



Mount Maunganui Tennis Club

Health and safety policies and procedures manual

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Commitment and policy

Purpose

This section lists the objectives of the health and safety manual, provides a brief summary of the health and safety legislation and defines accountabilities.

Objectives

The Mount Maunganui Tennis Club (Inc.) health and safety programme aims to:

- promote excellence in health and safety management
- Continually improve current health and safety performance
- provide a safe and healthy work and sport activity environment
- identify and control actual and potential hazards
- establish and maintain communication on health and safety
- support members, contractors and staff participation in health and safety matters
- identify needs and provide training on health and safety
- demonstrate a commitment to the accurate reporting and recording of health and safety matters
- comply with legal and organisational obligations.

Objectives will be achieved through:

- Management committee's support and commitment to health and safety,
 - Implementation of policies and procedures,
 - Members, contractors and staff education and participation
 - Regular policy reviews after major changes to venue or equipment,
 - Appointment of an H & S representative operating with a Task description,
 - adding H&S as a permanent agenda item at meetings
 - Two-yearly health and safety manual review.
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Legislative requirements

The Health and Safety at Work Act 2015 requires employers to take all practicable steps to ensure the health and safety of members, contractors and staff members at work by:

- providing a safe working and sport activity environment
 - providing and maintaining facilities for members, contractors and staff members' safety and health
 - Ensuring plant and equipment on the premises are safe
 - ensuring members, contractors and staff members are not exposed to hazards
 - developing emergency procedures
 - ensuring that no action or inaction by Management Committee, members, contractors and staff members is likely to cause harm to themselves or any other person.
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¹ An annual plan is developed and can be found with Health and Safety Meeting Minutes at the back of this manual. Other people who have duties under the Act include persons in control of places of work; self-employed people; principals to a contract; contractors and subcontractors; and members, contractors and staff members.

The Health and Safety in Employment Regulations 1995 impose duties on employers in respect of the workplace, certain members, contractors and staff members, and types of work. The Resource Management Act, the Building Act, the Fire Service Act, the Hazardous Substances and New Organisms Act, and the Injury Prevention, Rehabilitation, and Compensation Act also include health and safety elements.

Accountability

The President of the Club has the responsibility to oversee the development and implementation of systems and processes for the health and safety of all members, contracted staff, project contractors and non-members on site. This is provided for by:

- Demonstrating continuous improvement through a systematic approach to occupational health and safety matters that includes setting specific objectives, systems and programmes in partnership with members, contractors and staff and reviewing these yearly.
- Documenting and communicating the health and safety policy and holding members, contractors and staff members responsible for supporting the policy and related procedures.
- Taking appropriate actions (including disciplinary actions) in the event of unacceptable performance or behaviour, consistent with normal operational practice.
- Incorporating health and safety as an element in Management Committee and Employee position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate.
- Expecting all members, contractors and staff to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below.

The Management Committee and Administrator have key responsibilities for developing, implementing and improving the health and safety management system as an integral part of day-to-day operations. These include the following:

- Electing a H & S Representative to provide leadership and direction in matters of health and safety
- developing members, contractors and staff commitment to achieving excellent health and safety standards
- establishing, monitoring and achieving overall health and safety goals and objectives
- ensuring that all members, contractors and staff members receive appropriate induction training, and are involved in the improvement of systems and practices where relevant.
- Ensuring new health and safety representatives receive appropriate training.
- conducting regular health and safety inspections
- maintaining up-to-date information on changes to health and safety legislation, regulations, codes of practice and standards
- ensuring any changes to the health and safety manual are distributed to members, contractors and staff and the manual is kept up to date and is managed as a controlled document.

Health and Safety topic on Monthly Meeting Agenda

- At Monthly management meetings Health and Safety is to be addressed at each meeting.
- Discussing Incidents, Accidents, Hazards, and Contractors on site, First Aid and Defibrillator servicing.
- A H&S sub meeting will be held in the event of a serious harm injury being investigated attended by the President, H&S Representative and Administrator.
- The health and safety manual will be reviewed two-yearly by the H&S Representative in consultation with the Management Committee.

References

The Health and Safety at Work Act 2015 and Amendment

The Health and Safety in Employment Regulations 1995 and other relevant regulations and codes of practice

Hazard management

Purpose

To further improve the method for systematically identifying, assessing and controlling hazards in the sports venue or an employee workplace as required by the Health and Safety at Work Act 2015.

