



Parnell Cricket Club

*Health and Safety policy for
Parnell Cricket Club*

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DEFINITIONS

Definitions

Accident

An unplanned event in which damage or injury occurs because of contact with a source of energy above the threshold limit of the body or structure, or by interference with the body's energy exchange, metabolism or physiology.

Accident Investigation

A process adopted to make inquiries into the causes of the work place accident. This may be seen as a major health and safety tool to be used to prevent future accidents that have resulted in harm being caused.

All Practicable Steps

An absolute duty in law placed on all employees in all places of work covered under the legislation in relation to achieving any result in any circumstances, means all steps to achieve the result that is reasonably practicable to take in the circumstances having regard to:

- ✚ The nature and severity of the harm that may be suffered if the result is not achieved; and
- ✚ The current state of knowledge about the likelihood that harm of that nature and severity will be suffered if the result is not achieved; and
- ✚ The current state of knowledge about harm of that nature; and
- ✚ The current state of knowledge about the means available to achieve the result, and about the likely efficacy of each of those means; and
- ✚ The availability and cost of each of those means

To avoid doubt, a person required by this Act to take all practicable steps is required to take those steps only in respect of circumstances that the person knows or ought reasonably to know about.

Approved Codes of Practice

A statement of preferred work practices or arrangements, for the time being approved under section 20 of the HSE Act. These may be recognized in law as taking all practicable steps if it can be proven that they were followed very closely.

Employee

Any person of any age employed by an employer to do any work (other than residential work) for hire or reward under a contract of services and, in relation to an employer, means an employee of the employer.

Employer

Means a person who or that employs any other person to do any work for hire or reward; and, in relation to any employee, means an employer of the employee.

Harm

Means illness, injury, or both; and includes physical or mental harm caused by work-related stress.

Hazard

A hazard can be anything that has the potential to cause a person harm of any kind. This may involve an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and includes:

- ✚ A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
- ✚ Without limitation, a situation described in sub-paragraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

Health & Safety Representative

Means an employee elected, as an individual or as a member of a health and safety committee or both, to represent the views of employees in relation to health and safety at work.

Place of Work

Means 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

- ✚ Where the employee comes or may come to eat, rest or get first-aid or pay; or
- ✚ 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

- ✚ Through which the employee may or must pass to reach a place of work

Plant

Includes appliance, equipment, fitting, furniture, implement, machine, machinery, tool and vehicle; and

Part of any plant, the controls of any plant, and anything connected to any plant

Principal

Means a person who or that engages any person (otherwise than as an employee) to do any work for gain or reward

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 the eye, penetrating wound of eye, bone fracture, laceration, crushing.
- ✚ Amputation of a 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 hospitalized from a period of 48 hours or more commencing within 7 days of the harm's occurrence.

Temporary severe loss of bodily function

Consider the following questions:

- ✚ Is the person suffering from pain or health impairment, which is significantly more than discomfort?
- ✚ Is the pain or health impairment severe enough to prevent a person using a part of the body?
- ✚ Is the person's condition likely to be temporary?

Significant Hazard

A hazard that is an actual or potential cause or source of:

- ✚ Serious harm; or
- ✚ Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- ✚ Harm that does not usually occur, or usually not easily detectable, until a significant time after exposure to the hazard

Stress

Stress is defined in terms of the interaction between a person and their (work) environment and is:

- ✚ The awareness of not being able to cope with the demands of one's environment and when
- ✚ This realization is of concern to the person, in that both are associated with a negative emotional response.
- ✚ The adverse reaction people have to excessive pressure or other types of demand placed on them

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HEALTH AND SAFETY
POLICY STATEMENT

Health and Safety Policy Statement

Parnell Cricket Club (PCC) will conduct its operations in such manner as to ensure so far as reasonably practicable, the safety, health and welfare of those conducting or who may be affected by its activities.

The Club recognises that effective health, safety and welfare management contributes towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end PCC will aim to maintain a proactive safety culture which secures the commitment, participation and cooperation of all those who may be affected by its activities.

All employees and volunteers will be inducted to the club standard and it shall be reinforced to them that health and safety management is an integral part of our workplace and work practices. Employees will share in the benefits of maintaining a healthy and safe place of work. Maintaining safe working practices and reporting any unsafe acts or incidents shall demonstrate their commitment to safety.

Safety is everyone's responsibility. No one in this organisation should feel compelled to work unsafely.

We shall at all times ensure that

- ✚ Hazard identification and control procedures are operating throughout the club to prevent personal injury.
- ✚ Promotion of a club-wide positive attitude to health, safety and well-being by visibly demonstrating commitment to achieving a high standard of performance, and by displaying a good personal example on matters relating to health, safety and welfare.
- ✚ All equipment is maintained in a serviceable state and any defect or fault reported immediately.
- ✚ All employees and volunteers will be provided with the necessary support for the safe and structured return to work after an injury.
- ✚ All employees and volunteers are provided with necessary instructions and adequate training.
- ✚ Personal protective equipment is provided as required and its safe use understood and encouraged.
- ✚ All practicable steps and precautions are taken to ensure the safety of our customers and other visitors.
- ✚ All operations at the club will comply with the applicable, relevant health and safety statutory requirements.
- ✚ A comprehensive and up-to-date plan for all emergencies is in place.
- ✚ There is liaison on health and safety matters between PCC and others visiting or using PCC premises or otherwise engaged in its activities.

Individual employees/volunteers will meet their obligations to take all practicable steps to ensure their own and other health and safety, and are encouraged to become actively involved in assisting management achieve a healthy and safe workplace.

Signed:

Date:

Club Manager

Responsibility

The management committee has prime responsibility for health & safety for **PCC's** activities. It is the duty of this committee to see that everything reasonably practicable is done to prevent personal injury and to maintain a safe and healthy place for recreation. The committee will review and revise this policy as necessary at regular intervals day to day responsibility for ensuring this policy is put into practice is delegated to the Club Manager.

All club members are expected to co-operate with the Management Committee on health & safety matters, take reasonable care of their own health and safety & report all health and safety concerns to the Club Manager. In order to achieve these requirements **PCC** will provide adequate control of the health and safety risks that arise from its activities and consult with members on matters affecting their health and safety.

It is the duty of all coaches, members, participants, spectators and all others involved in cricket to act responsibly, and to do everything they can to prevent injury to themselves and colleagues.

Responsibility to visitors and voluntary helpers

All visitors and voluntary helpers have a responsibility to co-operate in the implementation of the Health and Safety policy and to take reasonable care of themselves and others whilst on **PCC** premises.

Visitors and voluntary workers must therefore:

- ✚ Comply with health safety rules, operating instructions and working procedures.
- ✚ Use protective clothing and equipment when it is required.
- ✚ Report any fault or defect in equipment immediately to the appropriate person.
- ✚ Report all accidents (however minor), injuries, near misses or other potential hazards.
- ✚ Not misuse anything provided in the interests of Health and Safety.

Fire Precautions

The instructions on fire precautions should be followed by all members and officials. Do not stop to collect personal possessions. Do not re-enter the building. Report to the appropriate assembly point. It is the responsibility of the club officials to ensure that fire precaution and safety standards are maintained at all times.

