*These are a written summary of the policies and procedures for Workers responsible for operating plant and equipment in the workplace. They are the standard against which all training will be measured to ensure consistency in the operation of the company's plant and equipment.*

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

## **Pre-Purchasing & Planning Policy**

*When purchasing new equipment or implementing a change in work processes an assessment must be made and further consultation can be done through the Health and Safety Committee. A full assessment must be made of the risk to operators and documented on a Task Analysis Form.*

*Suppliers will also be asked to provide information about the safety of their product. A reference made to "precautions for use" tends to indicate that there is a hazard associated with the product. The Health and Safety Officer will discuss the proposed purchase or modifications to work processes with employees.*

## **Drug and Alcohol Policy**

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

*Company sanctioned social events may be organised from time to time. On such occasions senior managers will be in attendance and when they leave the premise, all other staff will leave as well. This policy will be reviewed annually in line with the Health and Safety policy.*

## **Remote or Isolated Work Policy**

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

*One of the controls must always be that we will provide a system of work which includes effective communication at all times with the Worker.*

## **Stress and Fatigue**

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

*Consult with the worker to set achievable targets, to develop ideas on the best way to address situations. Involve workers in decisions that impact their Health and Safety.*

*Ensure workers understand that management will provide a confidential, supportive environment to raise any issues and concerns they might have. 'Bottling up' issues can have a devastating effect on worker's mental health.*

Signed off by Supervisor of H & S	Version 1	Page 20
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Health Monitoring**

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

*Exposure to hazards that may have a direct effect on health, and where PPE is a requirement, need to be monitored periodically to ensure the effectiveness of the equipment and controls. Expert advice will be sought on the identification, frequency, and method of health monitoring.*

*Each person tested is required to sign consent for release of information. Consent to undergo monitoring and to release work related information to the employer if required, is standard practice, as required by the Health and Safety at Work Act (2015). A health monitoring provider will obtain individual's consent prior to monitoring.*

*We will also inform workers of the results of any Health and Safety monitoring undertaken to meet the risk management requirements of the Act.*

*If health monitoring becomes a significant hazard it will be raised as an agenda item and discussed at our monthly Health and Safety meetings at the appropriate juncture.*

## **Baseline Monitoring Process**

*It is important that we know if previous workplace exposures have already affected an employee's health. For example: if we carry out hearing tests and find an employee who has worked for us for 2 years has a poor result, unless we have undertaken baseline monitoring it is impossible to assess whether the problem has been caused by our workplace, a previous workplace, or other factors.*

*We may require some new employees to undergo initial baseline health monitoring as a condition of employment. This should be completed within 3 months of employment unless the date for annual hearing tests is within this timeframe.*

## **Sub Optimal Test Results Process**

*The health monitoring provider has protocols for management of any abnormalities, obtaining consent from the employee and making appropriate referrals for medical interventions. Any sub-optimal results from health monitoring will trigger a review of relevant hazard controls by the Supervisor of Health and Safety.*

## **Post Critical Event & Exit Testing Process**

*In the event of a critical event such as a fire (smoke inhalation) the company will seek advice on whether health testing should be carried out on those exposed. This will help establish if any long or short-term health effects are likely.*

*Health testing carried out when an employee exits the company helps to establish an understanding of whether an employee's health has been affected during his/her time at the company (as opposed to any future employment). Advice on exit testing circumstances will be sought from our health monitoring provider.*

## **Implications of Health Monitoring for Hazard Management**

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

Signed off by Supervisor of H & S	Version 1	Page 21
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Potentially Harmful Work Environments

Where there is a risk of illness or injury through exposure to hazards, and these cannot be eliminated, we will minimise these risks by monitoring exposure levels and providing the appropriate PPE.

## Noise

Where noise presents a hazard in the workplace, we will ensure work is carried out in accordance with the Approved Code of Practice for the management of noise in the workplace.

Regardless of whether hearing protection is being worn, we will ensure that no worker is exposed to noise above the following levels:

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

All staff should wear class 5 hearing protection for any work that exceeds noise levels

## Noise Table:

Class	L <sub>Aeq,8h</sub> dB(A)
Class 1	Less than 90
Class 2	90 to less than 95
Class 3	95 to less than 100
Class 4	100 to less than 105
Class 5	105 to less than 110

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

## Review of Hazards with the Monthly Site Check process

The workplace should be assessed for hazards at least monthly using the Site Check found in the Hazard Section of the software. A trained person will conduct this check. Any corrective measures will need to be forwarded to the manager for improvement / correction.

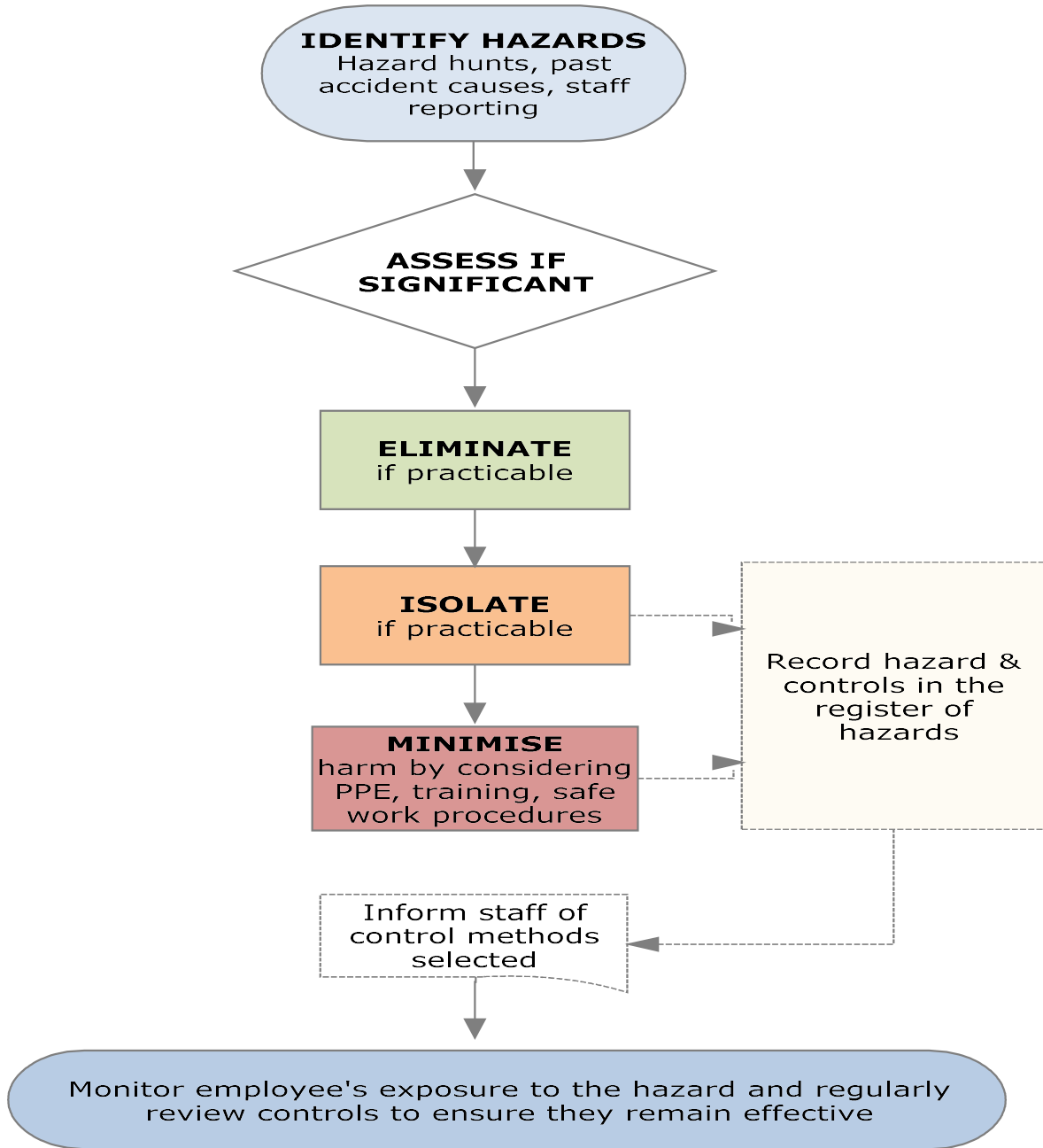
A schedule is required to monitor the hazard at regular intervals appropriate to the nature of the hazard. Responsibility will be designated to someone for that particular hazard, when it is entered into the system. That person should review that hazard six monthly (or more frequently for significant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

- If the risk still exists
- If the controls implemented and effective
- If the employees/ management have contributed to the solutions.

