

# Health and Safety Community Workshop

Guidelines for Clubs and Associations

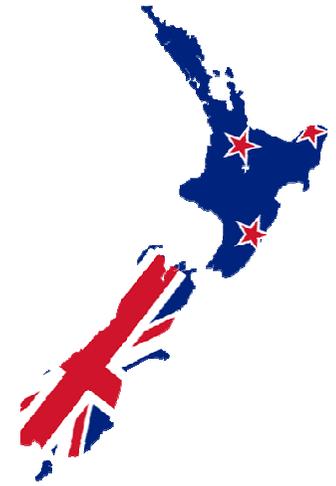
Facilitated by Karen Fordyce

# Why are we here?

New legislation came into effect 4<sup>th</sup> April 2016  
**Health and Safety At Work Act 2015**

One agency: WorkSafe will promote, educate and enforce H&S in NZ workplaces

Came about from Pike River, and our high death and injury rate in NZ

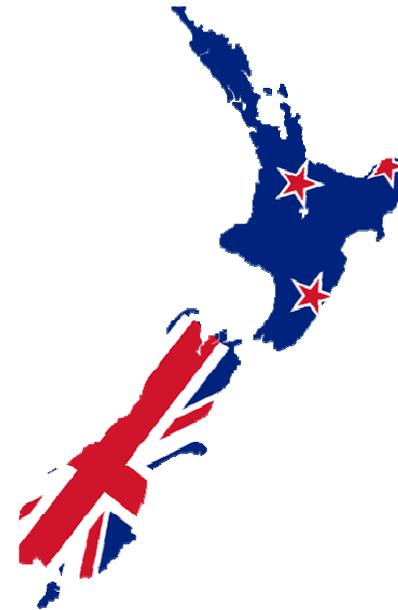


# Why are we here?

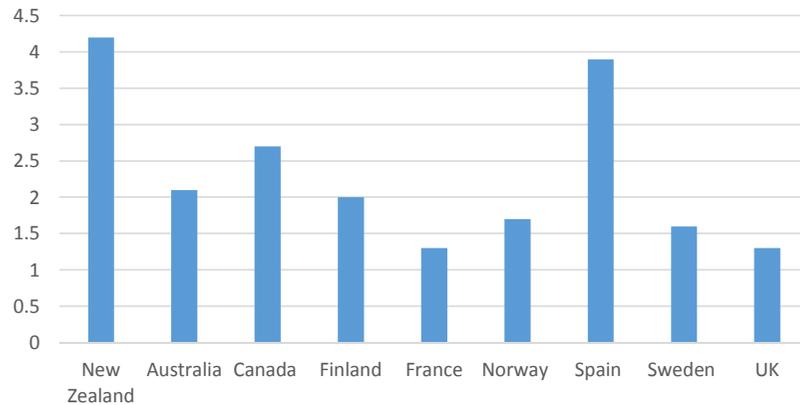
75 people die on the job every year in NZ

600-900 die from work-related diseases

6000 per year have a work related serious harm incident



Fatalities per 10000 person years



**Our new legislation is based on similar legislation overseas.**

**Australia – 16% reduction in deaths**



# What does it mean?

- Legislation
- We've always had H&S legislation, but this one broadens and clarifies our workplace H&S.
- Health and safety is about looking after one another; it's about making sure people get home safe and sound.
- We need to work together to ensure everyone is safe.
- "She'll be right" may not be working for us.
- We need tools to support our organisations to become safer
- We need to understand some jargon

# Definitions - PCBU and Officer

- PCBU - Person Conducting a Business or Undertaking
- Business Unit (or individual if sole trader), or charity or club, **where someone is employed.**

As a PCBU, you have

- Primary duty of care
- Must take reasonably practicable steps to ensure H&S of workers and others in the workplace
- If you are operating with multiple PCBU's then all must co-operate

- Officer is a Director, Partner, Trustee or Club Committee member
- Person with significant influence over the business
- Not an advisor

As an Officer

- Ensure “due diligence” around
  - Maintain knowledge of operations and hazards
  - Provide resources to support H&S
  - Establish reporting to identify if they are safe
  - Verify compliance with duties

# Is your organisation a PCBU?

Are you a group of volunteers working together for a community purpose?