Accidents and First Aid

All accidents, however minor, should be reported to the Club manager by filling in the incident report form. If necessary, First Aid should be administered by a trained person. It is the responsibility of the club manager to assess and review the report at the board meeting.

In the event of more serious accidents / injuries (e.g. fracture or dislocation) a young person's parents should be informed and an incident / accident report filled in.

The club must make available in the main clubhouse and in the changing rooms, directions and telephone number for the nearest Accident and Emergency Centre available. The First Aid Kit should be located in a location that is easily accessible.

Emergency procedures and first aid

First Aid boxes are located under the serving bench at the main Parnell Clubrooms.

Trained/qualified First Aiders are:

Mr/Mrs/Ms.....
.....

Emergency Procedure Guidelines located in.....

The accident reporting forms(s) is/are l.....
.....

Insurance

In order to reduce the risk of claims made against them or their employees/volunteers, cricket clubs may wish to consider obtaining public liability insurance (and other forms of insurance) to cover potential claims arising from personal injury or other risks in relation to their activities. The needs of Parnell Cricket Club in comparison to other cricket clubs will differ and specialist advice may be sought.

Child Welfare

PCC is committed to making cricket a safe, positive and enjoyable experience for all players. This includes all participants and spectators but particularly for young people and vulnerable adults. **The Club** endorses and implements the recommendations of the Auckland Cricket Association guidelines for welfares of young people in Cricket policy.

Coaches

All volunteer coaches must be encouraged and supported to gain NZC coaching qualifications; alternatively they must be able to provide evidence of good character if requested. Coaches have responsibility for the supervision and conduct of the young people in their care throughout each session of activities they are delivering. Coaches must do their best to ensure the health and safety of everyone taking part in cricket activities.

Net Coaching

It is the club's responsibility to ensure the area and equipment is safe for the type of activity which is to take place and that no damage or danger to property or persons is reasonably likely to occur. Good net discipline is strongly recommended by **The Club**, this includes a debrief over net safety, reinforcing basic safety principles such as, never turn your back on bowlers; keep your eye on the ball; always wear a protective box, and other good net discipline practices. The participants and their frequent and deliberate use of fast short pitched bowling must also be monitored.

Outfield Practice

When players practice on the outfield they should do so in positions which minimise the risk of injury to fellow cricketers and spectators and damage to property.

Outdoor Play

Umpires are the sole judges of whether pitches are playable and conditions are fit for play. If no certificated or appointed umpires are present, the captains will make this decision. Law 42.8 concerning fast intimidating bowling should be strictly enforced.

Bowling Machines

Particular care should be taken when a bowling machine is used in the course of a practice session.

In addition to the points made above, the following safety guidelines should also be followed:

- ✚ The coach should always have overall responsibility for the operation of the bowling machine.
- ✚ All necessary regulations concerning the supply of electricity to bowling machines and manufacturers recommendations must be strictly adhered to.
- ✚ Batters should take the opportunity of observing several deliveries before taking strike.
- ✚ During practice, no adjustment to the machine should be made without the batter being informed of the result before receiving another delivery.
- ✚ Adjustments to the machine should be made only under the supervision of the coach.
- ✚ The feeder should ensure the batter is ready and indicate to him that he is about to feed the machine for each delivery.
- ✚ Balls should be inspected prior to use and rejected if worn or damaged.
- ✚ When practising certain strokes, it may be advisable for the feeder to have some form of physical protection.
- ✚ Do not increase the speed above that which the individual batter can play with some degree of certainty.

Cricketers aged 16 and under playing in higher age grades/Adult Matches (Open Age Cricket)

Parnell Cricket Club recognises that they have a duty of care towards all young players who are representing the club.

This duty of care also extends to all matches that allow young players to participate in matches above their age group.

The duty of care should be interpreted in two ways:

- ✚ Not to place a young player in a position that involves an unreasonable risk to that young player, taking account of the circumstances of the match and the relative skills of the player.
- ✚ Not to create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against players of similar ages

In such cases where a junior player participates in matches above their age, **Parnell Cricket Club** must seek written consent from the parent or guardians of the player in mention.

Preparation of Food

We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures:

- ✚ PCC must follow the appropriate regulations governing the preparation and storage of food.
- ✚ PCC must ensure that all food handlers have received adequate supervision, instruction and training.
- ✚ PCC is responsible for appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- ✚ Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- ✚ Food may only be prepared in the following area (unless otherwise authorised during special occasions BBQ etc.): - PCC kitchen
- ✚ The personnel preparing, handling, serving food must be management committee approved parties.

List persons authorised:

Name: Contact:

Name: Contact:

Name: Contact:

Bar and Alcohol

The Club is responsible for bar and the service offered. The club must provide alternatives to alcohol, offer a variety of food options, prevent excess consumption and intoxication, and ensure that young individuals are cared for, by checking identification first.

Electrical Safety

Members of staff should monitor the following on all the electrical equipment which they use:

- ✚ Is the plug damaged? Is the casing cracked or are the pins loose and bent?
- ✚ Is the outer sheath of the flexible cord properly secured by a cord grip?
- ✚ Is there damage to the flexible cord e.g. chair wheel damage (not always evident that wires inside are damaged)
- ✚ Are all connections along the flexible cord and cables properly made i.e. no taped joints
- ✚ Is there evidence of overheating e.g. scorch marks or equipment getting unusually warm in use?
- ✚ Has the equipment been misused or subjected to unsuitable conditions e.g. Is it wet?
- ✚ Any equipment suspected of being faulty should be quarantined immediately and reported to the Club Manager. The Club manager arranges for the equipment to be tested and repaired where necessary.
- ✚ Each portable electrical appliance (including computers, kettles, fans etc.) must be inspected and/or tested regularly.

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EMERGENCY PLANNING & PROCEDURES

Emergency Procedures

In the Event of a Fire

- ✚ Refer to the emergency fire evacuation procedures for your area.
- ✚ All occupants are to leave the building immediately, using the exit nearest to them and go to their assembly point.
- ✚ Manual hose reels and fire extinguisher are located around the plant.
- ✚ If you discover a fire, raise the alarm in the building and if time permits call the Fire brigade. State the address, the nature and location of the fire. Only use fire-fighting equipment if no danger is involved. Follow the instructions of the safety warden.
- ✚ Do not return to the building for any reason until the fire service or wardens indicated that it is safe to do so.
- ✚ All staff should be aware of the emergency procedures and follow them. Management is to organise fire drills and building evacuations at least once every six months.

In the Event of an Earthquake

- ✚ Move away from windows and brick walls.
- ✚ Take shelter under a doorway or solid furniture.
- ✚ Only if instructed by the safety wardens, vacate the building, following the evacuation procedures.
- ✚ At all times follow the instructions of safety wardens or civil defence offices.
- ✚ Fire alarms may be activated during an earthquake. Await instructions from the safety warden prior to vacating the building.