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

Signed off by Supervisor of H & S	Version 1	Page 22
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Information Hazard Management Flow Chart



## Information, Training and Supervision - Auckland Table Tennis Association

### New Employee Induction

*New employees require a Health & Safety induction. We have an induction program that covers basic Health and Safety policies and practices including the following:*

- *a general introduction to Health and Safety;*
- *an explanation of the employer's duties under the HSWA Act and how the company is fulfilling its obligations, (including hazard management, designated roles, and the consultation process);*
- *an explanation of the staff member's responsibility under the Act;*
- *the Company Health & Safety Policy Statements;*
- *accident/incident reporting and investigation procedures including ACC claim procedures, and rehabilitation procedures;*
- *emergency procedures;*
- *health monitoring procedures, (e.g. hearing tests if applicable); and*
- *the issue use and maintenance of personal protective equipment (PPE).*
- *Each aspect of work that the employee will be required to do, will be explained and signed off.*

*The induction is found in the Training Section under Employee Induction. At completion of induction, the form needs to be printed out as the employee is required to physically sign the Induction Form to verify their understanding. The Health and Safety Officer is responsible for ensuring new employees receive a Health & Safety induction before commencing work.*

### Training in Work Procedures

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

*Their training levels will be recorded in our Staff Training Manager in the Training area of the software. This document will be updated six-monthly. It will be maintained and updated every 6 months or as necessary.*

*It will show skill levels in safety sensitive job/tasks, who can train and supervise (3), who is competent to work unsupervised (2), who will be supervised whilst in training (1), and who cannot perform a task at all (0).*

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

*We will also ensure that all contractors are sufficiently competent and hold all the relevant qualifications for the work they are engaged to carry out.*

Signed off by Supervisor of H & S	Version 1	Page 24
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association



## **Further Training Needs**

*In addition to training on general Health & Safety requirements and information some jobs may require further training for specific roles, tasks or work areas. Examples may include: First Aid, specific equipment or machinery training eg. manual handling skills etc.*

*Consideration of training needs is an agenda item in the annual Health & Safety management review.*

## **Understanding of Training**

*The Health and Safety Officer is required to have an electronic or hard copy reminder system to track expiry dates and refresher courses. Employers must ensure Health & Safety related training and information delivered to employees is understood. This can be achieved through:*

- *Written questionnaires or tests, practical demonstrations, video presentations, competency assessments or interviews.*

*All training must be recorded by way of a Staff Training Matrix certification or signed training records. This includes for when external training providers are used.*

## **Selection of Internal and External Trainers**

### **Internal Trainers**

*Where Health and Safety related training is provided internally the trainer must be approved by the Supervisor of Health and Safety. The guideline is to only consider internal trainers who have the relevant knowledge, experience, qualifications or competency to undertake the proposed training.*

### **External Trainers**

*Where external trainers are required for specific Health and Safety training they must be approved by the Supervisor of Health and Safety. The selection criteria should consider:*

- *The training needs of the company,*
- *How training will be delivered and assessed,*
- *Qualifications, expertise, and experience of the trainer,*
- *The trainer's familiarity with the workplace,*
- *Location, cost, and accessibility of the trainer.*

## **Access to further Health & Safety Information**

*Employees have access to further Health and Safety information by contacting the Supervisor of Health and Safety, the site Manager or the Health and Safety Rep. An electronic library of relevant Health and Safety publications, legislation, and Codes of Practice is available on the Worksafe NZ and ACC websites.*

## **Supervision**

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

*The degree of supervision required will depend on each individual's knowledge and experience – as recorded in the skills matrix new and less skilled employees will need closer supervision.*

Signed off by Supervisor of H & S	Version 1	Page 25
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

*We evaluate the competency of our workers on a regular basis, and if we notice any deterioration in their performance, provide refresher training to ensure they continue to operate in a safe manner.*

*Before appointing a 'supervisor' or 'buddy' to the new employee, the Supervisor of Health and Safety must be satisfied that the 'supervisor' is able to meet the following criteria:*

- Has the necessary leadership skills and technical competency to supervise a particular task?*
- How are the supervisor's skills and experience to be assessed?*
- Do they understand their responsibilities as supervisor?*
- Are they familiar with the Health & Safety requirements of the task?*

*If they satisfy the supervisor criteria for a particular task, they will receive a (3) in the Staff Skills Manager.*

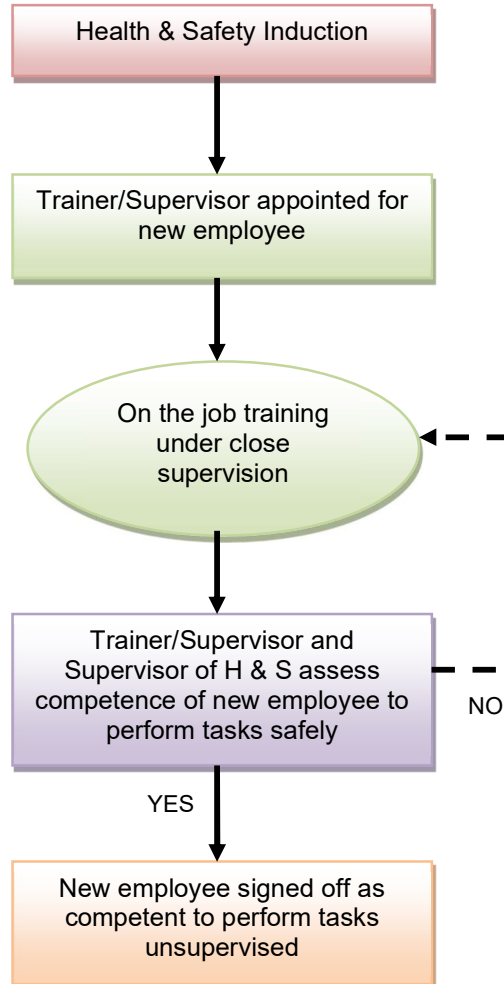
### **Visitors when they enter the work areas**

*For safety, insurance, and other business considerations only authorised visitors are allowed in any of our workplaces / workshops*

- Visitors should be escorted and under supervision at all times.*
- Visitors should sign into a visitor register at reception in compliance with the fire evacuation scheme.*

Signed off by Supervisor of H & S	Version 1	Page 26
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Induction and Supervision Process



## Accident/Incident Reporting

**Accident:** An unplanned event resulting in personal injury.

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

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

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

## Incident, Accident, Injury and Near Miss (Event) Reporting and Recording

- *All incidents, accidents or near misses must be recorded into the Accident Manager area of the software. Investigations of these incidents will be completed by the assigned accident reporters.*
- *Reporting of all incidents, accidents, and near misses must be done promptly and where a serious harm injury has occurred Worksafe NZ will be notified by phone on 0800 030 040 as soon as possible and in writing within 7 working days. The prescribed form can be downloaded online.*

### **Link: <http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>**

*Incidents, accidents, and near misses should be collated every 6 months to plot trends/ patterns which in turn, will prompt the Supervisor of Health and Safety, Health and Safety committee / officers to plan appropriate Health and Safety strategies. The aim will be to reduce or eliminate the possible recurrence of these incidents.*

*We will investigate all accidents, incidents, and near misses (events) to determine whether they were caused by hazards. Where applicable, we will also find out what risk controls were absent and should be put in place to manage any hazard and prevent a repeat of the same occurrence.*

*Where required we will report back to WorkSafe NZ on the prescribed form any system changes we have made as a result of an event.*

*All persons present at the time of the event are expected to assist in any investigation.*

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

Signed off by Supervisor of H & S	Version 1	Page 28
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

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

**If a serious accident occurs:**

1. *Call the First Aider to render assistance.*
2. *Call 111 first if an ambulance or more than First Aid assistance is required.*
3. *Phone Worksafe NZ on 0800 030 040.*

**Serious Harm Injury Event**

*Where a serious harm injury is suspected, staff should immediately advise the team leaders and the Supervisor of Health and Safety. They will then determine the following: -*