No

You have a paid employee

Yes

Volunteer Association  
(not a PCBU)

A PCBU

Cannot be prosecuted for a health and safety breach under the new law.

A duty under the law to ensure the health and safety of its workers and anyone else who may come into contact with the organisation's activities

# Are you an Officer?

Volunteer trustees, club and board members of a charity or volunteer organisation which falls under a PCBU will be classed as "Officers" under the law.

Volunteer Association  
(not a PCBU)

While the new law does not apply to community organisations, well governed not-for-profits should always comply with best health and safety practices.

A PCBU

Volunteer officers cannot be prosecuted for breaching the law. These duties are therefore effectively guidelines for volunteer officers.

This exemption ensures that people will still be able to volunteer their time without fear of being prosecuted for breaching their officer duties.

# Volunteers or Volunteer Workers?

Volunteer Workers	Casual volunteers
People who regularly work for a club on an ongoing basis and are integral to the club's operations.	Participating in a fundraising activity, assisting with sports or recreation events
Duty to ensure the health and safety of volunteer workers as if they were any other worker.	Duty to ensure the health and safety of casual volunteers as for other persons.
Duty to engage with volunteer workers on health and safety matters and ensure their participation in safety matters	No duty to engage with casual volunteers on health and safety matters nor to have any participation practices that include casual volunteers

# Everyone's Obligations

## **WORKERS (broader than Employee)**

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as able, with any reasonable instruction that is given to comply with the new law
- Cooperate with any reasonable policy or procedure that has been notified to workers
- They can be held legally responsible if they cause someone harm and did not take reasonable care.

## **PCBUS**

- Provide and maintain a work environment, plant, structures and systems that are without risks to health and safety
- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- Provide information, training, instruction or supervision necessary to protect workers and others from risks to their health and safety
- Monitor the health and safety of workers and the conditions at the workplace for the purpose of preventing illness or injury

## **Other persons at workplaces**

- Take reasonable care for their own health and safety
- Take reasonable care that others are not harmed by something they do, or do not do
- Comply, as far as they are reasonably able, with the PCBU's reasonable health and safety instructions

# Toolkit

## Leadership

- Commitment to improvement
- Policy

## Risks

- Understand and Control
- Monitor

## Injury and Incident

- What to do
- Reporting

## Participation

- Instructions
- Feedback
- Let's work together

## Monitoring

- Are your instructions working

# Leadership

- Let's go back to Officers Duties
- As a Leader, give due consideration or diligence to:
  - Maintaining knowledge of operations and risks
  - Providing resources to support H&S including training
  - Establishing communication to identify if the people connected are safe
  - Verifying compliance with legislative duties
- Most committees/clubs/associations will be doing this as part of their everyday operations, but now we need to document these decisions and guidelines.

# Leadership

## **Document a Policy and Guidelines for the club or organisation**

Establish the committee's support and commitment to health and safety

- implement policies and procedures
- have a process for identifying and dealing with risks
- implement an annual health and safety plan
- communicate, educate and participate
- maintain a quality philosophy
- regularly review and evaluate
- be clear about who is responsible for what