After the quake:

- ✚ Make sure you are safe and unhurt.
- ✚ Check to see if you need to help others.
- ✚ Watch for broken glass, fires, live electric cables, and gas and water leaks.

Electrocution

Whatever the cause of electrical injury never touch the casualty with bare hands until you are sure there is no further danger to yourself and that the casualty is no longer in contact with the source.

In the case of injury from high-voltage electricity, do not approach the victim until the police or similar authority inform you that it is safe to do so.

When you have been informed that it is safe to approach the victim:

- ✚ Break the current or remove the casualty from the source if it is safe to do so
- ✚ If the casualty is unconscious, open the airway and check breathing
- ✚ Complete CPR if required and place the casualty in the recovery position
- ✚ Treat any burns if appropriate
- ✚ Arrange relocation to hospital

Hostile Customers

In the event of hostile customers:

- ✚ Keep calm
- ✚ Use passive language
- ✚ Call out for assistance
- ✚ Do not attempt to approach or restrain the customer
- ✚ Take a mental note of the customers appearance
- ✚ Alert Management as soon as possible

In the Event of an Accident

- ✚ Administer first aid where possible.
- ✚ Phone for an ambulance if required giving the following details:
 - (Name of organisation)
 - Address
 - Nature and location of the accident
- ✚ Follow the accident and incident reporting system.
- ✚ In the event of a serious accident resulting in either serious injury or death the following organisations will also need to be informed immediately by phone:
 - Police
 - Workplace Safety Inspector – Ministry of Business, Innovation and Employment

Also refer to:

- ✚ Signage for exits, fire extinguishers, first aid kits and hose reels.
- ✚ Flipcharts

Evacuation Debrief Form

A debrief is to be conducted with the building warden and floor wardens following trial evacuations and actual critical events. The minutes of this debrief are to be recorded on this form. In the case of a trial evacuation the meeting should address any issues raised in the Trial Evacuation Report form. Please refer to the forms section.

Trial Evacuation report

To be completed and forward to the local Fire Safety Officer of the Fire Service

Building Name:

Building Address:

Name of Person Supervising Trial:..... Phone No:

Local Fire Station Advised: Yes No NZ Fire Service Communications Centre Phoned

(14 days notice)

(5-10 minutes prior to commencement)

Date Trial Conducted:.....

Time of Trial:

- | | | Mins | Secs | |
|-----|--|------|------|----------------------|
| 1. | Time taken to complete evacuation of building | | | |
| | | | | Yes No |
| 2. | Did all Floor Wardens report promptly to the Building Warden stating their area and evacuation status? | | | |
| 3. | Did floor Wardens ensure the use of the nearest safe exit? | | | |
| 4. | Could alarm be heard in all areas? (Ask Wardens) | | | |
| 5. | Were all smoke and fire control doors closed?
(These may not always close on trial evacuation, if they are held by approved hold open devices). | | | |
| 6. | Were all Wardens and Staff members familiar with the Evacuation Scheme? | | | |
| 7. | Did all Wardens wear identification in accordance with the scheme? | | | |
| 8. | Was a call made to the Fire Service using 111? | | | |
| 9. | Was the correct Assembly Point used? (Refer to scheme). | | | |
| 10. | Was the correct Building Assistance Register used? (Refer to Scheme) | | | |
| 11. | Are all evacuation procedure notices in place? | | | |
| 12. | Are all exit-ways clear and all doors able to be opened without the use of a key? | | | |
| 13. | Has all fire fighting equipment been serviced in the last 12 months? | | | |
| 14. | Next T/E scheduled..... Date and Time | | | |
| 15. | Are Wardens adequately trained? | | | |

Comments

Signed:.....

EVACUATION DEBRIEF FORM

A debrief is to be conducted with the building warden and floor wardens following trial evacuations and actual critical events. The minutes of this debrief are to be recorded on this form. In the case of a trial evacuation the meeting should address any issues raised in the Trial Evacuation Report form.

Date of Event or Drill	Site address	
Description of Event		
Identify any problems with Emergency Plan		
Actions Required to Rectify Problems	Person Responsible	Date Completed

Manager to sign when update to procedures and plans have been completed:

SIGNATURE: _____

DATE: _____

BUILDING ASSISTANCE REGISTER

The Assistance Register shall be continuously updated, noting any changes to details of persons requiring assistance.

Date	Name of Person Requiring Assistance	Type of disability assistance required	Person to provide assistance	Normal location of person

In the event of an evacuation, the following staff members have been assigned to assist any persons with a disability whose names are not on the Assistance Register because they are visitors to the building at the time.

Dated: _____

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HAZARD IDENTIFICATION & ASSESSMENT

Hazard Identification and Assessment

What is a hazard?

- ✚ Any actual or potential cause of harm
- ✚ PCC will identify hazards or potential hazards that could cause harm to employees or others whether in that place of work or outside. This covers the management of work organisation, job design and the hazards facing employees working off-site. Staff shall be given the opportunity to be involved in the hazard identification process.
- ✚ All hazards identified shall be investigated and action taken to eliminate, isolate or minimise the likelihood of harm. PCC has a legal obligation to inform and train staff and inform contractors and visitors on site of any potential hazards that may harm them.

Hazard Identification

Hazard identification is the process where both existing and potential hazards are identified and documented.

Internal hazard audits conducted by management and employees of each location will be used to identify hazards along with a review of the accident register. Where necessary, specialist advice or external audits may be used.

After identifying hazards, they need to be assessed to determine if they are significant hazards – see definitions.

Documentation for hazard identification is:

- ✚ Hazard identification form
- ✚ Workplace inspection form

Hazard Register

The hazard register is fundamental to the effective management of significant hazards, as it allows the organisation to track its hazards and reference its control. There is a paper hazard register at the rear of this document.

Hazards associated with any new or modified equipment, material, services or work processes shall be identified and controlled before entry into the business.

Hazard Control Procedures

- ✚ **Eliminate** Consider if you are able to eliminate the hazard at its source. If you cannot do that then consider substitution, can you swap this hazardous thing, process for something less hazardous. If this is not practicable then consider isolation.

- ✚ **Isolation** These often refer to engineering controls and examples of these could be guards, barriers, electrical interlocks, light curtain, or fences. If isolation is not an option then we consider minimisation.
- ✚ **Minimise** These steps could be called administrative steps and to name a few may include; safe operating procedures, training, education, personal protective equipment.

What many organisations do at a practical level is to use a combination of all three levels of our hazard control hierarchy.

Personal Protective Equipment

Hazards that cannot be eliminated or isolated must be minimized as far as is practicable. Where this is the case, in addition to monitoring employees' exposure to and health in relation to the hazard, appropriate Personal Protective Equipment (PPE) will be identified and issued to all employees exposed to the hazard.

Where significant hazards require use of personal protective equipment, it is essential to document:

- ✚ Issue
- ✚ Maintenance
- ✚ Replacement

All staff must be trained in the correct use and maintenance of personal protective equipment, as part of their induction process.

A form can be found on the next page for completion when issuing personal protective equipment.

PERSONAL PROTECTIVE EQUIPMENT RECORD

Name: _____

Department: _____ **Start Date:** _____

I have read and understood the _____ Hazard Register relevant to my area.

