



North Harbour Hockey Association

Health and Safety Policy

Author: A. Green, B. Clark, L. Talbot, M. Bentham
Authorised By: TBA - NHHA Board/CEO
Date Issued: 1/10/21
This Version: 1.0
Previous Revision: -

CONTENTS

North Harbour Hockey – Health and Safety Policy.....	3
Policy Objective	3
Policy Purpose	3
Policy.....	3
Policy Application.....	3
Health and Safety Policy Statement	3
Volunteer and Whānau Responsibilities	4
Employee and Contractor Responsibilities	5
Board Responsibilities.....	6
NHHA Responsibilities.....	6
Health and Safety Manual.....	7
Reporting a Breach.....	8

NORTH HARBOUR HOCKEY – HEALTH AND SAFETY POLICY

POLICY OBJECTIVE

This policy describes how North Harbour Hockey Association (NHHA) supports an environment and culture that is safe and healthy for whānau. It details NHHA's commitment and responsibilities, and summarises how we proactively identify, prevent, reduce, minimise or eliminate, hazards and risks to health and safety. This is supported by our comprehensive NHHA Health and Safety Manual.

This policy applies to anyone involved with NHHA and/or participates in our activities.

POLICY PURPOSE

NHHA is committed to supporting an environment that is safe and healthy for everyone on our premises. We believe developing and maintaining this environment is everyone's responsibility, and everyone will have different roles and responsibilities to help achieve this.

POLICY

POLICY APPLICATION

This policy applies to anyone involved with NHHA including employees, contractors, coaches, officials, volunteers and anyone who is involved or participates in activities with NHHA, including whānau of participants.

This policy is part of our strong overall commitment to ensuring anyone involved with NHHA goes home safely at the end of every day.

The policy owner is the NHHA Hockey CEO and Board.

HEALTH AND SAFETY POLICY STATEMENT

North Harbour Hockey Association is firmly committed to the provision of a safe and healthy workplace and environment for everyone in accordance with all legislated requirements including duties under the Health and Safety at Work Act 2015, subsequent regulations, approved Codes of Practice, Standards and Best Practice guidelines.

In meeting these duties North Harbour Hockey Association as the Person Conducting a Business or Undertaking (PCBU) seeks to:

- Recognise that health and safety are governance and management responsibilities and rank equally with all other operational responsibilities.
- Ensure that North Harbour Hockey Association employees and contractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on their premises and work sites.
- Encourage worker consultation, and participation in health and safety matters, including external guidance from worker nominated representatives.
- Promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials, and safe practices at all times.
- Maintain a list of preferred contractors and service agents who are eligible to tender for work in terms of meeting or exceeding NHHA's standard for health and safety documentation and practices.
- Ensure accurate, timely reporting of incidents (injury and non-injury), investigation, and required corrective actions are implemented.
- Share a commitment to ensure safe and early return to work of injured employees.
- Promote a system of continual improvement, including annual reviews of procedures and policy.
- Identify, report and assess and control workplace risks and hazards.
- Design, construct, operate and maintain our assets so that they safeguard people and property.
- Support an alcohol, smoke and drug free work environment.

This policy applies to all employees who carry out work for North Harbour Hockey Association and includes any place where the worker goes or is likely to be while at work. It is the expectation of North Harbour Hockey Association that anyone involved with the association follows our health and safety protocols.

VOLUNTEER AND WHĀNAU RESPONSIBILITIES

The strength of our association is in our shared values where we care for all our whānau. We expect that everyone is aware of health and safety and ask that they support this culture while enjoying our facilities and activities.

The responsibilities of maintaining a safe environment and culture include:

- Taking reasonable care of their own health and safety and follow all practical instructions and directions.
- Taking reasonable care to ensure their actions or inactions do not affect the health and safety of others.
- Sharing the responsibility equally, by identifying and reporting hazards, near misses and incidents to NHHA.

- Familiarising themselves with basic safety features; fire exit locations, fire extinguishers, defibrillator location, evacuation meeting points.
- Following this Health and Safety Policy.

EMPLOYEE AND CONTRACTOR RESPONSIBILITIES

NHHA considers the safety of whānau and anyone else who could be harmed by our activities, be the prime consideration under all circumstances.

All employees and contractors must comply with all reasonable instructions regarding health and safety and are responsible for exercising reasonable care over their own safety and not causing harm to others.