Scope

The procedures apply to all Mount Maunganui Tennis Club (Inc.) activities.

Responsibilities

The H&S Representative is responsible for:

- conducting monthly health and safety venue and equipment inspections
- maintaining the hazard register (appendix 6) including identification and risk analysis
- working with members, contractors and employees to control identified hazards
- authorising specialist consultants to be contracted where existing members, contractors and staff competency is not available to identify, eliminate or minimise hazards (for example assessment of workstations).

Management Committee members are responsible for:

- implementing hazard management procedures within the club venue area
 - taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled
 - completing a hazard notification form (appendix 7) if a hazard is identified and providing this to the H&S Representative (who will undertake a full identification and risk analysis and enter details into the hazard register)
 - informing others (members, contractors and staff, visitors and contractors) of any hazards to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard
 - Ensuring unsafe acts and unsafe conditions are appropriately addressed.
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Procedure

Hazard management steps include:

1. Identification – describe the hazard and state the location of the hazard
2. Risk analysis – rate the risk
3. Control – Recommend the control measure (eliminate, isolate or minimise).

Complete details on the hazard management register (appendix 6).

If difficulties are experienced in identifying, eliminating or controlling hazards, the H&S Representative will seek advice from Management Committee to engage an outside contractor with appropriate experience.

Hazard management needs to be completed:

- Systematically for all areas and processes at regular three-monthly intervals
- When an accident occurs; a check is needed to ensure hazards listed and their controls are adequate
- When a new process or equipment is introduced
- If a new hazard is observed or reported.

Step 1 – Identify hazards

Hazard Identification Process ²			
1.	Use inspection, audits, walk-through surveys and checklists to determine hazards		
	<p>Working Environment</p> <p>Area used and its physical condition Workplace layout Location of material/equipment and distances moved Types of equipment used Energy hazards Hazards which could cause injury Characteristics of materials, equipment Hazards which could cause ill health Psycho-social environment Organisation environment</p> <p>Sport Activity Environment</p> <p>Area used and physical condition Area Layout including carparks Equipment used and condition Hazards which could cause injury Hazards which could cause ill health</p>	<p>Human Factors</p> <p>Knowledge and training Skills and experience Health, disabilities, fitness Age and body size Motivation Risk perception and value systems Protective clothing, equipment, footwear Leisure interests</p> <p>Skills and experience Health, disabilities, fitness Age and body size Footwear Equipment use and training</p>	<p>Tasks</p> <p>Task analysis Working postures and positions Actions and movements Duration and frequency of tasks Loads and forces involved Intensity Speed/accuracy Originality Work organisation</p> <p>Signage Induction and training Communication to members Lockable storage & access</p>
2.	Analyse any 'near miss's accidents that may have been recorded in the incident and accident register or documented in the minutes from health and safety meetings		

Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

Score	Scale	Frequency of accident or illness
1	Rare	May occur only in exceptional circumstances, e.g. less than 5% chance of occurring
2	Unlikely	Could occur at some time, e.g. 5-29% chance of occurring
3	Possible	Should occur at some time, e.g. 30-59% chance of occurring
4	Likely	Will probably occur in most circumstances, e.g. 60-79% chance of occurring
5	Almost certain	Will occur in most circumstances, e.g. 80%+ chance of occurring

Impact scale

Score	Scale	Severity of accident or illness
1	Minimal	Negligible injury or illness
2	Minor	Minor injury or illness requiring minor first aid and/or less than one weeks' recovery
3	Moderate	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1-6 week's recovery
4	Major	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than six weeks' recovery
5	Extreme	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than six weeks

A risk assessment category (critical, high, moderate or low) for each hazard is compiled by using the chart below. Hazards with the highest rating are given priority.

Risk assessment chart

Likelihood	Impact				
	Minimal	Minor	Moderate	Major	Extreme
Almost certain	H	H	C	C	C
Likely	M	H	H	C	C
Possible	L	M	H	C	C
Unlikely	L	L	M	H	C
Rare	L	L	M	H	H

Legend:

C	Critical risk; immediate action required
H	High risk; senior management attention is needed
M	Moderate risk; management responsibility must be specified
L	Low risk; manage by routine procedures

The risk assessment category is entered into the Risk Score column beside the hazard on the Hazard Management form. 'Significant Hazards' are identified according to the definition above.