PERSONAL ISSUE					
	Issue Date	Renew Date	Renew Date	Renew Date	Comment

All Personal Protective Equipment will be checked on a six monthly basis to ensure it is in good serviceable condition.

All employees will be trained in the correct use; maintenance and storage of personal protective equipment, as part of their induction process (refer to Training Section).

Manager: _____ **Date:** _____

Employee: _____ **Date:** _____

HAZARD IDENTIFICATION FORM

Hazard:

Identified by:

Date:

Department/Area:

Harm/Injuries that have happened or could have happened

What action could be taken to prevent this from happening again?

NB: Pass this form onto supervisor or department manager as soon as possible

(Manager to complete)

Action Taken:

Date:

Signature:

Workplace Inspection Check List

Inspected by:

Date:

Area:

Item	Safe Y/N	Hazard Y/N	Comments/Action to be taken	Signed Complete
FIRST AID				
First Aid Kit available and stocked				
Easy access to kits and clearly labelled				
Minor incidents book being used				
H&S boards information current				
FIRE				
Extinguishers in correct place and marked for type of fire and recently serviced				
Extinguishers/hose reels not obstructed				
Fire exits and alarm points identified				
Exit doors easily opened from inside and clear of obstructions				
ELECTRICAL				
Switchboards not obstructed				
No broken plugs, sockets, switches				
No frayed, strained or damaged leads				
No temporary power leads on floor				
Portable powers tools in good condition				

Item	Safe Y/N	Hazard Y/N	Comments/Action to be taken	Signed Complete
No obstruction to immediate work area				
WALKWAYS/STAIRS				
Walkways adequate and clearly marked				
No obstructions and clean				
Access/Egress clearly identified				
Stairs clear, handrails firmly attached				
MACHINES				
Guards to all machines				
Condition of saw blades and cutters				
Easy starting and stopping position of switches				
Floor clean around machines and adequate work space				
Extraction				
GENERAL				
Floor area clean of rubbish				
Rubbish/recycling bins not overflowing				
Work areas clean, tidy, no excess of tools on benches				
Work benches at a height suitable for the job in hand				
Mats in good repair				
Lighting adequate for job				

Item	Safe Y/N	Hazard Y/N	Comments/Action to be taken	Signed Complete
Foot, ear and eye protection being worn				
Flammable goods labelled and stored safely				
Materials safely stored in racks				
Crates stacked securely and not over height				
OFFICES				
Housekeeping				
Ergonomic-chairs/desks/equipment				
Electrical				
Air conditioner maintenance				

Significant Risk Areas

Club Cricket

Safety is a paramount priority for the Club at every level the game is played and for all those involved. Club cricket is not immune to incidents and it is vital that those playing at any level are taken care of. Recent tragic incidents around the cricketing world have highlighted the importance of clear planning for accidents during and around the game.

As custodians of the sport we love, the Club believes one of our essential responsibilities is to keep people safe whilst enjoying the game in the spirit it should be played.

The Level of Risk will be Measured by the Following:

Risk Measurements

- ✚ Critical
- ✚ High
- ✚ Moderate
- ✚ Low

On Field Ball Impact (Critical Risk)

✚ **Issue to consider**

Nets and practise sessions are informal and not all protective equipment is worn.

✚ **Recommendations**

Make it compulsory for all junior cricketers playing with hard ball to wear full protective equipment before entering the nets/batting area. Make it a club policy to encourage the same policy with adult members.

On Field Injury Impact (High Risk)

✚ **Issues to consider**

Nets and practise sessions are informal and not all protective equipment is worn.

- ✚ **Recommendations** suspend play when pitch/outfield is considered dangerous. Enforce policy for compulsory protective equipment to be worn when fielding in close catching areas e.g. silly point/short leg.

Sun/heat related conditions (High Risk)

✚ **Issues to consider**

Heat stoke/exhaustion related to acute exposure to extreme sun.

✚ **Recommendations**

Increase availability of sunscreen around the grounds. Encourage use of head protection i.e. caps/hats. Clubs will provide access to drinking water for all members as well as visiting teams. Umpires to allow regular drink breaks taking into account extreme weather conditions.

Long term health issues (Moderate Risk)

✚ **Issues to consider**

Early diagnosis and appropriate medical intervention will improve long term health outcomes.

🚑 Recommendations

Workloads-especially fast bowlers need to be managed. Specify and enforce emergency medical procedures.

First Aid & Accident Plan

Roles & Responsibilities

First Aid Contact:

Contact number:

First Responder:

Nearest Medical Centres:

Injury & Accident

In the event of an injury or accident, the club manager/match day liaison should assume the 'first point of contact'. Responsibilities include;

- 🚑 Assess the situation
- 🚑 If the injury is minor, treat injury with available first aid kit
- 🚑 If nature of the injury or accident requires first aid treatment, engage the First Responder
- 🚑 If the injury requires urgent medical assistance follow the accident emergency protocol.

Accident Emergency Protocol

- 🚑 Assess the situation
- 🚑 Engage the First Responder
- 🚑 If the emergency requires immediate medical assistance dial 111 and ask for an ambulance. If you are unsure whether emergency services are needed, call anyway; they can decide
- 🚑 The following information should be given to the ambulance controller
- 🚑 The address of the incident;
- 🚑 Emergency access point;
- 🚑 The telephone number you are calling from
- 🚑 Incident information
- 🚑 Inform the home club of the emergency.

Accident and Incident Reporting and Investigating

All accidents and incidents shall be reported, recorded and investigated accurately and in a timely fashion. If a serious harm accident occurs, staff must immediately contact management and secure the accident scene to prevent interference.

In the unlikely event of a workplace fatality the police must be contacted immediately.

Notification of Serious Harm

Your first responsibility is to the safety and well being of the injured employee.

All serious harm injuries (as per First Schedule HSE Act – see definitions) shall be notified to WorkSafe New Zealand office as soon as possible and generally within 1-2 hours of the accident occurring by Management or selected staff members. Notification shall be by phone and fax and recording shall be in the prescribed format – see form register or notification of accident or serious harm. A full written report detailing the events leading up to the accident, the details of the accident and the subsequent investigation shall be forwarded to WorkSafe New Zealand within the required 7 days.

DO NOT interfere with the accident scene unless it is necessary to save life or prevent harm to any person, maintain access to an essential service and prevent serious damage to or loss of property. Only the WorkSafe Inspector has the authority to free the scene and allow business to recommence.

Accident Reporting Procedure

All accidents or incidents involving injury or illness to people, fires and explosions, property damage, loss or delay to product or process and all hazardous substances, spills and discharges will be reported to management as soon as practicable and no later than 24 hours after the occurrence. A failure to report an injury accident could mean the accident is not accepted as work-related.

- All accidents described above will be recorded in the accident register. The prescribed form must be used to report injury accidents that affect:
 - any employee at work;
 - any person in a place of work or in the vicinity of a place of work and injured as a consequence of the workplace activity e.g. contractors, visitors.
- Every occurrence of serious harm to an employee at work shall be recorded on the prescribed form.
- When an employee suffers serious harm, Senior management is legally required to ensure that the nearest WorkSafe New Zealand office is notified as soon as is reasonably possible.

