

Policy: Health & Safety

Title: Health & Safety Commitment

Objective: The overall aim of our health and safety programme is:

1. Protecting the health and safety of workers is forefront in our day to day work
 2. Others are not put at risk by Orienteering New Zealand's programme and activities
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Purpose

Orienteering NZ is committed to ensuring the health and safety of its workers and others affected by its activities. This includes employees/contractors, athletes, volunteers and spectators.

The overall aim of our health and safety programme is:

1. Protecting the health and safety of workers is forefront in our day to day work
2. Others are not put at risk by Orienteering NZ's programme and activities

Scope and Definitions

- This policy applies to all Orienteering NZ workers and other people.
- Workers include employees, contractors, sub-contractors, labour hire workers, apprentices and interns, and volunteer workers who are undertaking a specific role for Orienteering NZ.
- Other people includes visitors, members of the public, participants, spectators and casual volunteers.
- Workplace is any place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out.

Health and Safety

Orienteering NZ's Health and Safety Programme will:

- Provide and maintain a safe workplace for workers and other people, plant and structures, and safe systems of work, including the provision of appropriate equipment to allow tasks to be done safely.
- Provide opportunities for workers to participate in health and safety.
- Communicate with all workers regarding health and safety.
- Systematically identify and manage workplace hazards and risks – by elimination or minimization.
- Have accurate and thorough record-keeping regarding health and safety.
- Monitor the health of workers in relation to the hazards of their work.
- Commitment to promoting and continually improving health and safety.
- Comply with our legal obligations.

This will be achieved through the Council's and Management's support and commitment to health and safety.

- Ensuring that Orienteering NZ has available for use, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out
- Having robust procedures and providing training for club event management via the Orienteering NZ Safety Management System.
- Implementing of policies and procedures.
- Worker education and participation.
- Regular reviews and evaluations of health and safety by the Council.
- Agenda item on every Council meeting for Council to review health and safety on a regular basis.
- Processes for effectively dealing with urgent health and safety matters.
- Commitment to ongoing cycle of appraisal and continuous improvement.

Worker Responsibility

Every worker needs to be aware of their responsibilities as they play a vital role in maintaining a safe and healthy through:

- Performing work safely to prevent harm to oneself or others.

- Complying with instructions and procedures provided.
- Making themselves familiar with health and safety policies and procedures.
- Protecting the health and safety of others which includes reporting any situations or things (risks/hazards) which may harm someone, and any accidents or injuries which have occurred.
- Helping new workers and visitors to the workplace understand the right safety procedures and why they exist.
- Wearing personal protective equipment or clothing (PPE) if it has been provided.

Worker Engagement, Participation and Representation

Orienteering NZ is committed to engaging with workers and having effective worker participation practices. *(Note that this section of worker engagement, participation and representation legally doesn't apply to volunteer workers).*

The following practices are available for workers to share ideas and information, raise issues and contribute to decision-making on an ongoing basis:

- Ongoing agenda item in regular Council meetings for health and safety. Workers are able to contribute ideas, feedback or concerns through the Orienteering NZ General Manager.
- Workers are consulted during risk identification, assessment and review of controls to eliminate or minimise those risks.
- Workers are consulted during reviews of health and safety policies and procedures.

Accountability

The Orienteering NZ Council has overall responsibility for the health and safety of all workers, and for ensuring that the health and safety of other persons are not put at risk from activities undertaken by Orienteering NZ.

The Council will exercise due diligence to make sure the organisation complies with its health and safety duties. This may include:

- Acquiring (and keeping up date) knowledge of work health and safety matters
- Gaining an understanding of the nature of Orienteering NZ activities including its hazards and risks
- Ensuring Orienteering NZ has allocated adequate and appropriate resources and processes in order to eliminate or minimise risks
- Ensuring that Orienteering NZ has, and is implementing, processes which meet its legal obligations
- Systematic review of Health and Safety Policies and Procedures and related documentation.
- Providing guidance and direction in matters of health and safety.

The Council has delegated to the Orienteering NZ General Manager responsibility for:

- Communicating health and safety policies and procedures, and holding workers accountable for upholding the relevant procedures.
- Ensuring all workers receive training and supervision relevant to the risks identified with their respective roles, and the provision of opportunities for workers to participate in health and safety practices.
- Demonstrating continuous improvement through a systematic approach to workplace health and safety.
- Taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour.
- Requesting regular inspections of workplaces to identify known and unknown hazards and to manage them.
- Expecting workers to share the responsibility for meeting health and safety requirements.
- Communication with all workers regarding relevant health and safety information, including: changes to policies, procedures, and documentation; the identification or controls of new hazards and risks; training opportunities; new obligations on workers and other relevant information.
- Reporting to the Council on a regular basis.

References

- Health and Safety at Work Act 2015.
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.
- Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016.
- Health and Safety in Employment Regulations 1995.
- Other relevant regulations and codes of practice.