



Health and Safety Manual

Wellington Hockey Association

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Last revised	June 2016

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Health and Safety Policy

The management of Wellington Hockey Association (WHA) is committed to providing and maintaining a safe and healthy working environment for its employees, visitors, and all persons using the premises as a place of work.

To ensure a safe and healthy work environment, management will develop and maintain a Health and Safety Management System. Specifically, management will:

- Set health and safety objectives and performance criteria for all managers and work areas;
- Annually review health and safety objectives and managers' performance;
- Actively encourage the accurate and timely reporting and recording of all incidents and injuries;
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action;
- Actively encourage the early reporting of any pain or discomfort;
- Provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work;
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any hazards deemed to be significant;
- Ensure that all employees are made aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner;
- Encourage employee consultation and participation in all matters relating to health and safety;
- Enable employees to elect health and safety representatives;
- Promote a system of continuous improvement, including the annual review of policies and procedures;
- Meet our obligations under the Health and Safety at Work Act 2015 and Amendments, the Health and Safety in Employment Regulations 1995, Codes of Practice, and any relevant Standards or Guidelines.

Every employee and sub-contractor of the company is expected to share in the commitment to health and safety.

- Every manager has a responsibility for the health and safety of those employees working under their direction
- Each employee and sub-contractor is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - Observing all safe work procedures, rules and instructions
 - The early reporting of any pain or discomfort
 - Taking an active role in the company's treatment and rehabilitation plan, to ensure an "early and durable return to work"
 - Ensuring that all incidents, injuries and hazards are reported to the appropriate person.

The Health and Safety Committees include senior management, representatives from the WHA Board and elected health and safety representatives. The committees are responsible for the implementation, monitoring, review and planning of health and safety policies, systems and practices.

CHIEF EXECUTIVE

Date

Quality Assurance

- Ensure that our Health and Safety system is maintained at the standard that we require.
- Have the Chief Executive Officer accept overall responsibility for all aspects of health and safety.
- Understand the contents of the Health and Safety in Employment Act 1992 and other legislation that affects health and safety issues.
- Provide employees with information regarding the hazards identified and what to do in an emergency.
- Review annually the hazards and potential hazards which may arise and immediate reporting of a new hazard.

Functions and Duties of Safety Officers

Safety Officers have a key role in helping to maintain and improve Health and Safety in the work environment.

Appropriate appointments will also help achieve the legal requirement of involving employees in the development of Health and Safety procedures.

The Facilities and Events Officer has been appointed Safety Officer for Wellington Hockey Association.

Roles of Safety Officers typically

- To be responsible for investigating accidents and near misses.
- To see that safety signs are displayed where necessary.
- To help organise or conduct staff induction training/orientation in Health and Safety and to help review staff training systems.
- To help in problem solving regarding Health and Safety requirements and improvements to the system.

Emergency Plans

The purpose of an emergency plan is to provide a system for emergencies that may occur on our property.

Probable Causes

- Fire
- Storm/lightning
- Equipment Failure
- Accident

Procedure

- Vacate danger area immediately
- Assess the situation, without endangering lives
- Isolate, disconnect or contain danger
- Person in charge to ensure all personnel are clear of the danger area
- Provide first aid to injured personnel
- The accident scene is not to be interfered with unless absolutely necessary to save life, property etc
- Advise Safety Officer as soon as all the other details have been attended to.
- For emergency services, obtain an outside line (**dial 1**) and **telephone 111**

Emergency Equipment: Staff must know where portable firefighting equipment is located, how to use them and are to report immediately any interference or damage.

Exits: Staff must know where exits to buildings are and must not allow them to be obstructed so that rapid exit would be prevented or hazardous.

Assembly Area: The assembly area in the event of an emergency is the middle of NHS 2.

However, only proceed to the agreed meeting points if it is safe to do so.

Employee Training, Rules and Procedures

These rules relate to safety procedures and rules of conduct and apply to all employees, contractors and volunteers. They are to be adhered to at all times. Failure to comply with these requirements is regarded as serious misconduct, which may result in disciplinary action and formal warnings.