The accident/incident report and investigation forms shall be reviewed by management to ensure corrective actions have been implemented and remain effective.

Investigation

Where appropriate and unless directly involved, key employees listed below will investigate accidents as soon as possible in conjunction with the injured party, witnesses and other appropriate personnel.

- Senior Management

If deemed necessary external assistance with the investigation may be sought.

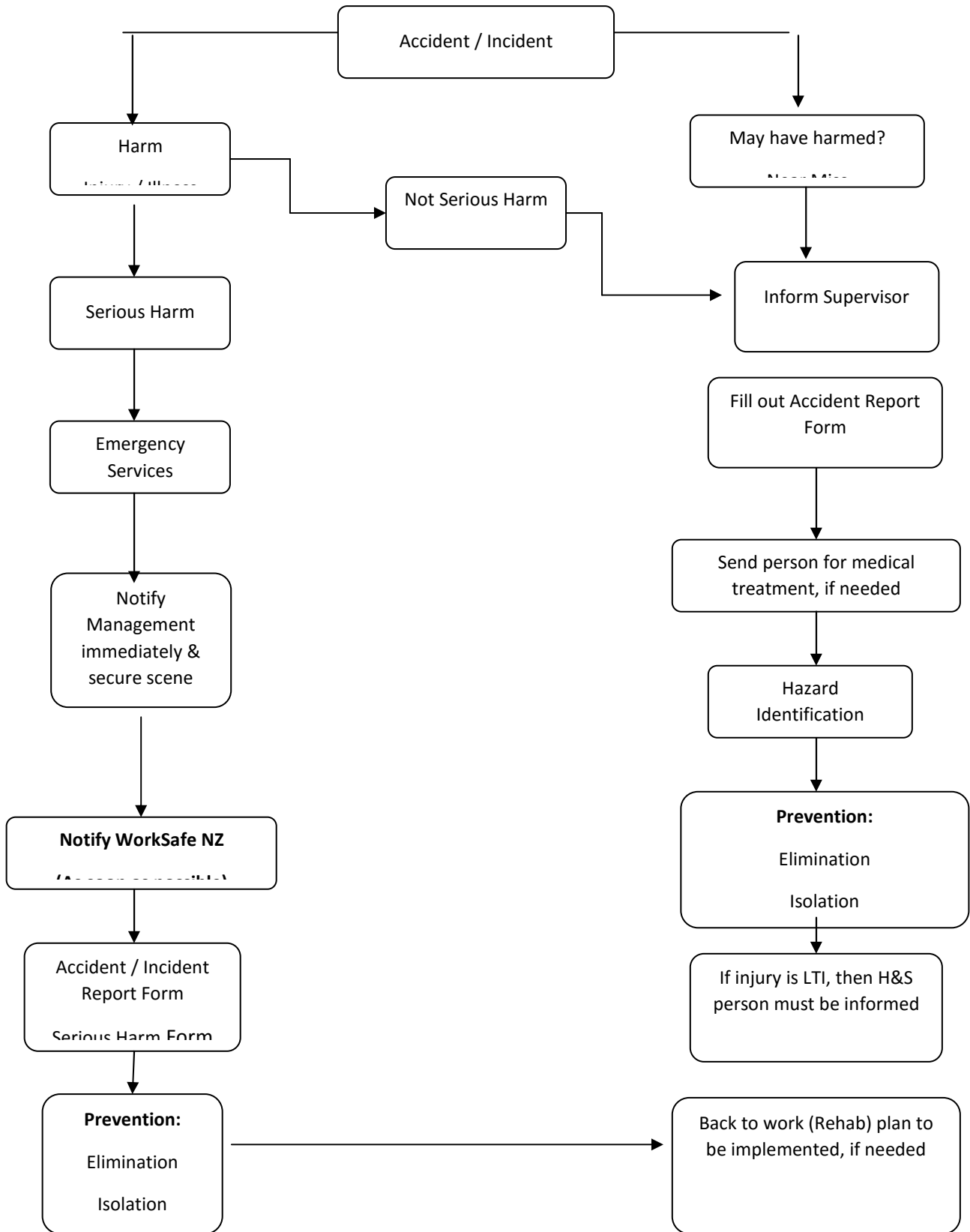
The investigation should be recorded on the accident investigation form. The investigation needs to:-

- Identify corrective actions, responsibilities and time-lines for implementing actions
- Feed back into the hazard management process
- Training of key staff in accident investigation

Analyse injury, near-hit and early report data

Data is collated monthly and analysed by management and board. The results of the data analysis will be made available to employees. This information will be taken into consideration when reviewing the hazard management process.

ACCIDENT / INCIDENT PROCEDURE FLOWCHART



Form of register or notification of circumstances of accident or serious harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992
For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

1 Particulars of employer, self-employed person or principal:
(business name, postal address and telephone number)

2 The person reporting is:

- an employer a principal a self-employed person

3 Location of place of work:

(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)

4 Personal data of injured person:

Name

Residential address

Date of birth Sex (M/F)

5 Occupation or job title of injured person:

(employees and self-employed persons only)

6 The injured person is:

- an employee a contractor (self-employed person)
 self other

7 Period of employment of injured person:

- (employees only)*
- 1st week 1st month 1-6 months
 6 months-1 year 1-5 years Over 5 years
 non-employee

8 Treatment of injury:

- None First aid only
 Doctor but no hospitalisation Hospitalisation

9 Time and date of accident/ serious harm:

Time am/pm

Date Shift Day Afternoon Night

Hours worked since arrival at work
(employees and self-employed persons only)

10 Mechanism of accident/ serious harm:

- fall, trip or slip hitting objects with part of the body
 sound or pressure being hit by moving objects
 body stressing heat, radiation or energy
 biological factors chemicals or other substances
 mental stress

11 Agency of accident/ serious harm:

- machinery or (mainly) fixed plant
 mobile plant or transport
 powered equipment, tool, or appliance
 non-powered handtool, appliance, or equipment
 chemical or chemical product
 material or substance
 environmental exposure (e.g. dust, gas)
 animal, human or biological agency (other than bacteria or virus)
 bacteria or virus

12 Body part:

- head neck trunk
 upper limb lower limb multiple locations
 systemic internal organs

13 Nature of injury or disease: fatal

- (specify all)*
- | | |
|--|---|
| <input type="checkbox"/> fracture of spine | <input type="checkbox"/> puncture wound |
| <input type="checkbox"/> other fracture | <input type="checkbox"/> poisoning or toxic effects |
| <input type="checkbox"/> dislocation | <input type="checkbox"/> multiple injuries |
| <input type="checkbox"/> sprain or strain | <input type="checkbox"/> damage to artificial aid |
| <input type="checkbox"/> head injury | <input type="checkbox"/> disease, nervous system |
| <input type="checkbox"/> internal injury of trunk | <input type="checkbox"/> disease, musculoskeletal system |
| <input type="checkbox"/> amputation, including eye | <input type="checkbox"/> disease, skin |
| <input type="checkbox"/> open wound | <input type="checkbox"/> disease, digestive system |
| <input type="checkbox"/> superficial injury | <input type="checkbox"/> disease, infectious or parasitic |
| <input type="checkbox"/> bruising or crushing | <input type="checkbox"/> disease, respiratory system |
| <input type="checkbox"/> foreign body | <input type="checkbox"/> disease, circulatory system |
| <input type="checkbox"/> burns | <input type="checkbox"/> tumour (malignant or benign) |
| <input type="checkbox"/> nerves or spinal chord | <input type="checkbox"/> mental disorder |

14 Where and how did the accident/serious harm happen?

(If not enough room attach separate sheet or sheets.)