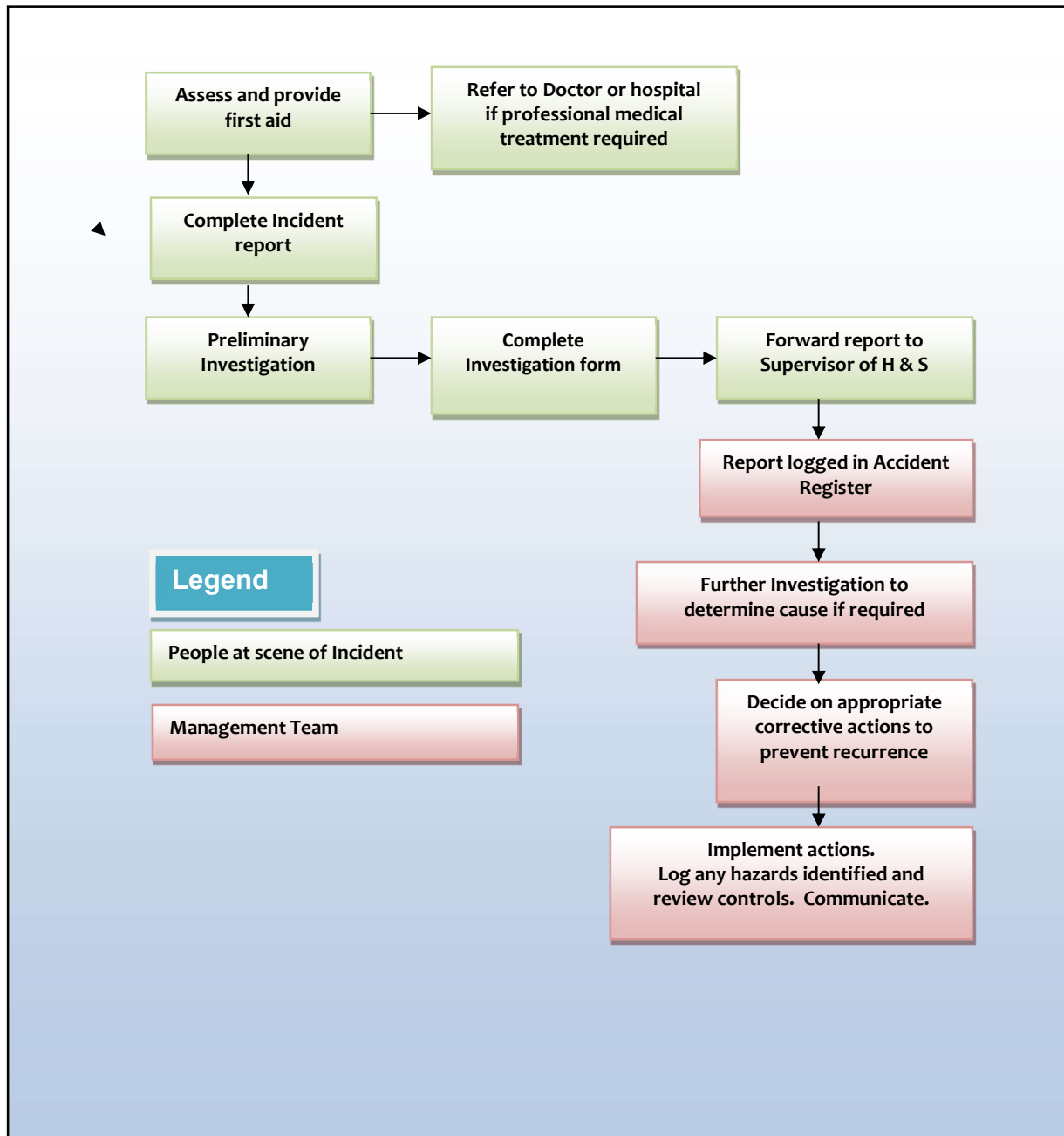
- *Does the injury qualify as Serious Harm?*
- *Notification by phone to the nearest Worksafe NZ office as soon as possible.*
- *Notification in writing on prescribed serious harm form within 7 days of event.*
- *Assistance with the investigation.*

*In the event of serious harm, the accident scene must be preserved until clearance is given by a Worksafe NZ Inspector.*

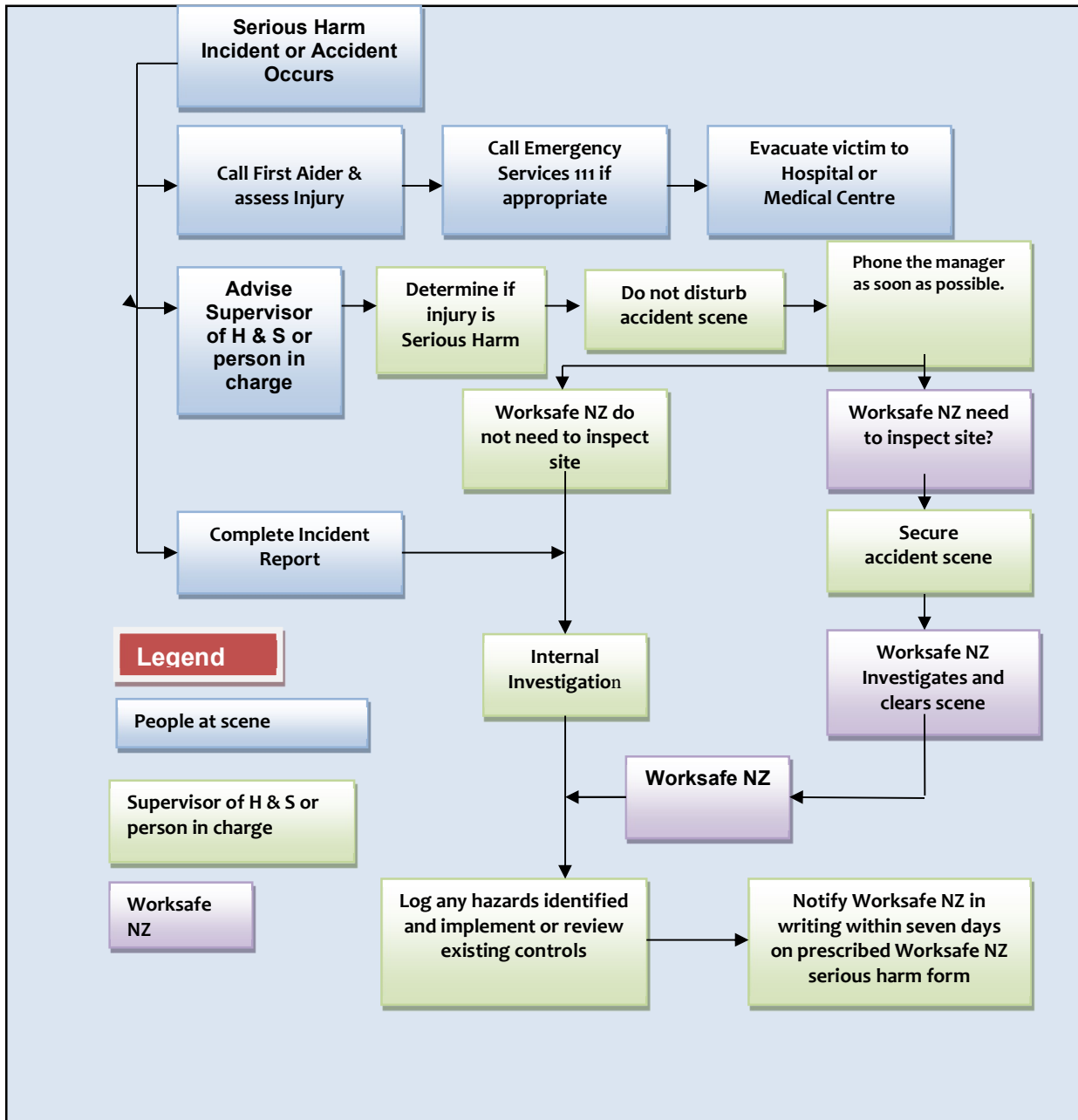
*If you have any queries, please call Bob Parsons 027 201 3073 or Natalie Parsons 020 4159 7618.*

Signed off by Supervisor of H & S	Version 1	Page 29
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Incident & Injury Response Flowchart



# Accident / Serious Harm Flowchart



## Incident and Accident Investigation

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

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

*It is policy of this organisation to complete an investigation on all incidents and accidents as soon as possible after the event using the Investigation form. The investigation will be attached to and filed along with the accident & incident report form.*

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

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

*The Supervisor of Health and Safety, Manager, and Foremen are the designated accident investigators.*

### Four Basic Rules when Investigating Accidents

<b>Rule 1</b>	<i>This is not the time to be blaming someone.</i>
<b>Rule 2</b>	<i>Be pleasant when asking questions. An aggressive, accusatory approach results in defensive barriers and non-compliance. A friendly approach does not upset people but encourages them to give the detail and quality of information that is needed for a successful incident investigation.</i>
<b>Rule 3</b>	<i>The task is to find out all about the incident. When seeking information, adopt a manner that you would like if you were being questioned. When asked for information, be open and helpful by giving all the information that you know about the incident.</i>
<b>Rule 4</b>	<i>Make no assumptions. Wait until all of the available information has been gathered – then study that information with an open mind. When all of the information is gathered and written down, it must be studied. List the sequence of events, right up to the end result - the incident and harm that occurred. Only then is its time to determine what the real cause was, and the control strategies needed to prevent a similar event: occurring again. Results are recorded on the Accident Investigation Form.</i>



## Accident Investigators Causal Checklist

Use this checklist as a prompter to ensure all causal factors are considered when conducting investigations.

<b>Immediate Causes</b> (probably more than one)		
<b>Unsafe Acts</b>	<b>Unsafe Conditions</b>	
<p><i>Operating without authority.</i>  <i>Making safety devices inoperative.</i>  <i>Using equipment unsafely.</i>  <i>Hazardous materials handling.</i>  <i>Failure to use PPE.</i>  <i>Unsafe manual handling (lifting, pushing, pulling).</i>  <i>Failure to lock out, isolate, make secure.</i>  <i>Improper use of tools or equipment.</i>  <i>Distraction, teasing, horseplay.</i>  <i>Working on moving or dangerous equipment.</i>  <i>Taking an unsafe position.</i>  <i>Hazardous movement (running, skipping, stepping on, climbing over, throwing etc).</i>  <i>Other.</i></p>	<p><i>Inadequate guarding/safety device.</i>  <i>Defective tools, equipment, substance.</i>  <i>Hazardous work arrangement.</i>  <i>Improper ventilation.</i>  <i>Improper illumination.</i>  <i>Unsafe clothing or PPE.</i>  <i>Unsafe design or construction.</i>  <i>Dust, fumes, or other air contaminants.</i>  <i>Hazardous housekeeping.</i>  <i>No safety device available.</i>  <i>Other.</i></p>	
<b>Root Causes</b>		
<b>Safety Management</b>	<b>Personal Factors</b>	<b>Physical Factors</b>
<p><i>Rules not enforced.</i>  <i>Instruction inadequate.</i>  <i>Safety not planned into task.</i>  <i>Hazards not identified &amp; corrected.</i>  <i>Safety devices not provided.</i>  <i>Incorrect procedures.</i>  <i>Supervision inadequate.</i>  <i>Inadequate procedures.</i>  <i>Inadequate training.</i>  <i>Other.</i></p>	<p><i>Lack of safety awareness.</i>  <i>Lack of coordination.</i>  <i>Improper attitude.</i>  <i>Slow to react.</i>  <i>Inattention.</i>  <i>Impaired judgment.</i>  <i>Nervousness.</i>  <i>Personal problems.</i>  <i>Stress.</i>  <i>Other.</i></p>	<p><i>Extreme fatigue.</i>  <i>Unable to hear.</i>  <i>Poor eyesight/vision.</i>  <i>Physically unqualified for job.</i>  <i>Unable to communicate.</i>  <i>Other.</i></p>