Step 3 – Control

Where a significant hazard is to be controlled, this must, if practicable, be by elimination. Where elimination is not practicable then the hazard must be isolated. Only where both elimination and isolation are not practicable are methods of minimisation to be applied.

If a minimisation strategy is used, the Act requires monitoring of employees' exposure to the hazard. In this event, a schedule should be developed and implemented whereby the Health and Safety Representative regularly monitors³ the hazard noting variances and taking appropriate action where necessary (such as obtaining expert advice).

Definitions

- **'Hazard'** means 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. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.
- **'Hazard Identification'** is the process of recognising that a hazard exists and defining its characteristics.
- **'Hazard Assessment'** is the overall process of determining whether a hazard is significant.
- **'Significant hazard'** means a hazard that is an actual or potential cause or source of:
 - Serious harm; or
 - Harm (that is more than trivial) the severity of whose effects on any person depends on the extent or frequency of the person's exposure to the hazard; or
 - Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard.
- **'Harm'** means 'illness, injury or both'. The term is only used in the context of harm that is more than trivial.
- **'Serious harm'** is essentially a work-related injury, illness or condition that will result in admission to hospital for 48 hours or more or being off work for more than one week.

References

The Health and Safety at Work Act 2015 and Amendment.

³ Through a prescribed timetable, for example undertaking a regular survey or internal audit.

Incident & Accident management

Policy statement

A safe and healthy environment is fostered through a partnership where all involved combine their efforts and share the responsibility for personal injury prevention and management. Early reporting is essential to this process and Mount Maunganui Tennis Club (Inc) has a specific accident reporting and investigation form that must be used in the event of all work accidents and incidents.

Scope

This policy applies to members, employees and contractors of Mount Maunganui Tennis Club (Inc.).

Purpose

To provide consistent procedures for recording and investigating work-related incidents and accidents and to set out the work-related personal injury claim process if eligible.

Responsibilities

To assist Mount Maunganui Tennis Club (Inc.) in meeting its aims in the prevention and management of personal injury, there are responsibilities for the Club through the Management Committee working in partnership with members, employees and contractors.

The Management Committee is responsible for:

- preventing accidents and injury by providing a safe and healthy work environment within their areas of **club** operation
- taking all practicable steps to see that all members, contractors and staff are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur
- arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur
- ensuring that weekly compensation payments are paid during any period of incapacity if eligible.
- delegating to the health and safety representative, any liaison with ACC and investigation of workplace injury or accident.

Members and Contracted Employees:

Every member, contractor and staff is responsible for:

- observing any established health and safety procedure that relates to their activity in the club,
- participating in relevant health and safety training, e.g. OOS prevention, First Aid Courses
- Accurately reporting and documenting all accidents, incidents and observed hazards when necessary
- Contracted Employees obtaining initial medical treatment from a registered treatment provider of his/her choice (this must be a registered medical practitioner if lost time is involved) to the President

- Contracted Employees providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner to the President
- Contracted Employees reporting non-work injuries resulting in time off to the **President** as soon as possible.

Procedures

Pre-employment injury prevention procedures

The President is responsible for recruitment and will check information provided as part of any contracted employees through the application process to ensure that prospective staff have stated that they are physically and medically fit to perform the duties of the position for which they have applied before appointment is finalised.

Record of accident/incident/serious harm

The Health and Safety in Employment Act places requirements on employers to record and investigate accidents. "Serious harm" accidents must be reported, in writing, and on the prescribed form, to the Occupational Safety and Health Service (OSH) of the Department of Labour, within seven days of the event.

The purpose of the investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

Notification of non-work or work-related⁷ accidents/incidents on club premises and how to make a claim

Whenever there is an accident, incident or 'Serious Harm' injury to members, contractors and staff the injured person or a caregiver of the injured person must take the following steps:

- Inform the **H&S Representative or a member of the Management Committee** as soon as possible after the accident/incident occurs.
- Complete an accident/incident/serious harm form, and leave in the designated area at the club or scan a copy to Mount Maunganui Tennis Club (Inc.) Administrator immediately.
- If medical treatment is required for contracted employees and/or there is lost time, in addition to completing the form above, seek treatment from a treatment provider of their choice. (This must be a registered medical practitioner if lost time is involved.) ACC forms will need to be completed.
- Provide copies of any completed ACC forms (and a medical certificate if lost time is involved by an employee) to the **President** as soon as possible.