15 If notification is from an employer:

- (a) Has an investigation been carried out? yes no
(b) Was a significant hazard involved? yes no

Signature and date _____ / ____ / ____

Name and position
(capitals)



ACCIDENT INVESTIGATION

Name of organization:..... Branch/Department:.....

PARTICULARS OF ACCIDENT

Date of accident	Time	Location	Date reported
M T W T F S S			

THE INJURED PERSON

Name		Address		
Age	Phone number			
Date of accident		Length of employment — at plant on job		
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		

DAMAGED PROPERTY

Property/ material damaged	Nature of damage
	Object/substance inflicting damage

THE ACCIDENT

Description

Describe what happened (space overleaf for diagram — essential for all vehicle accidents)

Analysis

What were the causes of the accident?

HOW BAD COULD IT HAVE BEEN?

Very serious Serious Minor

WHAT IS THE CHANCE OF IT HAPPENING AGAIN?

Minor Occasional Rare

Prevention

What action has or will be taken to prevent a recurrence?	Tick items already actioned		By whom	When
Use space overleaf if required				
Hazards identified entered into Hazard register				

TREATMENT AND INVESTIGATION OF ACCIDENT

Type of treatment given	Name of person giving first aid	Doctor/Hospital		
Accident investigated by	Date	OSH advised YES / NO	Date	

Occupational Health and Safety Manual

CONTRACTORS

Anyone entering **PCC** premises for the purposes of carrying out work, other than **PCC** members and voluntary helpers, will be regarded as a contractor. All contractors, including the self-employed, are required to abide by the following:

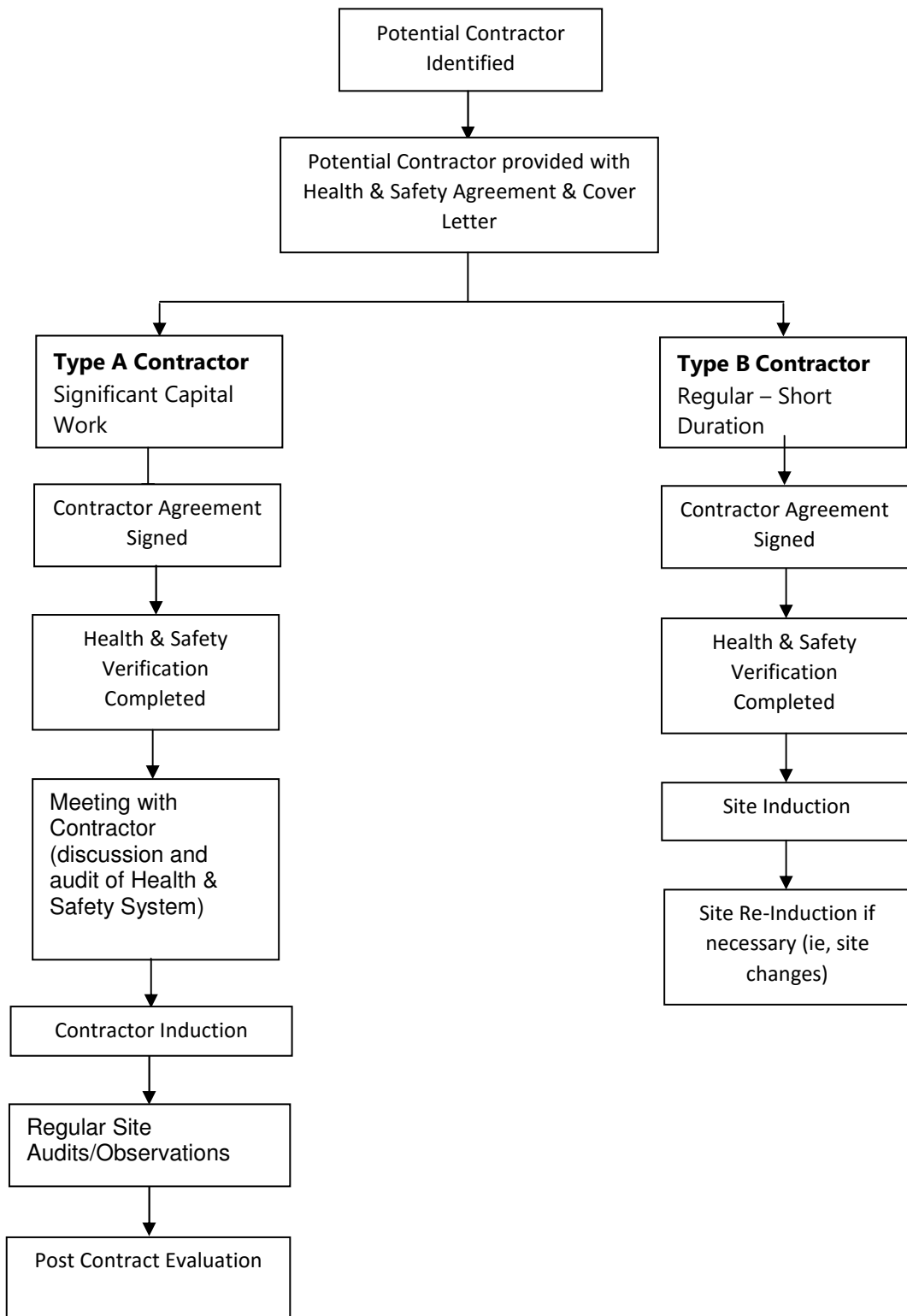
- ✚ Have their own health and safety policy (where required by law) and be able to provide a copy of the same before being allowed permission to carry out their required function.
- ✚ Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
- ✚ Comply with all requirements of this health and safety policy and co-operate with THE CLUB committee in providing a safe place of work and a safe system of operation.
- ✚ When plant and machinery is brought onto THE CLUB grounds by contractors, they must be able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation.
- ✚ Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of THE CLUB committee. However, responsibility for their conduct in all aspects shall remain with the contractors.
- ✚ All contractors should go through an induction process that should cover the hazards that contractors will be exposed to in the workplace. The induction should include the agreed safe work practices designed to control these hazards. Managers will also need to establish how the contractor will carry out their work and the safe work practices they will use.

Ensure that the contractor and their employees have the knowledge and skills to undertake the job safely.

All contractors shall be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also involve health and safety induction offered to contract staff which will vary depending on the nature of the work and the level of risk that the contractor faces.