## **Worksafe NZ Investigations**

*Worksafe NZ Inspectors investigate the following events:*

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

*Investigations are undertaken in order to determine:*

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

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

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

## **Incident and Accident Data Review**

*Incident/accident data will be collated in the Accident Manager area section of the software. In the Reports area of the software, you can generate an Accident Report easily. These reports will show trends or patterns recognised and acted on accordingly the company use this information in developing injury prevention initiatives.*

## **Managers Guide to Rehabilitation**

*A safe and supportive return to work as soon as possible after an injury usually means a quicker and simpler recovery and return to productivity.*

*Employers have a key role to play in helping injured employees get back to work quickly, regardless of whether the injury occurred at work or elsewhere. Even if the employee is not yet fully recovered, returning to some form of work can speed their recovery – and at the same time help the business.*

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

Signed off by Supervisor of H & S	Version 1	Page 34
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **What are the benefits**

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

- *Reduce the cost of lost productivity, overtime or training of new staff;*
- *Reduce your ACC levies by lowering the cost of injuries*
- *Retain the investment you have made in the skills, knowledge and experience;*
- *Improve morale by playing an active role in your employee's welfare;*
- *Improve company image and promote your company as a 'good' employer*

## **How you can help**

- *Depending on your employee's injury and their situation, you can help by:*
- *Keeping in touch with your employee while they are absent from work*
- *Working with your employee and their ACC Case Manager to develop a return-to-work plan*
- *Keeping your employee's job open during the rehabilitation process*
- *Giving your employee the opportunity to work reduced hours if needed*
- *Giving your employee suitably modified tasks while they recover*
- *Communicating regularly with your employee about their needs and progress once they return to work*
- *Providing a supportive environment for your employee*
- *If your employee cannot carry out the job they had before their injury, working with ACC to make alternative jobs available*

Signed off by Supervisor of H & S	Version 1	Page 35
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Worker Engagement and Communication**

*This organisation recognises that employee participation at all levels is essential in achieving safety excellence. It is therefore our policy to meet monthly to discuss Health and Safety. We also want to encourage participation in Health and Safety from all our staff.*

*We will establish appropriate communication and participation methods with all workers in our workplace, to ensure all information regarding safety is discussed and passed on:*

### **As a PCBU, we will engage our workers to help us in the following ways: Guidelines for the Safety Committee**

#### **Objectives**

- *To promote injury prevention and an injury-free workplace by identifying hazards and assessing risk.*
- *Improve Health and Safety awareness and encourage employee participation to help make decisions about ways to eliminate or minimise risks.*
- *Seek effective corrective actions and preventative measures to eliminate injury*
- *Monitor and co-ordinate safety activities.*

#### **Functions**

- *Review the adequacy or effectiveness of and make recommendations on safety policies / procedures / programmes and safety training.*
- *Monitor progress and recommend priorities on corrective actions from incident / accident / near miss reports, safety audits / inspections.*
- *Assist in the formation of, reviewing of and progress of, the Annual Health and Safety Plan.*
- *Provide support for employees and management carrying out safety programmes.*
- *Raise and address employee safety concerns as appropriate.*
- *Minutes of all meetings will be taken & made available using Meeting Manager and e-mail*
- *Health and Safety Meeting Minutes*
- *Decide on appropriate worker participation practices.*

#### **This will involve:**

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

Signed off by Supervisor of H & S	Version 1	Page 36
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

**We will do this by:**

- *Inducting all workers to our workplace. Our Induction process is very comprehensive, and it provides sufficient information and training specific to the Health and Safety risks for the work being undertaken;*
- *Ensuring workers have an opportunity to participate in Health and Safety via Health and Safety meetings and by way of electing Health and Safety representatives;*
- *Holding monthly Health and Safety meetings with management, workers and their representatives (as applicable). Minutes can be recorded in the Meeting Manager section.*
- *Agreeing (as a group) on any required actions and documenting these in our Health and Safety meeting minutes.*
- *Having a noticeboard with up-to-date information on it available to all workers, including the latest Health and Safety Meeting minutes.*

**Structure**

*The committee will consist of all available employees. The committee will meet on an agreed basis and minutes from the meetings will be recorded.*

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

**Workplace Safety Representative**

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

*When required, we will ensure that Health and Safety representatives are elected and made known to all workers and contractors.*

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

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

*Where required, Health and Safety representatives will be given appropriate Health and Safety representative training.*

**Health and Safety Meetings**

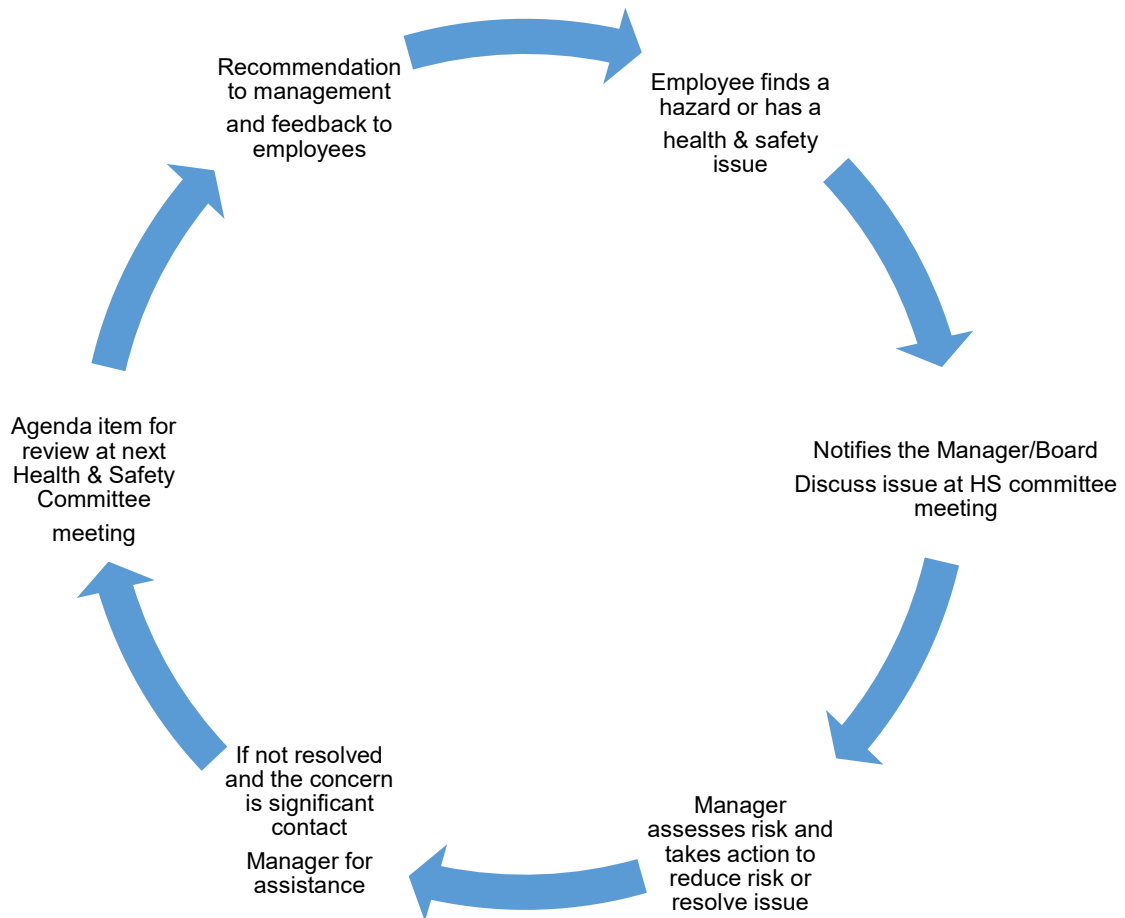
*A monthly Health and Safety meeting will be held to review our Health and Safety practices and performance. We will discuss findings from fortnightly Toolbox meetings, any recorded accidents and incidents (events) and general Health and Safety matters. The minutes will be recorded into the online system.*

**Review**

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

Signed off by Supervisor of H & S	Version 1	Page 37
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## How employees get Health & Safety issues resolved at Auckland Table Tennis Association



Signed off by Supervisor of H & S	Version 1	Page 38
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Emergencies

### Consideration of Potential Emergencies

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

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

- Resourcing suitable equipment i.e. stretchers / dedicated room,
- Long term isolation. / Roads choked due to traffic volumes
- Loss of services - electrical / water / sewage.
- Flu outbreaks and the affect that it would have on the workplace refer to DHB website for up-to-date management procedures
- Eruption – pollution of water – when do people leave to go home, choking of roads.
- Earthquake – falling objects, securing shelves, accounting for people
- Fire – Fighting fire or leaving the building, accounting for people

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

### Emergency Service Requirements

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

Fire Extinguishers	Every 12 months
Evacuation Alarms	Every month, if applicable, there is a testing process by a suitable trained person, usually an alarm company
First Aid Kits	Audited / restocked every 3 months
Fire Evacuation Procedure	Evacuation drill every 6 months

### Emergency Response Plan

Response to potential emergency events is indicated in the Emergency Response Plan on pages 39 - 41.