Induction/Orientation

- Workers shall read the Health and Safety Manual
- The Safety Officer shall show workers the physical layout of the National Hockey Stadium, where emergency exits are, where the hazards are, etc.
- Workers are requested to advise the Safety Officer immediately if they consider that they have not received adequate advice.

Training and Supervision

Unless under the direct supervision of an experienced operator, workers may not use any equipment unless they have been trained in the safe use of the item.

If workers are not sure they should report to the Safety Officer.

Workers Duties and Procedures

▪ **General Duty**

Take all practical steps to ensure that you are safe at work and that you do not harm other people.

▪ **Report Dangers**

You must eliminate if practicable, or otherwise isolate or minimise all significant hazards and report to the Safety Officer IMMEDIATELY every hazard or safety problem that you notice.

▪ **Report Accidents, Injuries and Incidents**

If you witness an accident or incident where someone was or could have been injured, you MUST report it as soon as you can.

For serious harm accidents the accident scene must not be interfered with until authorised by an inspector unless absolutely necessary to save life, property, etc.

If you received an injury while at work, it MUST be reported immediately to the Safety Officer. The accident will be recorded as either (Record of Accident/Serious Harm) or (Minor Accident or Near Miss report). If a work injury is not reported on the day the injury occurs it may not be accepted as work related injury, which could affect your right to ACC Compensation.

▪ **Visitors**

Watch out for visitors and keep them safe. They may not be aware of the hazards that exist on your site.

IF YOU ARE UNCERTAIN ABOUT ANYTHING – DO NOT PROCEED – ASK

Wellington Hockey Events / Activities

Procedures:

- Wellington Hockey Association staff or associated workers will avoid any practice which is likely to cause physical harm to people involved in their events or activities.
- Staff will complete Risk Management forms for major events/activities that will include numbers for emergency services.
- Instructors contracted to run events/activities on our behalf must submit a Code of Practice detailing their Risk Analysis Management System. This is part of their contract and resources are made available.
- A first aid kit should be available. All major events have first aid requirements, which must be followed, these are set by Hockey NZ .i.e. a Doctor on site for Test matches, St Johns onsite for tournaments.
- A phone must be available at all times.
- Volunteer workers must be made familiar with safe practices and procedures before the event/activity.
- If an accident occurs ensure there is no further chance of additional injuries.
- Warn others, give alarm and seek medical support.
- Carry out appropriate first aid procedures.
- Complete an Accident Report Form and report all accidents to the Safety Officer. (Serious accidents must be reported to OSH).

Hazards

The Health and Safety in Employment Act 1992 requires employers to ensure that they have in place effective methods for:

- Systematically identifying existing hazards
- Systematically identifying new hazards
- Regularly assessing each hazard identified and determining whether or not it is a significant hazard.
- Eliminating, or if this is not practicable, isolating, or if this is not practicable minimising significant hazards. (Employees are to be protected where elimination and isolation is impracticable).

Identifying Hazards

Hazards are identified:

- By inspection
- Through previous accidents or near misses
- By reports from staff (annually or as hazards arise)

Our Hazards

The identification of hazards and the procedures to be followed are covered in the Accident or Near Misses Investigation/Recording/Advising Sections of this manual.

- Hazards which are known to exist are to be recorded in Schedule 2
- Schedule 2 will be maintained as an up-to-date list by deleting hazards when they are eliminated and by adding new hazards as they are identified.

Accident or Near Miss Investigation/Recording/Advising

Introduction

All accidents or near misses that occur need to be investigated because:

- This will recognise and document hazards or potential hazards.
- This will identify work-related accidents, distinguishing them from non-work related accident claims.
- The correct reason or reasons for injury, illness and damage to property will be known.
- It helps develop systems that will prevent similar occurrences.
- Training, awareness and prevention will reduce accidents.

Although all accidents should be recorded, the extent to which they are recorded, investigated and reported on will depend on the actual or potential impact of the incident.

Procedures

- Recording

Employers and employees are required to record all accidents or near misses.

This includes any incidents involving or visitors (excluding playing injuries).