Accident/Incident reporting investigation

In the event of 'serious harm' or a significant hazard impacting an employee the H&S Representative must be advised immediately so that OSH can be advised.

The H & S Representative should:

- ensure receipt of all relevant information (incident form, ACC forms, and medical certificates as applicable)
- initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised in accordance with the requirements of the Health and Safety in Employment Act
- ensure all corrective actions that have been identified are carried out within the specified timeframes
- the investigation report will be reviewed by the **President** to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act.

When events result in 'serious harm', take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary.
 - Do not interfere with the accident scene without the permission of an Inspector from the Occupational Safety and Health Service of the Department of Labour (OSH).
 - Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards. The injured employee must also provide a medical certificate from the treatment provider and forward it to the H & S Representative. Contractors are responsible for their own injury treatment.
 - OOS type conditions may become 'serious harm' and must be reported to OSH (via the H & S Representative) if the following conditions are met:
 - The person is suffering from pain which is significantly more than discomfort, and considers it work related.
 - The person is unable to carry out, or is directed not to carry out, normal duties for a period of more than seven calendar days, irrespective of whether they take sick leave.
 - The person has voluntarily obtained, or been directed to obtain, medical help for the condition.
 - A diagnosis of an OOS type condition that is or could be work related is made by a medical practitioner.
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⁷ Affecting the employee.

Definitions

- **'Work-related personal injury'** is a personal injury that the members, contractors and staff member suffers as set out in the Injury Prevention, Rehabilitation, and Compensation Act. This includes a definition of personal injury caused by a work-related gradual process, disease or infection.
 - **'Lost time accidents'** are work-related personal injuries that result in more than a day off the job (i.e. the members, contractors and staff member is unable to resume work the day after a personal injury has occurred).
 - **'Treatment provider'** means a registered medical practitioner if time off work is required, or a registered health professional such as a physiotherapist, chiropractor etc. if time off work is not necessary.
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References

Injury Prevention, Rehabilitation, and Compensation Act 2001

Privacy Act 1993

Human Rights Act 1993

Health and Safety at Work Act 2015 and Amendment

Emergency & Evacuation management

Policy

Mount Maunganui Tennis Club (Inc) recognises the need to be prepared for emergency situations that may be encountered while people are on the clubs' premises.

Scope

This policy applies to all people that are given access to be on the property of the Mount Maunganui Tennis Club (Inc.).

Responsibilities

All Club members and non-club members are responsible for:

- acting as the warden for Mount Maunganui Tennis Club (Inc.)
- ensuring all members are aware of emergency preparedness

All Management Committee members and staff are responsible for:

- maintaining familiarity with emergency responses and following procedures
 - maintaining emergency supplies of water and provisions in accordance with civil defence requirements
 - ensuring their own safety if working in the building after hours or alone, by utilising security measures that are available (e.g. doors electronically locked).
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Procedures

1. When emergency services are required

- For emergency services dial 1 for an outside line then 111 and ask for the service you require: FIRE, AMBULANCE, POLICE.
- Stay calm, give your name, details of the emergency, and street address - which is Mount Maunganui Tennis Club, Blake Park, 2 Hull Road, Mount Maunganui
PHONE NUMBER 07 575 4292
- Visitors will be responsible for their own safety if alone and follow instructions from members of the club.

2. Fire

Ensure all members, staff and contractors are familiar with the building evacuation procedure.

If you discover a fire:

- activate the alarm and dial 111
- Alert people to evacuate the area and identify a warden or take responsibility for the warden role.
- do not extinguish the fire unless there is no personal danger to you or anyone else
- if time permits and there is no danger, close all doors and windows
- evacuate the building following the evacuation procedure.
- proceed to the assembly point. (Blake Park Netball courts – back courts)

If the fire alarm sounds:

- walk quickly to your nearest exit
- make sure any visitors leave the building with you
- do not stop to take personal items with you
- meet at the assembly area (Blake Park Carpark adjacent to Hull Road) and report to the building or floor warden.

3. Earthquake

- Keep calm.
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- keep calm and help those who need assistance
- ensure someone responsible turns off all electrical sources and gas taps
- check for hazards and extinguish any fires if safe to do so
- evacuate if instructed to do so
- listen to the radio for civil defence instructions.

If you need to evacuate or the fire alarm sounds:

- use evacuation procedures to leave the building
- keep together
- meet at the assembly area (Blake Park Carpark adjacent to Hull Road).