### Emergency Personnel

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

### Review of Emergency Response Procedures

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

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

Signed off by Supervisor of H & S	Version 1	Page 39
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

Those aspects to be considered must include: -

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

## Emergency Response Procedures

Event	Quick Response Information
<p><b>FIRE</b></p>  <p><b>EVACUATION POINT:</b></p>	<p><b>In the event of FIRE:</b></p> <ul style="list-style-type: none"> <li>• Raise the alarm immediately by breaking the glass of the red and white call point and pushing the switch.</li> <li>• Dial 111.</li> <li>• Close down any plant or machinery if safe to do so.</li> <li>• Close doors behind you.</li> <li>• Fire wardens will evacuate people from danger directing people to the evacuation point.</li> <li>• Wait at the evacuation point until roll call is taken and await further instruction.</li> <li>• Follow instructions of wardens. Do not re-enter the building for any reason.</li> <li>• Do not endanger yourself.</li> <li>• Only use the fire extinguisher if you are a fire or building warden and you are trained to use it.</li> <li>• First aiders will need take the first aid kit with them to render assistance when everyone has left the building.</li> </ul>
<p><b>EARTHQUAKE:</b></p> 	<p><b>DROP, COVER, AND HOLD.</b></p> <ul style="list-style-type: none"> <li>• Stay inside while the ground is shaking.</li> <li>• Move a few steps to a safe place. Keep calm, drop to the floor, get under or beside a sturdy structure, cover your head and hang on to that structure.</li> <li>• Stay away from the glass that may be falling inside or in the street. Stay away from shelves that may fall on you.</li> <li>• Expect aftershocks. Help others, report injuries or fires to emergency services.</li> <li>• Put out small fires, evacuate buildings if fires cannot be controlled. Turn off gas if you smell it and electricity if you suspect electrical damage.</li> <li>• Listen to radio for civil defence advice and information.</li> <li>• Go to the evacuation point when it is safe to do so. Do not leave until instructed to.</li> <li>• Treat injuries. Ensure that the first aid kits are taken to the evacuation point.</li> <li>• Go home to family when it is safe to do so. Be mindful of busy traffic that may block roads. Make sure that team leaders have recorded your leaving work.</li> </ul>



### CHEMICAL SPILL:



- Spill checklist: 1. Raise the alarm 2. Put on PPE. 3. Evacuate people if necessary 4. Call emergency services (dial 111) 5. Close valve, plug leak, or upright container if safe to do so 6. Utilise safety equipment in yellow wheelie bin to contain the spill 7. Call on specialist advice if required. 8. Clean up spill 9. Recover product or dispose of waste safely.
- Precautions: Do not endanger yourself. Wear personal protective equipment (PPE) appropriate for the spilled substance. Do not leave the area unattended if there is a risk of a further spill. If the spill is likely to enter a waterway, notify the local Council.

### FIRST AID EMERGENCY:



- Assess the situation. Do not enter a scene that is not safe for you. Notify / involve the First Aider
- If no First Aider is available, make own assessment.
- Use First Aid information on Page 4.
- Moderate injury/illness – take to nearest medical clinic.
- Serious injury/illness – dial 111 - AMBULANCE.
- Notify the Supervisor of Health and Safety.
- Secure accident scene - Worksafe may want to investigate.
- When First Aid situation, fill in accident form.

### TSUNAMI:



- Take your getaway kit with you if possible.
- Move immediately to the nearest high ground, or as far inland as you can. The nearest High Ground is Mt. Eden. Walk or bike if possible and drive only if essential.
- If you cannot escape the tsunami, go to an upper story of a sturdy building, climb onto a roof, or up a tree.
- Boats are usually safer in water deeper than 20 metres than if they are on the shore.
- Never go to the shore to watch for a tsunami. Stay away from at-risk areas until the official all-clear is given.
- Listen to your local radio stations.

### FLOOD:



- Listen to your local radio stations.
- Put your emergency plan into action and check your getaway kit. Be prepared to evacuate quickly if it becomes necessary.
- Help people with disabilities. Where possible, move pets inside.
- Lift chemicals as high above the floor as possible.
- Turn off utilities if told to do so by authorities.
- Unplug small appliances to avoid damage from power surges.
- Do not attempt to drive or walk through floodwaters unless it is absolutely essential.
- Assemble in your buildings. Take instruction from your team leaders. Mitigate any dangers or possible property damage.
- Go home to family after getting clearance from team leaders.

## GAS LEAK:



## What to do if you smell gas around an appliance?

- Turn it off immediately and call a Registered '**Gas Fitter**'.
- If you can still smell gas a few minutes after turning off the appliance:

### Do:

- Turn off the gas supply at the cylinder or gas meter.
- Open doors and windows to ventilate the area.
- Call the Customer Service Team at Contact Energy on 0800 80 9000 to report the fault.

## CIVIL DEFENCE KIT

<http://www.civildefence.govt.nz/>

<http://www.getprepared.org.nz/>

### CIVIL DEFENCE KIT LIST - what should be included?

Food (non perishable items)	Radio & batteries	Buckets (2)	Metals stove	Crockery
Blanket, wool (1 per person)	Blanket, foil	Mouth guards	3 Ltr kettle	Cutlery
Stretcher, foam	Gloves	Light sticks	Matches/lighter	Can opener
Stretcher, board	Dust mask	Portable water bottle	Disposable gloves	Metals
Rope, poly 30m	Safety glasses	Crow bar	Toilet Paper	Rubbish bags
Rope, sisal 12m	Water (3L per person per day)	First Aid kit	Sanitary Needs	Head lamp
Torch, batteries	Water tablets	Sledgehammer axe & saw.	Broom/Brush/pan	Have a get-away kit prepared
D batteries	Hard hat	Cutters/pliers	Disinfectant	

## FIRST AID TRAINING:

*As a PCBU we will ensure we provide up to date First Aid equipment at First Aid stations and facilities for Health and Safety in our workplace. We will also ensure an adequate number of workers are trained to administer First Aid or that our workers have access to a First Aid trained person. Training needs will be discussed with workers at our Monthly Health and Safety Meetings and training will be recorded in worker's individual training plan and registers. The first aid arrangements should be based on the level of risk determined in the risk assessment process. Ensure that appropriate First Aid equipment facilities and trained personnel are available and readily accessible. The ratio of 1 to 10 employees is recognized as the guideline. Consideration should be given to:*

- Type of activities;
- Size and layout of the workplace;
- The nature/risks of the work undertaken;
- Proximity to medical services;
- Number and distribution of staff including arrangements such as shift work and overtime.

*If you need further information, please see link:*

<https://worksafe.govt.nz/managing-health-and-safety/businesses/general-requirements-for-workplaces/>

Signed off by Supervisor of H & S	Version 1	Page 42
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Emergency Contact Numbers:**

*Health and Safety Representatives:*

*First Aider(s):*

*Shane Warbrooke ph. 027 270 3166*

*Eberhard Kleiser ph. 021 083 09994*

*Dinyar Irani ph. 021 146 0739*

*Building Warden:*

*Shane Warbrooke ph. 027 270 3166*

*Fire Warden(s):*

*Eberhard Kleiser ph. 021 083 09994*

*Dinyar Irani ph. 021 146 0739*

*Deputy Fire Warden(s):*

*Peter Hongbing Wu ph. 027 556 6686*

### **Emergency contacts:**

*Fire Service: 111*

*Ambulance: 111*

*Nearest Medical centre:*

*Mt. Eden 575 Doctors*

*575 Mt. Eden Road*

*Auckland*

*ph. 09 623 4599*

*Hospital:*

*Auckland City Hospital*

*2 Park Road*

*Grafton*

*Auckland*

*09 367 0000*

*Poison centre 0800 POISON / 0800 764 766*

*Local Council Pollution hotline:*

*Auckland Council Pollution Hotline ph. 09 377 3107*

### **In case of Health and Safety Emergency:**

*Call 111 first if the person is injured. Render first aid if you are trained to so. The 111 call-centre will give you valuable information to help take care of the injured person until the emergency services arrive.*

### **Other important numbers:**

*Healthline ph. 0800 611 116*

Signed off by Supervisor of H & S	Version 1	Page 43
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Contractor Management Process**

### **Pre-Contract Assessment & Evaluation**

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

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

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

### **Contractor Inductions**

*When the contractor's personnel arrive on the job they are taken through the contractor induction process. The Contractor Induction form is found in the Document Storage area of the software in the Contractor Management Folder.*