Procedures to be followed are:

- Serious Harm Accidents or Incidents

Complete the official forms (see Safety Officer) in respect of recording serious harm accidents.

The Safety Officer will contact WorkSafe no matter what time of the day, as soon as possible after the occurrence.

The Safety Officer will complete the WorkSafe forms with the staff involved, as soon as possible after the occurrence, while the details are still fresh in everyone's mind. The written report must be with WorkSafe within seven (7) days.

- Minor Accident or Near Miss Report

The forms will be completed by the appropriate staff and counter signed by the Safety Officer as soon as possible after the accident.

- Investigation

The Safety Officer will investigate serious harm accident or incidents and will involve the appropriate staff and appropriate external experts.

- The legal requirements will be adhered to.
The accident scene must not be interfered with until authorised by an inspector unless absolutely necessary to save life, property etc.
- The investigation will be undertaken as soon as possible and concluded within five (5) working days.
In respect of minor accidents and near misses the Safety Officer will as soon as possible after the accident, decide if an investigation is warranted. If so, the investigation shall be undertaken as soon as possible, but no later than five (5) working days after the minor accident or near miss.
- Items suspected of being a “Significant Hazard” shall be individually examined.

An approach to Accident Investigation

Gather all the facts

- What happened? Interview witnesses and describe events in detail, using any photos, diagrams or other exhibits that may be appropriate.
- Has the prescribed accident report been completed and OSH, or other agencies been informed?
- Be sure you understand the sequence of events fully before any analysis takes place.

Who should investigate?

- Only people with the appropriate skills and experience should investigate accidents. If there was serious harm or the potential for it, and there is a likelihood of a recurrence, a group approach to the investigation could be justified. This will bring a range of skills and perspectives to bear.

Identify all the hazards involved. Consider –

- Equipment, materials etc
- Work practices and procedures
- The work environment
- Health Issues
- Are any hazards significant ie likely to cause serious harm?

Assess the hazard controls in place

- What controls were in place, and why didn't they work?
- What is needed?
- Is there a need to train or inform employees?

Decide on Future Action

- Describe fully what needs to be done to prevent further accidents or incidents.
- Who should do what and by when?

Inform all those affected

- Inform everyone who needs to know; not only those directly involved. This is likely to involve circulating your report or a summary of its findings.

Follow up

- There must be checks to ensure that recommended changes have been made and results achieved.
- This relies on measures being in place to ensure people are accountable for their actions, or lack of actions.

Schedule 1 – Register of Hazards

Poor Visual Conditions

Risk

- Damage to sight
- Accidents from 'unseen' hazards
- Decrease in productivity

Do not work in the dark if this can be avoided. Arrange lighting

Atmospheric Conditions

Risk

- Decrease in productivity
- Increase in sick leave.

Where practical, employees are to minimise unpleasant air temperature and humidity levels by heating, cooling, ventilation, shading, avoiding draughts, using air conditioning where this exists, appropriate clothing etc.

Handling with Force

Risk

- Back injuries, neck sprains etc.

Precautions

- Identify the "at risk" activities
- Review the tasks
- Change the methods and store the heavier items at heights above the knees and below the shoulders
- Provide equipment, mechanical aids etc
- Change the environment, shelves, steps etc
- Take short frequent rests

Employees are advised to use proper lifting techniques – bend the knees, test the weight and if you are confident, complete the lift keeping your back as straight as possible.

Follow the same procedure when putting down the load – straight back, bent knees and watch out for fingers. If the load is too heavy, get some assistance.

Occupational Overuse Syndrome

Risks

- Damage to muscles, tendons etc
- Reduction in productivity
- Absence of staff
- ACC experience rating.

Employees are to note the precautions that can be taken, and should work with management to apply them when feasible.

