

Port Hills Athletic Club

Health and Safety Policy

ACCOUNTABILITIES

PURPOSE

This section lists the objectives of the Health and Safety Policies and Procedures and defines the accountabilities.

OBJECTIVES

The Port Hills Athletic Club health and safety programme aims to:

- Promote the health and safety of all involved with the organisation
- Promote excellence and continuous improvement in health and safety management
- Identify and control actual and potential hazards
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters
- Ensure that facilities and equipment used are safe
- Comply with legal and organisational obligations

ACCOUNTABILITY

The President of Port Hills Athletic Club has ultimate accountability for the effective implementation of the health and safety policy and procedures. This is provided for by:

- Demonstrating a systematic approach to health and safety matters in partnership with the Club Committee that supports continuous improvement
- Taking appropriate actions in the event of unacceptable performance or behaviour,
- Incorporating health and safety as an element in position descriptions
- Expecting all Club members to share the responsibility for meeting the requirements of health and safety policy

The Club Captains (Track and Field Club Captain, Track and Field Junior Club Captain, Cross Country, Road and Trail Club Captain, Cross Country, Road and Trail Junior Club Captain) have key responsibilities for implementing and improving the health and safety system as an integral part of the Club's activities. These include:

- Providing leadership in matters of health and safety
- Ensuring that Club activities within their sections of the Club are conducted in accordance with health and safety policy
- Ensuring that an individual is clearly identified as the Responsible Person to take direct responsibility for each activity within their section of the Club
- Ensuring that all those involved in organising activities are aware of and implement the health and safety policy

The Club Safety Officer shall be appointed by the Club Committee. It is the responsibility of the Club Safety Officer

- To ensure that up-to-date records are maintained in respect of the Club's planning, conduct and review of health and safety matters
- To ensure that the Club Committee is aware of its legal obligations in respect to Health and Safety especially with regard to the Health and Safety at Work Act 2015, Christchurch City Council Health and Safety Management Plan requirements and the Conservation Act 1987 especially with respect of concessions for sports activities and section 17W.
- To provide guidance on best practice in Health and Safety by monitoring the actions of relevant external organisations, including amongst others; Sport New Zealand, Athletics New Zealand and Sport Canterbury.

The Club President:

- Shall have responsibility for ensuring that the Clubroom and the Club's equipment is maintained in such a way that all of its facilities are consistent with health and safety policy.
- Shall have responsibility for ensuring that the Health and Safety Policy is fully reviewed when needed changes are identified and at least annually.

Health and Safety Meetings

- Health and Safety will be an agenda item at monthly meetings of the Committee
- Sub-committee meetings for the organisation of individual events and activities shall include Health and Safety
- In the event of a serious harm injury the President, the appropriate Club Captain and at least one other officer will formally investigate the incident and prepare a report to the Club Committee

PROCEDURES

Fitness for Duties

The Responsible Person for each activity will ensure that each of those assigned tasks within that activity is a fit person to perform the duties required. All people assigned tasks must be given training in the Health and Safety Policy as it pertains to the appropriate task. Where the person will be interacting with young persons under the age of eighteen years in a position of trust the Responsible Person will ensure that an appropriate police check is carried out. Such checks must be done as promptly as feasible but the Responsible Person may exercise his/her judgement prior to it being feasible to have the check carried out. It is the responsibility of the Responsible Person to ensure that all contractors to Port Hills Athletic Club are made aware of the requirements of this Health and Safety Policy and to agree in writing to comply with its requirements.

Identification of Hazards

The sport of athletics has some inherent risks to health and safety. In particular there are risks of muscular strains, falling injuries, tripping injuries and from throwing implements. These cannot be eliminated completely but can be reasonably reduced by good practice and by minimising specific risks. The Responsible Person is accountable for carrying out a hazard assessment for each activity using the attached template. With an activity such as a regular training session the Responsible Person must ensure that assessments are conducted at least three monthly. Assessments must include any health and safety risks from manual handling and the activities of any contractors.

Recording of Incidents

Every incident must be recorded and investigated with the aim of determining the causes and minimising the chance of a reoccurrence. This must be done using the Port Hills Accident/Incident/Serious Harm form (attached). Any Serious Harm incident must be reported to the President within two days. For any incident that is notifiable under the Health and Safety at Work Act 2015 the Responsible Person must ensure it is reported to WorkSafe New Zealand immediately.

Notification of Incidents

For every incident the Responsible Person must take the following steps:

- Inform the appropriate Club Captain or the President as soon after the incident occurs as possible
- Complete an Accident/Incident/Serious Harm form and send a copy to the appropriate Club Captain immediately
- If medical treatment is required the Responsible Person must facilitate this immediately.

- Immediately report any notifiable incident to WorkSafe New Zealand

Incident Investigation

- For all Serious Harm incidents the appropriate Club Captain is responsible for investigating the incident, determining what actions are appropriate to minimise the chance of reoccurrence and ensuring that identified actions are carried out.
- The completed investigation report will be reviewed by the President and Club Committee to ensure that corrective actions have been carried.
- For any incident that is reportable to WorkSafe New Zealand the investigation shall be done in full co-operation with WorkSafe New Zealand

Smoke Free Environment

Port Hills Athletic Club recognises that the use of tobacco and smoking presents a health hazard to both smokers and non-smokers. Smoking is prohibited in any building (including temporary structures) that is being used by Port Hills Athletic Club.

Smoking is permitted in open areas provided others are protected from smoke drift and passive smoking.

These procedures apply to volunteers, competitors and spectators.

Alcohol and Drugs

The Club will take all reasonable measures to ensure that no illegal drugs or performance enhancing drugs prohibited by Athletics New Zealand are used by competitors at its events.

The Club will take all reasonable measures to ensure that no illegal drugs are present at its events. This covers volunteers, competitors, spectators and other members of the public. Where there are children present the Club will take all reasonable measures to ensure no alcohol is consumed.

First Aid

Port Hills Athletic Club has a responsibility to provide effective first aid arrangements. An appropriate first aid kit is to be kept at the Clubrooms at all times. The Responsible Person for key events held away from the Clubrooms (e.g. 5K Series and Crater Rim Ultra) must ensure that appropriate first aid facilities are available.

Event Organisation

Most of the activities of Port Hills Athletic Club are specific activities, either regular activities such as training sessions or special events such as Club Championships or inter-club events. An effective health and safety policy requires the Responsible Person for each activity to ensure that the requirements of this Policy are fully implemented. The appropriate Club Captain must ensure that the Responsible Person incorporates this Policy in planning the activity and in conducting the activity. For major events a Safety Management Plan must be provided. This must be reviewed and up-dated at appropriate times but at least annually.

Version 3

Peter King

A handwritten signature in purple ink, appearing to read 'Peter King', is centered on the page. The signature is written in a cursive style with a large initial 'P'.

27/7/2017