# Leadership – Finding out more

**Say what you are going to do, and then do it!**

***The risks with the legislation are around where you say something and do not follow through***

**Sample Policy or Guidelines for the club or organisation**

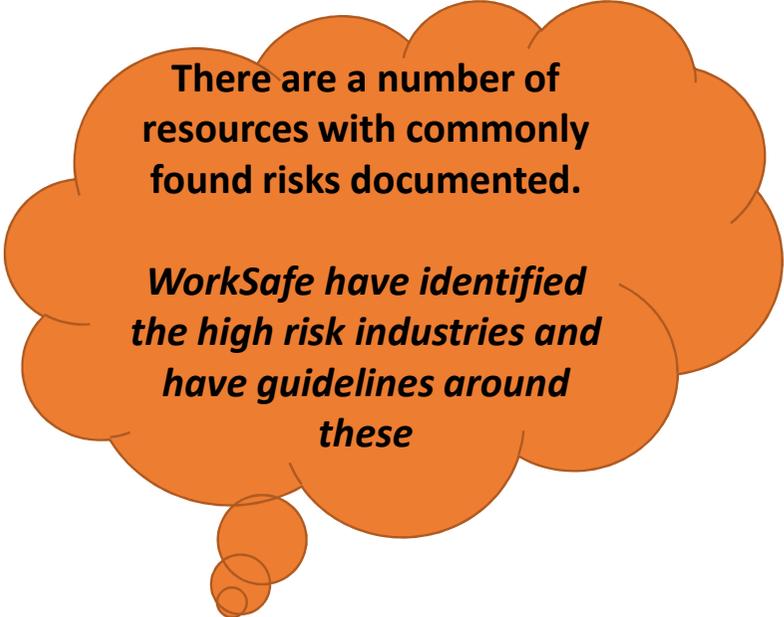
Sport New Zealand  
ACC

# Toolkit

Leadership	<b>Risks</b>	Injury and Incident	Participation	Monitoring
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# Risks

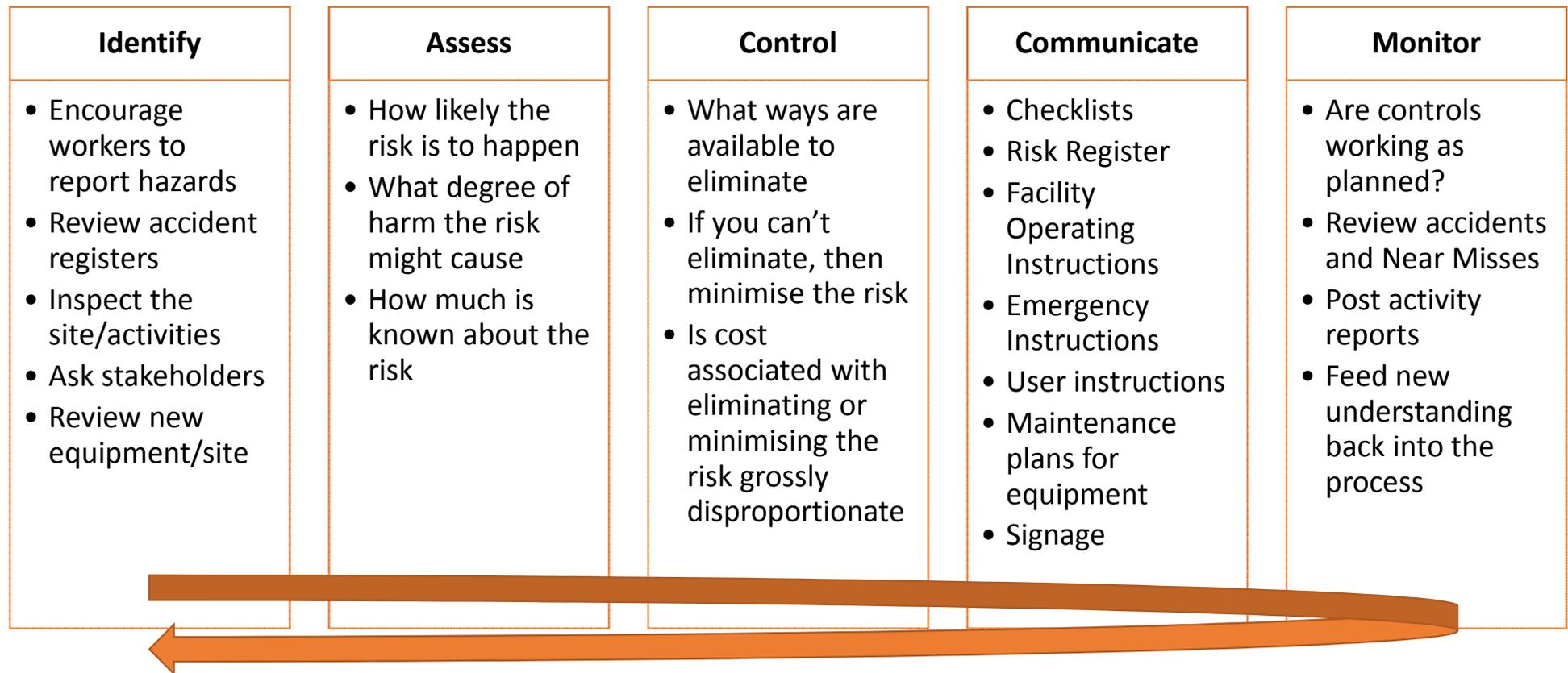
- **A risk is any activity, situation or substance that can cause harm.**
- You can't manage risks at your club if you don't know what they are
- "Reasonably Practical"
  - *There is no such thing as zero risk.*
  - *You don't have to do everything humanly possible to manage risk; you do what is suitable in the circumstances.*
  - *First try to eliminate the risk, and if the risk can't be eliminated, then you minimise it.*