Particular care shall be taken when the work is deemed to be "hot works" and in these cases a separate "Hot Work Permits" shall be completed as required. NOTE: Hot works are such activities as: use of pitch/tar to repair a roof, use of molten lead, use of blow torches

CONTRACTOR FLOWCHART



Health & Safety Statement for Contractors

Important: Completion and submission of this statement is mandatory *for supplier companies that will be working for (Name of organisation)*

Contractor Name:
Date:

Subject	Information required/expectations
Health and Safety Experience	<p>The principal must be made aware of the contractor’s health and safety experience.</p> <p>Which of the following safety records does the contractor maintain:</p> <ul style="list-style-type: none"> • An accident register as required by the HSE Act? • A hazard register? • Hazard information, such as Safety Data Sheets? <p>Where necessary the contractor should supply records for the last five years of health and safety interventions, such as:</p> <ul style="list-style-type: none"> • Fatalities • Lost days from injury to workers • Accidents resulting in environmental damage or pollution • Notice, warnings or prosecutions by an enforcement authority such as the WorkSafe NZ.
	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Policy	<ul style="list-style-type: none"> • Is there a written health and safety policy? (if yes, provide a copy) • Is the policy signed by the managing director? • How is the policy communicated to employees? • How often is the policy reviewed?
	<p>.....</p>

.....	
Subject	Information required/expectations
Subcontractors	List subcontractors that will be used (where known), and for which tasks. <ul style="list-style-type: none"> • Has their competence been formally assessed? • Was health and safety considered in their selection? • Is there an induction/orientation programme for new subcontractors and their employees? • Are there procedures for controlling the safety performance of subcontractors?
.....	
Organisation	Name the senior manager in charge of health and safety. Provide details of how the work is supervised, and who will be responsible for supervision.
.....	
Arrangements	An outline of the procedures in place to ensure a safe system of work. <ul style="list-style-type: none"> • Are there documented working practices and safety instructions? • How often are these audited? • How is personal protective equipment supplied to all employees?
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Subject	Information required/expectations
<p>Information, Training and Supervision</p>	<p>Summarise the health and safety training and information managers and supervisors receive to help ensure health and safety in the work they manage or supervise.</p> <p>Summarise the health and safety information, instruction and training employees have received in relation to their work and the equipment they use.</p> <ul style="list-style-type: none"> • Is formal safety training given to employees? • Have the personnel who will undertake specific work received formal training in relevant areas? • If so, what form does it take? • Is there an induction/orientation programme for new employees?

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<p>Emergency Procedures</p>	<p>Provide details of emergency procedures and planning.</p> <ul style="list-style-type: none"> • Does the emergency plan identify responsibilities and procedures to be followed? • Have all staff received training in emergency procedures?
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Subject	Information required/expectations
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<p>Hazard Assessment</p>	<p>Are formal hazard assessments carried out and recorded? (The contractor may be asked to provide examples with related information e.g. method statements, explaining health and safety controls and other precautions.)</p> <ul style="list-style-type: none"> • Where hazards are identified, is there a system to identify and assess significant hazards? <p>Are accidents or incidents reviewed for the existence or otherwise significant hazards</p> <ul style="list-style-type: none"> • Is there a system for identifying new hazards? • Are there procedures for eliminating, isolating or minimising significant hazards?
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<p>Accident Investigation</p>	<ul style="list-style-type: none"> • Is the accident register maintained and reviewed for hazard assessment • Is there an investigation into any accident that results in hard, or could have resulted in harm? • Are the following advised of accidents: <ul style="list-style-type: none"> ○ Where there is serious harm, WorkSafe New Zealand ○ The principal <p>Describe the responsibilities for notifying specified work, and reporting illness or injury.</p>
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Subject	Information required/expectations
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Hazardous Substances	List the hazardous substances used. <ul style="list-style-type: none"> • Are the key hazardous substances recorded? • Are there safety data sheets accessible for hazardous substances? • Are test certificates current for required sites? • Are there approved handlers for hazardous substances where required?
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Plant and Equipment	Are plant and equipment, lifting gear, etc. inspected, tested, examined and maintained, and proper records available?
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Health Monitoring/Surveillance	Describe the monitoring/surveillance of employees and the workplace, particularly with regard to any specific hazards outlined by the principal.
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
Subject	Information required/expectations
Measuring and Improving Health and Safety	<p>Describe how performance is systematically assessed by inspection, audits etc.</p> <p>Are there:</p> <ul style="list-style-type: none"> • In-house safety meetings and/or safety committees? • Safety inspections or audits? • Other forms of employee participation?
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
Review	<p>Describe what happens to the results of checks, investigations and audits.</p> <p>How will the principal be involved in the review process?</p>
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
Completed by	<p>Name:</p> <p>Contact Details:</p> <p>Date:</p> <p style="text-align: right;">Signed:</p>

Contractors Agreement (Grade A)

The Contract between (Name of organisation) and any Contractor within the Grade A category defined above shall contain, as a minimum, the following, similar or enhanced provisions.

Responsibility

- # The contractor shall be fully responsible for compliance with:
- # New Zealand legislation and relevant local bylaws.
- # National standards or codes of practice.
- # The principal's safety rules and procedures.
- # The contractor shall ensure that no action or inaction of any employee while working on the contract harms any other person.
- # The contractor shall be fully responsible for supervision of its personnel to ensure that they strictly adhere to all applicable safety requirements.
- # The contractor shall appoint one of its personnel as its safety co-coordinator.
- # The safety co-coordinator shall be responsible for co-ordination of all the contractor's safety activities.

Hazards

- # The contractor shall identify new and existing hazards present within the area of control of the contractor.
- # All hazards that have been identified shall be assessed to determine if they are "significant hazards".
- # The hierarchy of controls (Eliminate, Isolate, and Minimise) set out in Sections 8, 9 and 10 of the Health and Safety in Employment Act will be followed in respect of all "significant hazards".
- # All methods for control of significant hazards will be at the expense of the contractor, or by mutual agreement between the principal and the contractor.

Recruitment, Training and Key Personnel

- # The contractor shall ensure that all its personnel have been adequately trained to undertake the work they are employed to do in a safe and healthy manner before they commence any work on the contract. Where employees have not been adequately trained, the contractor shall ensure they are supervised at all times by an employee who has been adequately trained.
- # The contractor shall ensure employees are holders of any type of certificate that may be required for any activity required during the completion of the contract. The contractor shall ensure any such certificate is current and produce a copy of any such certificate to the principal upon request.

- ✚ The contractor's personnel may be required to undertake specific health and safety training depending on the nature of the contract.

Safety Meetings and Communications

- ✚ The contractor shall be responsible for maintaining the health and safety awareness of its personnel throughout the contract.
- ✚ The contractor will conduct regular safety meetings.
- ✚ The contractor shall keep minutes of the safety meetings.