#### **ROUTINE WORK:**

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

#### **HIGH-RISK WORK:**

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

### **Contractor Health and Safety Agreements**

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

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

Signed off by Supervisor of H & S	Version 1	Page 44
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Contractor coordinators**

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

## **Notification to Worksafe for upcoming hazardous work:**

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

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

*The Task Analysis process (when required) also ensures that any hazardous work is identified during the hazard identification process and a Task Analysis is produced. The Task Analysis lists any hazardous work that is required to be notified to WorkSafe NZ.*

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

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

## **High-Risk Work**

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

### **Electrical Work**

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

### **Gas Installations**

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

### **Working at Height**

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

### **Confined Spaces**

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

Signed off by Supervisor of H & S	Version 1	Page 45
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## Permit to Work Systems

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

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

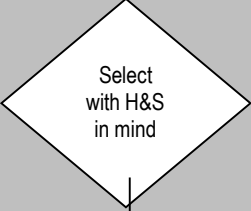
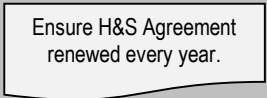
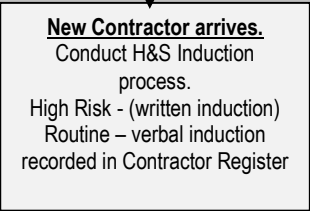
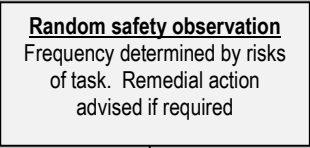
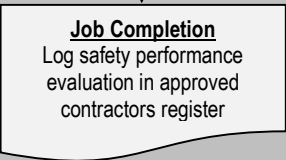
## Post contract Health & Safety evaluations

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

## Contractor Safety Management Flow Chart – Regular Approved Contractors

Existing Approved Contractor	Responsibility	Tools
<p>Ensure <b>H&amp;S Agreement</b> renewed every year.</p>	Supervisor of Health & Safety	<b>Contractor Agreement</b>
<p><b>Contractor arrives.</b> Sign in contractor register. Verbal conversation regarding hazards at the worksite on the day and what hazards the contractor may be introducing in their work.</p>	Manager or Contractor Co-ordinator	<b>Contractor register</b> <i>Signed off by all contractor staff and the site co-ordinator providing the safety briefing.</i>
<p><b>Safety observation</b> Frequency is determined by risks of task. Remedial action advised if required</p>	Contractor Co-ordinator	<b>Contractor Spot Check</b>
<p><b>Job Completion</b> Log safety performance evaluation in approved contractors register</p>	Manager or Contractor Co-ordinator	<b>Approved Contractors Register</b>

## Contractor Safety Management Flow Chart – New Contractors

New Contractors	Responsibility	Tools
	Supervisor of Health & Safety	<b>Consult selection criteria - Manual</b>
	Supervisor of Health & Safety	<b>Contractor Agreement</b>
	Project Manager or Contractor Co-ordinator	<b>High Risk Contractor Induction Checklist</b>  <b>Routine Contractor Register</b>
	Project Manager or Contractor Co-ordinator	<b>Contractor Spot Check</b>
	Supervisor of H & S	<b>Approved Contractor's Register</b>



**In a Nutshell:** The main legal obligations contained in the Health and Safety at Work Act 2015 and Health and Safety at Work Regulations. Definitions of relevant terms contained in the Act and Regulations are also included:

## **PCBU DUTIES UNDER THE ACT**

*Every Person Conducting a Business or Undertaking (PCBU) must comply with Health and Safety legislation.*

### **Ensure the safety of workers and others**

*As a PCBU you are required to ensure the safety of workers and others, so far as reasonably practicable. This includes workers who are employed or engaged by you, workers who are directed or influenced by you and any other person who enters your place of work or who is put at risk by your work.*

*To address your duties as a PCBU you must ensure you provide and maintain (as far as reasonably practicable):*

- *A work environment without risks to Health and Safety;*
- *Safe plant and structures;*
- *Safe systems of work;*
- *The safe use, handling and storage of substances;*
- *Adequate facilities for the welfare at work of workers including clean, hygienic conditions and clean drinking water.*
- *Any information, training, instruction, or supervision that is necessary to protect all persons from risks relating to the work they are doing;*
- *Monitoring the health of your workers and the conditions at the workplace to prevent illness or injury; and*
- *You must also maintain any premises so that a worker occupying the premises is not exposed to risk.*

### **Duty to provide training and supervision**

*PCBUs are also required to provide worker training and supervision. Workers must be competent to do their work made aware of the potential hazards and expected risk controls. There must be a system for dealing with any emergencies that occur at work.*

### **Duty to notify events**

*PCBUs must notify WorkSafe NZ of any Notifiable Events, which include a death, notifiable incidents and notifiable injury or illness.*

### **Duty to engage workers**

*PCBUs are required to engage with workers on Health and Safety matters.*

### **Right of workers to refuse work**

*Workers have the right to refuse to do work that could cause them harm.*

### **Health and Safety obligations**

*PCBUs cannot contract out of Health and Safety obligations.*

### **Duty to ensure workplace is safe**

*A PCBU with management or control of a workplace must also ensure that the workplace, the means of entering and exiting the workplace, and anything arising from the workplace are without risks to the Health and Safety of any person.*

Signed off by Supervisor of H & S	Version 1	Page 48
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association



### **Duty to consult with other duty holders**

*PCBUs who have a duty relating to the same matter (e.g. working on the same job) must, so far as is reasonably practicable, consult, co-operate with, and co-ordinate activities with all other PCBUs who have a duty in relation to the same matter.*

## **PCBU DUTIES UNDER THE REGULATIONS**

### **Identify hazards**

*PCBUs have a duty to identify foreseeable hazards that could give rise to risks to Health and Safety.*

### **Review risk controls**

*PCBUs who implement risk controls must ensure they are effective, maintained and remain effective, including ensuring they are:*

- *Fit for purpose;*
- *Suitable for the nature and duration of the work; and*
- *Installed, set up, and used correctly.*

### **Duty to maintain controls**

*PCBUs must review and revise risk control measures to maintain a work environment that is free of risks to Health and Safety. Reviewing risk controls is required:*

- *When the control does not control the risk (e.g. after a review or accident);*
- *Before a change at the workplace that could create a new risk (e.g. use of new equipment or change of job or new step on the work process);*
- *A new hazard or risk is identified (by a worker or other person); and*
- *As a result of a health monitoring report.*

### **Provide training and supervision**

*PCBUs must ensure that every worker conducting work, using plant or handling substances has the knowledge and experience to ensure the work they are doing does not cause harm to the worker or others; or*

- *Is supervised by a person who has the knowledge and experience; and*
- *Is adequately trained in the safe use of plant, objects, substances and equipment that the worker requires;*
- *And, has all protective clothing that the worker is, or may be, required to wear.*

### **Manage airborne contaminants**

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

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

### **Provide first aid**

*PCBUs must ensure:*

- *That adequate First Aid equipment is provided for the workplace and is accessible to all workers; and an adequate number of workers are trained to administer First Aid; or*
- *Workers have access to an adequate number of persons who have been trained to administer First Aid.*

Signed off by Supervisor of H & S	Version 1	Page 49
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Provide an Emergency Plan**

*PCBUs at a workplace must ensure that an emergency plan is prepared for the workplace. The Emergency plan must provide emergency procedures that:*

- *Provide an effective response to an emergency;*
- *Detail how to evacuate;*
- *Detail how to notify emergency services and others at the earliest opportunity;*
- *Identify medical treatment and assistance to be provided;*
- *Provide effective communication to coordinate the emergency response;*
- *Provide for regular testing of the emergency plan; and*
- *Provide effective communication, training and information to workers to implement the emergency plan.*

## **Provide PPE**

*PCBUs who direct the carrying out of work must provide PPE to workers unless the PPE has been provided by another PCBU. PCBUs must ensure that the PPE selected is:*

- *Suitable for the nature of the work and the hazards associated with the work;*
- *A suitable size and fit and reasonably comfortable for the worker who uses it;*
- *Clean and hygienic; and*
- *In good working order.*

*PCBUs must also ensure:*

- *PPE is used or worn by the worker;*
- *PPE is compatible with any other PPE being used or worn by the worker; and*
- *That workers are trained in the use and the maintenance of PPE.*

## **Manage remote or isolated workers**

*PCBUs must manage risks to Health and Safety of workers associated with remote or isolated work. When minimising this risk, a PCBU must provide a system of work that includes effective communication with a worker.*

## **Manage hazardous atmospheres**

*PCBUs with management or control of a workplace must manage risks to Health and Safety associated with a hazardous atmosphere at a workplace.*

## **Manage ignition sources**

*PCBUs with management or control of a workplace must manage risks to Health and Safety associated with an ignition source in a hazardous atmosphere at a workplace.*

## **Manage falling objects**

*PCBUs with management or control of a workplace must manage risks to Health and Safety associated with any falling object likely to injure a person at a workplace.*

## **Manage hazardous containers**

*PCBUs with management or control of a workplace must ensure that where there is a hazardous container at the workplace: It is securely covered; or*

- *Enclosed by a secure fence that extends 1 metre above the floor, ground or platform.*
- *This does not include water storage for animals.*