**There are a number of resources with commonly found risks documented.**

***WorkSafe have identified the high risk industries and have guidelines around these***

# Risks



# Risks – Identify

## What are your biggest risks?

- What could cause significant injury?
- What is most likely to happen that could be unsafe?

### Sample hazard register

Hazard Identification and Analysis					Action			
Hazard and potential harm	Risk category	Significant hazard? Yes/No	Practicable to		Controls required (including existing)	Person responsible	Date of action	Completed by
			Eliminate? Yes/No	Minimise? Yes/No				
Lifting/manual handling – risk of back injury	M	Y	N	Y	Make arrangement with couriers to handle heavy packages or take them where they need to go Use trolley Ask for assistance Refer OSH publication Code of Practice for Manual Handling	H&S rep	.../...	H&S rep .../...
Loose flooring	H	Y	Y		Fix any areas of uneven flooring (temporary signs to warn staff) and contract flooring specialist to repair immediately	Office Manager	.../...	Contractor .../...
Pitch on Saturdays when we go to play	M	N	N	Y	Inspect the pitch prior to game. Remove any hazards if they can Contact council with any ground hazards such as holes in pitch, and put cones around area	Coach	Every week	Coach

# Risks – Assess

Risk rating Matrix

	Likelihood				
Consequences	Rare	Unlikely	Possible	Likely	Almost certain
Catastrophic	moderate	moderate	high	critical	critical
Major	low	moderate	moderate	high	critical
Moderate	low	moderate	moderate	moderate	high
Minor	Very low	low	moderate	moderate	moderate
Insignificant	Very low	Very low	low	low	moderate

## Risks - Communicate

- Checklists - Pre Activity
- Risk Register
- Facility/Grounds Operating Instructions
- User instructions – for equipment, how do you use this safely?
- Maintenance plans for equipment – who is responsible for checking equipment is not damaged and when?
- Signage - Where do I need to ensure hazards are identified, where are the First Aid facilities, is there a hazardous substance nearby?
- A form for feedback





# Risks – Pre Activity Take Five

## If this is a One Off Activity, Take Five.

Do I understand the stages of this activity  
 Do I understand the emergency procedures  
 Do I have the correct equipment  
 Is the equipment undamaged and safe to use  
 What are the risks?  
 What are the controls?

What other parties are involved?

What people are involved?

Who needs to be informed before the activity

Debrief success at the end of the activity

—

**One Off Activity Take Five**

Name \_\_\_\_\_

Date \_\_\_\_\_

	Yes	No
Do I understand the stages of this activity		
Do I understand the emergency procedures		
Do I have the correct equipment		
Is the equipment undamaged and safe to use		
What are the risks?	What are the controls?	
What other PCBUs are involved?	Is the Checklist Completed	
What people are involved?	What do they need to be informed about?	
<b>Debrief success at the end of the activity</b>		
This event was incident free Yes/No		
If no, Incidents Reports		
Hazards Identified		

# Risks - Emergencies

## Safe Evacuation

Notify everyone at the venue of emergency procedures in the event of fire, earthquake or other major incident.

If you are using rented premises, then these procedures should be readily available from the venue you are using.