- Identify the “at risk” activities
- Spread workload – spell periods
- Workstation ergonomic design.
- Training in technique and posture.
- Early reporting to be encouraged

Data Entry

- To reduce the risk of Occupational Overuse Syndrome (O.O.S), office duties should be rotated.
- The keyboard tilt stands should be up at all times.
- The height of the chair should allow forearms to be sloped downward (to maintain blood in the hands)
- A footrest will probably be required to achieve this
- Thighs should be parallel to the floor.
- The dry washing of hands at periodic intervals will improve blood flow and release tension in the wrists. If continually using the machine take a 5 minute break every hour.
- The screens should not be set at maximum intensity as this will cause eye strain.
- Lighting should be sufficient and arranged to minimise reflections, etc.
- Areas should be well ventilated.
- All Visual Display Unit operators should follow the “Visual Display Unit Code of Practice” obtainable from O.S.H
- Ensure that the programme reminding you to take regular exercise breaks is operational.

Photocopiers

Staff should be trained in correct use of the equipment, and when clearing jams, should not touch hot surfaces and stay clear of live wires or high voltage areas.

Photocopiers should be operated in well-ventilated areas.

Avoid inhalation, skin or eye contact when replenishing Toner. If contact occurs, flush with water and call a physician.

Security

The building will be secured at the end of the day. Please ensure that all lights and equipment that can be switched off is switched off prior to vacating the building, all doors and windows locked and the alarm

switched on. It is particularly important that electric heaters (if any) are switched off when a room is vacated.

Rubbish

Regular inspection of our rubbish disposal systems shall take place to assess its adequacy and hygiene and to ensure:

- That there are sufficient containers both in buildings and outside
- That containers are sited effectively
- That staff require to assist in clean-up are provided with appropriate equipment such as gloves, plastic bags and with adequate hand washing facilities.
- That outdoor bins are weather proof.
- That rubbish is disposed of by methods which do not encourage pests such as cockroaches, mice, rats and seagulls.
- That the workplace is kept tidy.

Fire

The risk of fire is always present, but can be reduced by keeping work areas clean and by taking care when using machinery or tools which produce sparks or heat. The whole Stadium including the pavilion, downstairs rooms and changing rooms, is a “Non Smoking” area. Know where the fire extinguishers and hose reels are and how to use them. Know your fire evacuation assembly point location.

The basic elements necessary for the production of fire are fuel, oxygen (air) and an ignition source. Prevention means keeping any one of these elements away from the other two.

Fire fighting facilities are available on site. You must not interfere with this vital equipment. **FIRE HOSES AND EXTINGUISHERS ARE EXCLUSIVELY FOR THE FIGHTING OF FIRES.** Ensure that any empty or faulty equipment is reported. Fire fighting equipment must be able to be easily accessed at all times.

NEVER USE CONDUCTIVE EXTINGUISHERS SUCH AS WATER OR FOAM ON ELECTRICAL FIRE.

Report any fire that you see.

If you discover a fire, extinguish it if possible, and then advise the Safety Officer. If you cannot extinguish it, **call Emergency Service immediately (111).**

Alcohol and Drugs

- You will not be allowed to work if under the influence of alcohol, drugs or other substance.
- Alcohol and drugs are strictly forbidden except where prior approval is given by management to allow the consumption of alcohol at an official function.
- Staff may be dismissed if found under the influence at work.

Sexual Harassment

Staffs at all levels are not to discuss or attempt to deal in any way with any allegations of sexual harassment. The complaint MUST be referred directly to the Chief Executive Officer who will deal with complaints or infringements in the first instance.

Precautions with Visitors, and Contractors

Take good care to ensure the safety of the general public. They are often not aware of the dangers and do not understand what may happen.

- Visitors and contractors to the property will be advised that there are hazards
- Visitors and contractors will be notified of any serious hazards to be avoided.
- All visitors must report to office on arrival.

Signs

- Suitable safety signs will be displayed in appropriate areas
- Where appropriate, signs will be displayed warning members of the public/staff that there are hazards on the site.

Smoke Free Workplace

The whole of the Stadium (within the perimeter fence) including the pavilion, downstairs rooms and changing rooms, plus the wider area encompassing the turfs and dugouts is a “Non Smoking” area.

All areas are nominated non-smoking as determined by the Smoke Free Environment Act 1990.