Other responsibilities include but are not limited to:

- Prioritising health and safety in everything they do.
- Making sure they understand what good health and safety practices look like in the context of activity and sports.
- Complying with all internal health and safety policies and procedures which includes up to date written hazards, practical control instructions, procedures for monitoring and methods of training and supervision.
- Being aware of their legal responsibilities/obligations to ensure safe working procedures and practices are developed, understood and applied, including complying with all relevant Acts, Regulations, Standards, Codes of Practice and recognised industry best practice at all times.
- Their requirement to as soon as reasonably practicable report the occurrence of any incident involving an accident, work related injury, irresponsible conduct endangering the health and safety of them or any other person.
- Using any safety equipment for the purpose it was provided as required from time to time.
- Asking for further information or instruction for certainty or understanding over any matter, and to only proceed when they are confident to do so.
- Stopping work or refusing to carry out work, if there is the belief that they cannot safely perform some aspect of their duties and that doing so would expose them, or anyone else, to a serious risk to health and safety from an immediate or imminent hazard. They must immediately inform NHHA and make reasonable efforts to resolve the issue.
- Being in a fit state to work and must inform NHHA if they are unwell or otherwise incapacitated.
- When working on another NHHA associated site, they must obey the rules of that site. In any situation where those site rules do not exist, are not applied or are less stringent than NHHA's, default to the NHHA Policies and Procedures.

- As representatives of NHHHA, they must carry out their duties with diligence and integrity in any situation and may not do anything that could harm themselves, others, the quality of their work or the reputation of NHHHA.

BOARD RESPONSIBILITIES

The NHHHA Board is committed to actively supporting and promoting a positive health and safety environment and culture with the objective of providing and maintaining a safe environment.

These responsibilities include but are not limited to:

- Ensuring adequate budgetary provision is made available to comply with health and safety legislation and to meet health and safety objectives.
- Reviewing information and reports on premises, equipment and activities to ensure appropriate health and safety standards are met.
- Making health and safety a permanent agenda item at all Board meetings.
- Monitoring processes to ensure employees, volunteers and contractors use safe ways of working.
- Verifying procedures are in place to provide information, training and supervision required to minimise health and safety risks.
- Reviewing identified hazards and actions required from reported incidents/near misses and ensure these are being actioned by management.
- Providing specific opportunities for employees/ volunteers to raise health and safety issues and suggest areas for improving.

NHHHA RESPONSIBILITIES

NHHHA management has additional health and safety responsibilities as they are accountable for the supervision of others and the associations' conformance. The health and safety responsibilities are monitored and are included in employment contracts and reviewed annually.

Other responsibilities include but are not limited to:

- Actively practicing and promoting a positive health & safety culture.
- Monitoring of health and safety performance, holding those accountable to their responsibilities.
- Ensuring health and safety responsibilities are appropriately defined and included in all position descriptions, are monitored and developed where appropriate.
- Ensuring everyone is aware of the nature of health and safety risk in their areas and have an understanding of the associated hazards and risks, delegating responsibility for the management of these as appropriate.

- Ensuring employees, contractors, and visitors receive the appropriate information, instruction, and training necessary for them to safely perform their work and that they hold the necessary qualifications and/or competencies to perform the tasks.
- Ensuring that the health of employees and the conditions at the workplace are monitored.
- Actively investigating all hazards, near misses, incident / injuries so that all root causes are identified, and preventative actions are taken to eliminate or minimise the risk and all records for these are maintained.
- Ensuring effective management of the health and safety consultative meetings.
- Ensuring that safe work practices are developed and enforced at all times, including the assessment of health and safety risk for all activities undertaken prior to implementation or occupation.
- Complying with all injury management guidelines in ensuring a safe return to work.

HEALTH AND SAFETY MANUAL

This policy is part of NHHA's health and safety documentation which supports our commitment to a safety management system and a safe environment for everyone.

The base of NHHA's health and safety management system is captured in the Health and Safety Manual which is comprehensive and details the documents and practical steps NHHA employs to prevent harm to all employees, contractors, or any other person involved with NHHA.

The sections of the Health and Safety Manual document are:

- Review, Plan and Action – continuous improvement process.
- Hazard / Risk Management – systematic process to identify, assess, control and monitor hazards.
- Information, Training & Supervision – trained employees are aware of hazards and their responsibilities.
- Accidents & Incident Investigation – reported, recorded, investigated and feedback / training process.
- Worker Participation – employee involvement in creating safe workplace practices.
- Emergency Management – plans to manage potential emergencies.
- Contractor Management – process to engage and monitor contractor's workplace practices.
- Injury Management – supporting the return-to-work process.
- Worker Wellbeing – physical and mental wellbeing policy.
- Plant, Vehicles & Equipment – health and safety considerations for these areas.

REPORTING A BREACH

Individuals who wish to report an alleged breach of this policy should follow the complaint procedure outlined in the Concerns and Complaints Process Policy.

This policy should be considered with the following related NHA documents:

- Individual Employment Agreement
- NHA Employee Handbook
- Health and Safety Manual
- Mental Health and Wellbeing Policy
- Working from Home Policy
- Motor Vehicle Use and Driving Policy
- Concerns and Complaints Process Policy

(Hyperlinks to these documents are yet to be added)