Staff and Coaches should be inducted with this information

## Fire and emergency procedures checklist

You must know and understand what to do if a fire occurs

Your first concern is the immediate safety of all people present

Next call emergency services

Contain the fire but only if it is safe to do so

If help is available, allocate responsibilities to others to create a competent fire fighting team

### Fire emergency checklist

1. Raise the alarm
2. Evacuate people from the area
3. Activate any emergency shut down systems
4. Call emergency services (dial 111)
5. Call your manager

### Precautions

- Do not endanger yourself
- Make sure you have an escape route
- Do not use water on petroleum or electrical fires
- Do not leave the site unattended if there is a risk of further outbreak
- Advise your manager of the incident

Evacuation/assembly points *(manager to complete)*:

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Location of nearest phones *(manager to complete)*:

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# Toolkit

Leadership	Risks	Injury and Incident	Participation	Monitoring
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# Injury and Incident

- **Key statistics from ACC (2014/2015)**
- Accepted **1.8 million** new claims:
- **193,991** new claims for workplace injuries
- **32,534** new claims for road injuries
- **471,980** for sports and recreation injuries
- **1,139,339** for injuries in the home and community.

## As an organisation

- Ensure people know how and when to report these
- Assess each report/trend
- Ask 'how can we prevent this from happening again?'
- Look for trends
- Put actions in place to eliminate or mitigate this situation

# Injury and Incident

## Injury

Requires first aid at site or self managing.

Requires A&E or off site medical first aid

## Major injury or fatality

Hospitalisation or fatality

It is a **Notifiable event** if this occurred as a result of work.

**It is not a notifiable event when**  
A staff member having an accident in their own car on the way to work.

An elderly person watching a sports game has a heart attack

# Injury and Incident - Process

## Injury

Complete Accident Report Form

Could this have resulted in a serious accident / major injury / fatality?

No

Implement corrective actions

Periodically review trends

Yes

Complete an investigation or risk assessment

Determine action as a team and assign priority to improve

## Major injury or fatality

### Preserve the site

Take all reasonable steps to ensure that the site is preserved and not disturbed until a WorkSafe Inspector or Police Officer authorises you to do so. However it's essential to make the site safe of someone else being hurt or killed

### Notify WorkSafe

### Complete an WorkSafe Accident Investigation Form

All Notifiable Events records must be kept for at least five years from the date of the event.

# Injury and Incident – Notifiable Event

## **Notifiable Incident**

Exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to:

- a substance escaping, spilling, or leaking
- an implosion, explosion or fire
- gas or steam or pressurised substance escaping
- electric shock
- the fall or release from height of any plant, substance or object
- damage to or collapse, overturning, failing or malfunctioning of any plant
- the collapse or partial collapse of a structure

## **Notifiable Injury**

An injury that requires or would usually require someone to be admitted to hospital for immediate treatment or

- Amputation of any part of the body
- Spinal injury
- Serious eye or head injury
- A serious burn
- Serious Laceration
- Skin Separating from underlying tissue (degloving or scalping)

# Injury and Incident - Tools

## Collect

- Buy an Accident Register from Whitcoulls
- Print a one page form from Sport NZ and provide to staff/volunteers

## Investigate

- Use the WorkSafe Accident Form (even if not notifiable)
- Use the Risk Assessment Tool

### First Aid Register

Employee's name:	_____
Job Title:	_____
Date of treatment:	_____
Time of treatment:	_____
Person giving first aid:	_____
Nature of injury:	_____
Treatment Provided:	_____

### ACCIDENT INVESTIGATION FORM



Name of organisation:	Nature of damage:
Branch/department:	
<b>1. Particulars of Accident</b>	
Date of Accident:    /    /	Object/substance causing damage:
Time:	
Location:	
Date Reported:    /    /	<b>4. The Accident</b>
<b>2. The Injured Person</b>	Description:
Name:	Describe what happened.
Address:	If this was a vehicle accident, add a drawing of the accident scene on the other side of this page.
Date of Birth:    /    /	
Phone Number:	
Length of employment - at plant:    on job:	
Type of Injury:	
<input type="checkbox"/> Bruising <input type="checkbox"/> Dislocation <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 <input type="checkbox"/> Laceration/cut	
<input type="checkbox"/> Burn/scald <input type="checkbox"/> Chemical reaction	
<input type="checkbox"/> Other (specify)	
	Analysis:
	What caused the accident?

## Injury and Incident – First Aid

### • **Consideration for:**

- Suitably stocked first aid kits and facilities
- Where needed, suitably trained first aiders
- Information for employees and others about first aid arrangements.