This is also important from a fire safety aspect.

Storage of Materials

Storage of goods and materials will comply with the Code of Practice ie. Safe Stacking and Storage.

Materials stored in racks, trolleys and other areas should be kept tidy and items should not be allowed to protrude. If any item presents a danger, and that item cannot be safely stored, then a white coloured flag should be fixed to the end of the item if the item cannot otherwise be isolated. Avoid stacking near electric lights.

Gas bottle handling and storage will comply strictly with the appropriate regulations. Gas cages will be kept locked at all times and required warning signs displayed.

Vehicle Management

- All vehicles are to be maintained in good repair and not to be driven when known to be unsafe.
- Only appropriately qualified staff may drive/operate vehicles.
- Trailers are to be securely fixed to the towing vehicle and stored safely when not in use.
- Load and unload vehicles on even ground.

Electrical Equipment

- Extension leads and cords must not be placed in a manner which will create a “Tripping hazard” or in a way which will lead them to be damaged by equipment or materials.
- Replace damaged electrical plugs and leads.
- **Always** assume wiring is “live”. When two leads are joined for outdoors use (eg ball machine) the join must be wrapped in sealed plastic covering to prevent moisture ingress.

Floor Coverings

Any damage or defect to floor coverings must be isolated and reported immediately

Floors

- Take care, as there are sections of the floor that can be slippery.
- Any spillage must be cleaned up immediately.
- Floor areas are to be kept tidy and clear.
- Warning signs are to be placed when necessary.
- Wear appropriate footwear.

Housekeeping

- In the interests of good safety, work areas must be kept tidy.
- Rubbish lying around that can burn is a potential fire hazard. Put all rubbish in the waste bins provided.
- Keep access areas clear.
- Fire equipment must easily be accessible at all times.
- A clean and tidy workplace is an efficient workplace.

First Aid

- Report all injuries and sickness immediately, no matter how minor, to the Chief Executive Officer. Treatment will be given or arranged and the incident recorded in the Accident Register.
- First Aid Kit and Accident Register is found in the office. A First Aid Kit is also kept behind the bar and in the Pavilion.
- Should later medical care be required, you will have a record of the incident.

Bomb Scare

- Any parcel that staff is not able to clearly identify must be reported to Management immediately.
- DO NOT touch or move the object. Call 111 for assistance and remove all personnel from the vicinity.

Vacuum Cleaners

- Take care with electric cords and work so as to avoid a tripping hazard

Possible infection from Blood and Body Fluids

- Always wear waterproof gloves when there is a possibility of coming into contact with blood and body fluids.
- H.I.V., Hepatitis C and Hepatitis B are some diseases that are spread through contact with blood and body fluids.
- Cover up any broken skin area with waterproof dressing.
- When there is a risk of a splash, wear safety goggles or visor to protect the whole face.
- Appropriate alcohol solution will be available at the turfs and behind the bar for immediate clean-up of any blood on the turfs.

Schedule 2 – Hazard ID Sheet

LOCATION	HAZARDS	ACTION
Entrance and Viewing Areas		
Function Room		
Kitchen		
Bar		
Admin Offices		
Umpires Room		
Store Rooms/1 st Aid Room		
Lounge area		
Changing Rooms		
Turf 1		
Turf 2		
Pump Shed		
Events	Lack of planning – RAMS (Risk Analysis and Management System) Incorrect use of equipment Unsupervised use of equipment Use of unqualified personnel Failure to have emergency procedures Failure to brief volunteers/helpers General lack of staff training	

	No qualified medical people as part of our staff	
Vehicles	Use of mobile phones whilst driving No first aid equipment in vehicles Servicing of vehicles not done	
General	Work space ergonomics Computer screen heights Chair heights Foot rests	

Schedule 3 – Staff Members with Current First Aid Certificates

Name	Date Course Taken
Jainesh Sukha	Feb 2016
Trafford Wilson	Feb 2016
Dan Grant	Feb 2016
Dane Lett	Feb 2016
Jake Inwood	Feb 2016
Mark Nunn	June 2015
Claire Booker	2016?