Reporting of Accidents

- ✚ The contractor shall have an accident reporting system that meets the requirements of the Health and Safety in Employment Act.
- ✚ The contractor shall immediately notify the principal in person or by phone, of any accident on site resulting in:
 - Fatal injuries to any person
 - Non-employee injuries (e.g., public)
 - Damage to principal's plant or equipment
- ✚ Any actual or potential damage to the environment (spills, emissions, or discharges)
- ✚ Immediate notification shall be followed by a full written report within 24 hours.

Safety Audits

- ✚ The contractor shall allow the principal or their representative access to the site when requested, to enable the principal to monitor the contractor's operations relating to health and safety and the work environment.
- ✚ The contractor shall complete an audit of the site no less than monthly to ensure that the work is being performed in accordance with the safety requirements applicable to the work.
- ✚ A record of the hazards identified during the audits and the corrective action taken shall be provided to the principal within five working days of the audit.

Sub-Contractors

- ✚ The contractor shall ensure that no action or inaction of any sub-contractor they engage, or their employees, harms any other person.
- ✚ The contractor shall ensure that subcontractors have a safety programme compatible to the principal's own system.

Emergencies

- ✚ The contractor shall be familiar with the principal's emergency plan.
- ✚ The contractor will ensure that its employees have been trained in the emergency plan, and know where to go and what to do.

Safety Equipment and Personal Protective

- ✚ The contractor shall provide first aid equipment, fire extinguishers and other safety equipment of an approved type, and shall maintain this equipment in accordance with legal and industry standards. The contractor shall keep up-to-date records of this equipment and any instructions or training about the equipment.
- ✚ The contractor shall supply its personnel and subcontractor's personnel with protective clothing and equipment as required by WorkSafe NZ or Codes of Practice. The personal protective clothing and other protective equipment shall be maintained in good condition, and shall be worn on all relevant occasions as indicated by notices, instructions, work permits, safety regulations and good practice. All training on personal protective clothing must be documented.

Breaches of Contract

- ✚ Where breach of the contract is identified, the principal shall have the discretion to suspend the contractor, subcontractor or any or all of their employees from any further work. Where repeated serious breaches of contract are identified, the principal shall have the discretion to terminate the contract.

Name: _____ Signed: _____

Designation: _____

Date: _____

Signed: _____ Company: _____

Date: _____

CONTRACTOR'S ACKNOWLEDGEMENT OF HEALTH & SAFETY OBLIGATIONS (GRADE B)

The Principal:

Name and address

*(the person or organisation
engaging the contractor)*

The Contractor:

Name and address

*(the person or organisation
being engaged to perform services)*

Description of Service:

(to be performed by the contractor)

The Contractor hereby acknowledges that:

1. They understand their obligations to themselves, their subcontractors and their employees under the Health and Safety in Employment Act 1992, and confirm their intention to comply at all times while working on this contract.
2. They recognise that the Principal can be responsible for only advising the nature of, and methods of controlling, hazards specific to the Principal's business or work site and that the Contractor shall apply best industry practice to ensure the safety of all involved at all times.
3. The Principal has advised the Contractor of the emergency procedures, location of emergency equipment, location and use of safety equipment, basic safety rules, hazards and hazard controls, go and no-go areas and access and authorisation requirements relevant to the service being performed.
4. The Contractor shall ensure that all their subcontractors and employees are informed of the same and that no person shall be permitted to work on the contract without being so informed.
5. The Contractor has a Health and Safety Management System in place, which ensures their compliance with the Health and Safety in Employment Act 1992 in connection with this contract.
6. The Contractor agrees to make available for inspection on demand by the Principal any documentation related to health and safety in connection with this contract.
7. The Principal has the right to monitor the Contractor's activities and carry out a safety audit from time to time during the progress of the contract.
8. The Principal has the right to suspend work at the Contractor's expense where the Principal is not satisfied that all practicable steps are being taken to ensure the health and safety of employees and others in connection with the contract.
9. The Contractor will advise the Principal immediately of any accidents, including those in which serious harm is caused, or a significant hazard was involved and meet the requirements of the Health and Safety in Employment Act 1992 in reporting serious harm accidents to WorkSafe New Zealand.
10. The Contractor will advise the Principal immediately of any new hazard created during the contract and will take all practicable steps to avoid harm being caused to any person as a result of such hazards.
11. Before beginning work on the contract, the Contractor will carry out a systematic identification of hazards likely to be encountered and will develop controls for all those identified as being significant hazards.

Contractor

Full name: _____

Signature: _____

Date: _____

Principal

Full Name: _____

Signature: _____

Date: _____

CONTRACTOR INDUCTION RECORD
(ALL CONTRACTORS)

Name of Contractor:

Date:

Name of Person Completing Induction:

Topic	Explanation completed <i>(Inductor please initial & date)</i>
General Welfare	
Canteen and facilities (toilets etc)	
Safety Footwear	
Eye, Ear or Respiratory Protection	
Medical Facilities and First Aid Personnel	
Specific Conditions	
Site Attendance Register	
Hours of work	
Task specific brief	
Safety Standards	
Tidy work area	
Safe methods and practices	
Consideration of other operations and processes	
Hazards and Emergencies	
Fire Exits	
Fire Evacuation and assembly points	
Location of specific hazards	
Accident Reporting Procedures	
Specific Work Area	
Supervisor	
Process constraints	
Please Specify Monitoring Periods	

Contractor's Signature:

Date:

Inductor's Signature:

Date:

RECORD OF ALL CONTRACTORS

Contractors Name	Date Contractors Agreement Sent	Date Contractors Agreement Returned	Manager's Signature

Occupational Health and Safety Manual

EMPLOYEE PARTICIPATION
IN
HEALTH & SAFETY

Employee participation in Health and Safety

PCC will ensure that all employees, club members and volunteers have on-going opportunities to be involved and to have their interest represented in the development, implementation and evaluation of safe working practices.

The Board in conjunction with the Club manager is responsible to oversee the implementation and monitoring of health and safety within the organisation. They shall be focused on injury prevention and hazard management.

Within **The Club** the board shall actively participate by making Health and safety an agenda item at board meetings. Here the club manager can raise any issues that have been reported to him by other employees, volunteers and club members and all discussions will be minuted. The employee participation system will be reviewed every two years.

Meetings

- ✚ Board meetings are held monthly
- ✚ Minutes of all decisions made are recorded and are available to members of the club upon request.

Terms of Reference

Health and safety committee meetings are to:

- ✚ Act as the reference point, adviser and monitor of compliance by (Name of organisation) to the Health and Safety in Employment Act (1992), Health and Safety in Employment Regulations (1995) and any other relevant legislation.
- ✚ Develop and implement strategies for the successful integration of health and safety activities at (Name of organisation)
- ✚ Recommend ways of improving health and safety at the worksite.
- ✚ Provide a forum for collective discussion of health and safety issues as they relate to the site and its outlying activities.
- ✚ To assist with the identification and management of hazards
- ✚ Focus on injury prevention.
- ✚ Ensure open communication on health and safety issues between the employees and the company.

Occupational Health and Safety Manual

HAZARD REGISTER

Hazard Register

Hazard	Potential Harm	Significant Hazard Yes/No	Eliminate	Isolate	Minimise	Method of Control	Required Completion Date	Review Date