## **Manage loose but enclosed materials**

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

Signed off by Supervisor of H & S	Version 1	Page 50
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

## **Duty to provide health monitoring**

*PCBUs must ensure that health monitoring is provided to any worker who may be exposed to a substance hazardous to their health relating to:*

- *An identifiable disease or health effect;*
- *The likelihood that a disease or adverse health effect will occur under the conditions of work; and*
- *The use of valid techniques to detect a disease or health effect.*
- *PCBUs are required to inform workers of all relevant information regarding the health monitoring including how the monitoring is to be conducted and the results of any monitoring.*

## **Officer Duties:**

*Officers of a PCBU must:*

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

## **Worker Duties:**

*Workers engaged or employed by a PCBU must:*

- *Take reasonable care for their own Health and Safety;*
- *Take reasonable care they do not adversely affect the Health and Safety of other persons;*
- *Comply with any reasonable instruction that is given by a PCBU; and*
- *Cooperate with any reasonable policy or procedure of a PCBU relating to Health or Safety in the workplace.*

*When using PPE, workers must:*

- *Use and wear PPE in accordance with reasonable instructions of the PCBU;*
- *Not intentionally damage or misuse PPE; and*
- *Report any unfit, damaged or defective PPE to the PCBU.*

## **Duty to Manage Risk**

*As a person under the Act you have a duty to:*

- *Eliminate risks to Health and Safety, so far as reasonably practicable, or if not reasonably practicable; to*
- *Minimise those risks so far as is reasonably practicable.*
- *This duty applies to PCBUs, workers and other persons with a duty under the Act. In other words, risk management is everyone's responsibility.*
- *The most important part of this process involves the creation and use of a system that identifies hazards and manages risks.*

*The management of risks requires the controlling of the risk through:*

- *Elimination of the risk of any hazard causing death, injury or illness; and*
- *If elimination is not possible by minimising the risk of the hazard causing death injury or illness.*

*Minimisation controls include:*

- *Substituting (wholly or partly) the hazard creating the risk with something that lowers the risk;*
- *Isolating the hazard from any person who could be exposed to it; and/or*
- *Implementing engineering controls.*
- *If the risk still remains, you must further minimise the risk by using administrative controls such as: work methods; procedures; checklists; and PPE.*


*If you must minimise the risk, then where possible multiple risk controls should be used.*

Signed off by Supervisor of H & S	Version 1	Page 51
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

Auckland Table Tennis Association  
**HEALTH AND SAFETY ROLES & RESPONSIBILITIES**

Evacuation Point	Mid Carpark clear of traffic
Health and Safety Supervisor	Shane Warbrooke
Building Warden Fire Wardens Deputies	Shane Warbrooke (Building Warden) Eberhard Kleiser (Fire Warden) Dinyar Irani (Fire Warden) Peter Hongbing Wu (Deputy Fire Warden)
First Aiders	Shane Warbrooke, Eberhard Kleiser, Dinyar Irani
Health and Safety Officer	Shane Warbrooke
Employee Safety Representative	All staff
Health and Safety Trainer	Bob Parsons ph. 027 201 3073
Accident Investigators Reports to OSH serious harm injuries/incidents	Shane Warbrooke
Contractors Coordinator	Peter Hongbing Wu
Rehabilitation Coordinator	Peter Hongbing Wu

## Health & Safety Terms & Definitions:

Term	Meaning
Contractor	A person engaged to do any work for gain or reward (otherwise than as an employee). Under HSWA, Contractors are legally both "workers" and "PCBU's".
Control measure	Is a way of eliminating or minimising risks to health and safety.
Duty holder	Means a person who has a duty under HSWA. There are four types of duty holders: 'PCBUs', 'officers', 'workers' and 'other persons at workplaces'.
Event	Any undesired event which could or does result in harm to people, loss of, or damage to property (including motor vehicles), interruption to process, environment impairment and/or loss of containment.
First Aid	Treatment that is provided usually 'on-site' by a trained First Aider or occupational health nurse. A Medical Practitioner may administer First-Aid. The type of treatment determines the categorisation, not who administers the treatment. First Aid is any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters and so forth, which does not ordinarily require medical care.
Harm	Illness, injury, or both, and includes physical or mental harm caused by work-related stress.
Hazard	A <b>hazard</b> is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work. This can include a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).
Hazardous Substance	Is a chemical or other substance that can affect employee's health, causing illness or disease. Hazardous substances may be:   Flammable    Oxidising    Toxic    Corrosive    Ecotoxic    Infectious
Health and Safety committee (HSC)	The HSC supports the ongoing improvement of Health and Safety at work. An HSC enables PCBU representatives, workers and other HSC members to meet regularly and work co-operatively to ensure workers' Health and Safety
Health and Safety representative	Is defined in HSWA as a worker elected as an HSR in accordance with subpart 2 of Part 3 of HSWA. HSRs are elected by members of their work group to represent them in Health and Safety matters. Throughout this Guide, the term HSR means an elected representative who meets the requirements of HSWA and the Health and Safety At Work (Worker Engagement, Participation and Representation) Regulations 2016. It does not apply to people who are referred to as HSRs under other arrangements, but who are not elected under HSWA.
Health monitoring	Involves testing workers' health to identify potential signs of harm to their health arising from work and any changes on an ongoing basis.
Hours Worked	All hours actually worked either as normal time or overtime (overtime hours are actual hours and not overtime rates for hours done as overtime).
Improvement notice	A Worksafe NZ inspector can issue an Improvement Notice if he or she believes a person is not complying with their Health and Safety duties under the Act. The notice must <ul style="list-style-type: none"> <li>• indicate the section of the Act or the regulation that has been breached;</li> <li>• set out the inspector's reasons for believing that there is a failure to comply and the nature of that failure; and</li> <li>• specify a date by which there must be compliance.</li> </ul> Failure to comply with an Improvement Notice is an offence for which a person may be issued an Infringement Notice or prosecuted.

Infringement notice	<p>These are sometimes referred to as instant fines. A Worksafe NZ inspector will issue an infringement notice if:</p> <p>The inspector has reasonable grounds to believe that a person has failed to comply with their duties as outlined in the Act;</p> <p>That person has had prior warning of their offence.</p> <p>An inspector can issue an infringement notice for any breach of the Act. Infringement notices will be issued for clear breaches of the Act in cases where the inspector considers that prosecution is not warranted. An infringement notice informs a person that they have breached the Act, and that they are required to pay a penalty. Only a MBIE inspector can issue an infringement notice.</p>
Lost Time Injury (LTI)	<p>A lost time injury is a work injury or illness which results in an employee (including casuals) being absent from work for a scheduled day/shift, subsequent to the day/shift during which an injury or illness occurred. This does not include the day/shift during which the event occurred. The period of absence is measured in days.</p> <p>All occurrences of occupational injury and illness/disease which result in lost time except when traveling to or from work are considered to be a Lost Time Injury. Cases of recurring injury or illness should only be counted once and not for each separate occurrence, unless there was a separate identifiable event associated with the recurrence. Cases which have been reported, but for which workers compensation insurance payments have been denied, should not be counted as a workplace occurrence.</p>
Lost Work Days – away from work	<p>The number of workdays (consecutive or not) on which the employee would have worked but could not because of occupational injury or illness/disease.</p> <p>A day is equivalent to the shift pattern being performed (8hr or 12hr shift).</p> <p>Hours worked on alternative duties are not included.</p>
Lost Work Days – suitably modified tasks / alternative duties	<p>The number of workdays (consecutive or not) on which, because of injury or illness / disease:</p> <ul style="list-style-type: none"> <li>• The employee was assigned to another job on a temporary basis; or</li> <li>• The employee worked at a permanent job less than full time; or</li> <li>• The employee worked at a permanently assigned job but could not perform all duties normally connected with that job.</li> </ul>
Medically Treated Injury (MTI)	<p>Occurs when treatment, other than First Aid, is usually administered by a physician, medical practitioner or by a registered health professional (occupational health nurse or physiotherapist) under the standing orders of a physician and is diagnosed as work-related illness / disease. A medically recognised professional can only perform the treatment. It does not include situations where a person is referred to a doctor as a precautionary measure and the administered treatment could have been provided on-site through First Aid.</p> <p>An event should only be counted once, therefore if an event is included as a Lost Time Injury it is not counted as a Medically Treated injury.</p>
Officer (section 18 of HSWA)	<p>In relation to a PCBU, – (a) means, if the PCBU is – (i) a company, any person occupying the position of a director of the company by whatever name called: (ii) a partnership (other than a limited partnership), any partner: (iii) a limited partnership, any general partner: (iv) a body corporate or an unincorporated body, other than a company, partnership, or limited partnership, any person occupying a position in the body that is comparable with that of a director of a company; and 80 SECTION 11.0 // TERMS AND DEFINITIONS TERM LEGAL DEFINITION (AS NOTED) OR BRIEF EXPLANATION (b) includes any other person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example, a chief executive); but (c) does not include a Minister of the Crown acting in that capacity; and (d) to avoid doubt, does not include a person who merely advises or makes recommendations to a person referred to in paragraph (a) or (b).</p>
Other people at workplaces	<p>Examples of other persons at workplaces are: workplace visitors e.g.: – people shopping (i.e. the shop is the workplace) – people on tours of the workplace – people visiting the PCBU or its workers, e.g. for meetings people who pay the PCBU (with money or something else) to do something at the workplace e.g.: – people attending a</p>