**When thinking about how many trained first aiders you need, consider**

- number of employees or people at the site at any given time
- sort of activity they do, and the sorts of hazards they face
- likelihood of people being hurt, and how serious the injuries might be
- the location and the distance from medical services

**What about**

**People Working Alone** – should they report in to someone as they arrive/leave? Do they have first aid facilities close by to where they might be injured

**People driving company vehicles** – these are considered part of the PCBU, so each car should have a First Aid kit.

# Toolkit

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# Participation

- **Community** – we all come together into communities, where we want everyone to be safe.
- **Workers** - Strong engagement and participation lead to safer organisations. They are also good for performance and productivity – because they help inform better decisions.

## Engage

- PCBU's must communicate H&S instructions to workers
- Ensure they can feedback accidents and risks

## Participation

- Workers interact with WorkSafe
- Committees /Representatives (5 or more request, 20 or more staff)

# Participation in the Community

- Different organisations working together on the same project eg construction on sports grounds, hiring facilities, co organising an event
- PCBUs need to **consult, co-operate and co-ordinate** activities to meet shared responsibilities
- Extent of PCBU's duty depends on **its level of influence and control** over workplace H&S
- Facilities and Equipment needs to be confirmed as safe and under what conditions
- Using professionals – are they certified and licensed

Joint PCBU Questionnaire

Question	Solution	Action required by us
What work activities will each party carry out and how will they do it, when will they do it, where will it be done (is there a hazard assessment)		
Are there plant or substances being used which we each need to know about?		
What other people may be affected by the work activity (Children, members of the public)		
How could one party's activities affect the work of other party?		
How could each party's activities affect the work environment?		
What information may one party need to provide to another for health and safety purposes?		
How will parties communicate with workers and others (eg site meetings, shared newsletters)?		
How will the party's co-ordinate their emergency procedures including who will notify the regulator when a notifiable event occurs?		
What facilities could be shared (eg first aider)		

## Participation with other PCBUs

Question	Solution
<p>What work activities will each party carry out and how will they do it, when will they do it, where will it be done (is there a hazard assessment)</p>	<p><i>Other party will do Road Management on the morning of the activity and be finished half an hour before we start.</i></p> <p><i>Driver of the travelling team bus is licensed!</i></p>
<p>Are there plant or substances being used which we each need to know about?</p>	<p><i>This hall which you are hiring has a diesel tank for heating. Diesel Tank is certified as safe.</i></p>
<p>What other people may be affected by the work activity (Children, members of the public)</p>	<p><i>Children need to be informed that if they are not feeling well, they put up their hand so a supervisor can see them. The First Aider will then remove them from the activity and be responsible for them</i></p>
<p>How could one party's activities affect the work of other party?</p>	<p><i>The Electrician is bringing a ladder on site to fix a light bulb. The ladder is fit for purpose, the electrician has a current registration and no one from our team is allowed to climb it nor required to supervise the electrician.</i></p>

# Toolkit

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## Monitoring – Committee Agenda Items

Agenda	How would I know?
Activities held	Debrief there results, as you would financial
Post activity reports	Is there a pre start Take 5 forms to review What new risks have been identified
Are controls working as planned?	Review accidents and Near Misses <ul style="list-style-type: none"> <li>- Do we need to adopt a new control?</li> <li>- Is the checklist being adhered to?</li> <li>- Do the key people know what to do</li> <li>- IS there a trend appearing?</li> </ul>
Feed new understanding back into the process	Do we need to communicate new H&S instructions to our team Do we need to discuss H&S concerns with other PCBUs Are people following H&S instructions – if not, what will we do

## Monitoring

- **In an Investigation, WorkSafe will ask:**
- Are you doing what you say you will do?
- Do you understand the risks associated?
- Have you looked for trends in incidents?
  - What do your workers think?

# Toolkit

## Leadership

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- Policy

## Risks

- Understand and Control
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## Injury and Incident

- What to do
- Reporting

## Participation

- Instructions
- Feedback
- Let's work together

## Monitoring

- Are your instructions working

# Where to from now?

## **The Top Five Questions/To Dos**

1. Do you have a H&S co-ordinator, and do they know what to do?
2. Do you have a policy and plan for getting H&S underway?
3. Have you written down and understood your top 10 safety risks?
4. Is there common information that you can document and educate people on?
5. Are club members engaged in getting better and getting safer?

# Questions