	concert – clients or customers of companies providing adventure activities – people picking strawberries at a commercial ‘pick your own’ strawberry field, casual volunteers at workplaces (not volunteer workers).
Occupational Illness / disease	A disease process or abnormal condition which: 1. Follows a single exposure to hazardous agent/s causing an acute toxic effect; or 2. Is a result of repeated or long-term exposure to hazardous agent/s or event/s (i.e. cumulative trauma) e.g. hearing loss, tenosynovitis, epicondylitis (tennis elbow) etc.
Occupational injury	An injury or adverse physical, mental or other effect which: 1. Is the result of an event, arising out of, or linked with, or occurring during a person’s employment.
PCBU	PCBU (section 17 of HSWA) (a) means a person conducting a business or undertaking– (i) whether the person conducts a business or undertaking alone or with others; and (ii) whether or not the business or undertaking is conducted for profit or gain; but (b) does not include– (i) a person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking: (ii) a volunteer association: (iii) an occupier of a home to the extent that the occupier employs or engages another person solely to do residential work: (iv) a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking: (v) a person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act.
Personal Protective Equipment (PPE)	(a) means anything used or worn by a person (including clothing) to minimise risks to the person’s Health and Safety; and (b) includes air-supplied respiratory equipment.
Place of Work	A place (whether or not within or forming part of a building, structure, or vehicle) where any person is to work, is working, for the time being works, or customarily works, for gain or reward; and, in relation to an employee, includes a place, or part of a place, under the control of the employer (not being domestic accommodation provided for the employee): 1. Where the employee comes or may come to eat, rest, or get First-Aid or pay; or 2. Where the employee comes or may come as part of the employee’s duties to report in or out, get instructions, or deliver goods or vehicles; or 3. Through which the employee may or must pass to reach a place of work.
Reasonably Practicable (section 22 of HSWA)	It is a PCBU’s primary duty, to do all that is “ <i>reasonably practicable</i> ” to be done in relation to ensuring Health and Safety, taking into account and weighing up all relevant matters, including– (a) the likelihood of the hazard or the risk concerned occurring; and (b) the degree of harm that might result from the hazard or risk; and (c) what the person concerned knows, or ought reasonably to know, about– (i) the hazard or risk; and (ii) ways of eliminating or minimising the risk; and (d) the availability and suitability of ways to eliminate or minimise the risk; and (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Rehabilitation	Rehabilitation is the system of ensuring an employee returns to work after an injury, or if return to work is not possible, the employee’s independent functioning is maximised. It is the process of bringing an employee back to work to carry out meaningful work after they have suffered a work-related injury or illness. The return to work may be phased in gradually, involve retraining or the provision of special equipment under some circumstances.
Regulator	Worksafe NZ or the relevant designated agency.
Risk	The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
Safety	The control of accidental loss. Creating an environment where harm/loss is minimised.
Serious Harm	1. Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:

	<p>respiratory disease, noise induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn to eye, penetrating wound of eye, bone fracture, laceration, crushing.</p> <p>2. Amputation of body parts.</p> <p>3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.</p> <p>4. Loss of consciousness from lack of oxygen (all unconsciousness)</p>
Serious Injury Frequency Rate	$\frac{\text{No. of LTIs + MTI's} \times 1,000,000}{\text{Hours Worked}}$
Subcontractor	A person engaged (otherwise than as an employee) by any contractor or subcontractor to do, for gain or reward, any work the contractor or subcontractor has been engaged (as contractor or subcontractor) to do.
Significant hazard	A hazard that is an actual or potential cause or source of: <ul style="list-style-type: none"> <li>a. Serious harm.</li> <li>b. Harm (being more than trivial), the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency and duration of person's exposure to the hazard; or</li> <li>c. Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.</li> </ul>
Suitably modified tasks / Alternative duties	Suitably modified tasks / alternative duties consist of various tasks that may be safely performed by an employee whose physical or mental abilities are restricted after a work-related event or illness. This could take the form of modified hours and/or modification of their normal duties or, modified hours / alternative duties in another task.
Upstream PCBUs	PCBUs who design, manufacture, import or supply plant substances or structures or who install, construct, or commission plant or structures. 'Design' is defined in HSWA as including – (a) the design of part of the plant, substance, or structure; and (b) the redesign or modification of a design.
Volunteer	Means a person who is acting on a voluntary basis (whether or not the person receives out-of-pocket expenses).
Volunteer worker (section 19(3) of HSWA)	Means a volunteer who carries out work in any capacity for a PCBU – (i) with the knowledge or consent of the PCBU; and (ii) on an ongoing and regular basis; and (iii) that is an integral part of the business or undertaking; but (b) does not include a volunteer undertaking any of the following voluntary work activities: (i) participating in a fund-raising activity; (ii) assisting with sports or recreation for an educational institute, sports club, or recreation club; (iii) assisting with activities for an educational institute outside the premises of the educational institution; (iv) providing care for another person in the volunteer's home.
Worker (section 19 of HSWA)	Means an individual who carries out work in any capacity for a PCBU, including work as – (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the business or undertaking; or (e) an outworker (including a home worker); or (f) an apprentice or a trainee; or (g) a person gaining work experience or undertaking a work trial; or (h) a volunteer worker; or (i) a person of a prescribed class.
Workplace	(a) means a place where work is being carried out, or is customarily carried out, for a business or undertaking; and (b) includes any place where a worker goes, or is likely to be, while at work. In this section, place includes– (a) a vehicle, vessel, aircraft, ship, or other mobile structure; and (b) any waters and any installation on land, on the bed of any waters, or floating on any waters.



## Register of Legislative Requirements

Here are some of the relevant legislative requirements that the club must comply with. The Approved Code of Practices (ACOPS) sets out Worksafe New Zealand's expectations in relation to identifying and controlling the work Health and Safety risks arising in certain areas. Here are some that pertain to the club. This list is informative and designed to be indicative only.

Legislation	Purpose	Action Required	Reviewed
Health & Safety at Work Act, 2015.	<i>Set out provisions for preventing harm to and ensuring the health &amp; safety of employees and other people in the workplace</i>	Compliance Check	Full Manual Review annually.
ACOP for VDU Use	<i>Guidance for prevention of harm for persons working with visual display units</i>	Workstation assessments	Annual assessment with Consultant.
ACOP for the Management Of Noise In the Workplace	<i>The principal objective of the legislation and this code of practice is to reduce the incidence and severity of hearing loss resulting from excessive noise exposure in workplace. The most effective and reliable way to prevent and control this significant hazard is to eliminate, or at least reduce the source of noise to which employees are exposed.</i>	Hearing conversation education, hearing tests	Consultant to control the bi-annual hearing test programme
Chainsaw Regulations	Worksafe: A Guide to Safety with Chainsaws <a href="https://worksafe.govt.nz/dmsdocument/203-a-guide-to-safety-with-chainsaws">https://worksafe.govt.nz/dmsdocument/203-a-guide-to-safety-with-chainsaws</a>	Compliance Checks	Annual Review of risk
COP for Manual Handling	<i>This Code sets a process that may be used to identify, assess, and control hazards associated with manual handling</i>	Task risk assessment & procedural control	Manual Handling training with regular quarterly refreshers
Health and Safety At Work Regulations 2016	<i>Requires employers to protect the health and safety of employees by ensuring facilities are provided, particular hazard is managed, and workers are competent</i>	Compliance checks Training Safe Operating procedures	Health and Safety Manual.
Fire Safety and Evacuation of Building Regulation 2006	<i>Requires owners/occupiers of buildings to ensure all relevant fire precautions and evacuation procedures are in place</i>	Evacuation Scheme	Evacuations at the dates specified in the safety plan
ACOP: Rollover protective structures on tractors in agricultural operations.	<i>Statement of preferred work practices or arrangements for those using this equipment.</i>	Informative	
Injury prevention Rehabilitation and compensation Act 2001	<i>Deals with specific requirement for managing hazardous substances</i>	Rehabilitation and return to work policy	Reference
Hazardous Substances Regulations 2001	<i>Deals with specific requirements for managing hazardous substances</i>	Check if trigger quantities of hazardous substances exceeded	Chemical Review 6 monthly.
ACOP - Management of Substances Hazardous to Health	<i>Risk assessments and controls for all hazardous substances on site</i>	Hazardous substances register	Supplier safety Information

Signed off by Supervisor of H & S	Version 1	Page 57
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association

Folder Label – folder should hold – hard copy of contractor / new employee inductions, training documentation and signed off Task analysis / SOP's

---

## Health and Safety Manual

*Auckland Table Tennis  
Association*

*Commencing 12.10.22*

*Review Date 11.10.23*

*author*

**Shane Warbrooke**

**027 270 3166**

**&**

**Bob Parsons**

**027 201 3073**

*[nzworksafe@xtra.co.nz](mailto:nzworksafe@xtra.co.nz)*

---

Signed off by Supervisor of H & S	Version 1	Page 58
Origination Date: 12.10.22	Review Date: 11.10.23	Auckland Table Tennis Association