4. Flooding (in building, e.g. burst pipe)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Try to identify the source of the flooding if safe to do so.
- Contact the President and Administrator.
- Prepare to evacuate.

5. Flood (Natural Disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Move vital records to highest accessible point if safe to do so.
- Notify emergency services.
- Prepare to evacuate.

6. Unwanted visitor

If a person is displaying unusual behaviour:

- keep calm, make no sudden movements
- do what the offender asks
- try to memorise as many details about the offender as possible
- notify police as soon as it is safe to do so. Leave the phone line open until police arrive.

First aid & Defibrillator management

Policy statement

Mount Maunganui Tennis Club (Inc) has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

Purpose

To ensure safe and consistent care is taken when first aid may be required at the venue or workplace.

Scope

This policy applies to all Mount Maunganui Tennis Club (Inc) members, non-members, employees & contractors.

Responsibilities

The First Aid Representative is responsible for:

- ensuring appropriate first aid supplies are provided at the Mount Maunganui Tennis Club (Inc) (see minimum list below)
 - ensuring that first aid supplies are accessible to members, contractors and staff at the **club**
 - being the designated first aid representative for Mount Maunganui Tennis Club (Inc)
 - holding an appropriate first aid certificate or other equivalent qualification
 - ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered (refer appendix 4 and 5)
 - Maintenance of the Defibrillator including battery and pad replacements
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References

The Health and Safety at Work Act 2015 and Amendment

The Health and Safety in Employment Regulations 1995

Guidance Notes on Providing First Aid Equipment, Facilities and Training, OSH, Oct 2000

Addendum

Mount Maunganui Tennis Club (Inc.) first aid supplies for members accidents':

Minimum contents for workplace first aid kits

- A manual giving general guidance on first aid
- 2 sun burn lotion pumps
- 20 individually wrapped sterile adhesive dressings (various sizes),

- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins
- 6 medium-sized, individually wrapped sterile medicated wound dressings, about 12 cm x 12 cm
- 2 large sterile individually wrapped medicated wound dressings, approximately 18 cm x 18 cm
- 1 pair of disposable gloves
- 1 resuscitation mask.

Note: Pain relief should not be included in first aid kits. Ice packs should be held in the freezer.

Alcohol Management Policy

Purpose

This policy outlines our procedures for a balanced and responsible approach to the service, supply, consumption and promotion of alcohol at club events, functions and other club related activities. This policy will help to ensure our club:

Meets its duty of care in relation to health & safety of our members, volunteers and visitors who attend any events or functions where alcohol may be consumed, Upholds the reputation of our club, our sponsors, City Council and Blake park sport partners, Understand the risks associated with alcohol misuse and our role in minimising this risk, Complies with a valid liquor licence and associated terms and conditions.

General Principles

A risk management approach will be taken in planning events and activities involving the sale, supply or consumption of alcohol. Such events and activities will be conducted and managed in a manner with consistent with liquor licensing legislation and this policy. Alcohol misuse can lead to risk taking, unsafe, unacceptable and/or illegal behaviour. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy of any other policy of the club.

Conduct Expectations

Whilst engaging in club activities, members, volunteers and visitors:

Will accept responsibility for their own behaviour, take responsibility approach and use good judgement when alcohol is available,

Will encourage and assist others to use good judgement when alcohol is available

Will not compete, train, coach or officiate if intoxicated,

Will not provide encourage or allow people aged under 18 years to consume alcohol

Will not participate, pressure anyone or encourage excessive or rapid consumption of alcohol (drinking competitions)

Alcohol Management

Our club will ensure that:

A current and appropriate licence is maintained in accordance with the Sale & Supply of Alcohol Act 2012.

Alcohol will be served according to the club's liquor licence and ensuring the club has members holding a Managers Certificate under Section 226, Sale and Supply of Alcohol Act 2012.

Non-compliance of club members or visitors in upholding these Laws will be handled by Management Committee members who will use their discretion as to the action taken including asking person/people to leave the property or by ringing 111 if the matter becomes serious.

Smoke-free Environment policy

Policy statement

It is a requirement of the Smoke-free Environments Act 1990 that all Organisations with employees and/or members have a written policy on smoking for all areas occupied and frequented on their premises.

Mount Maunganui Tennis Club (Inc.) management recognise that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences. Mount Maunganui Tennis Club (Inc.) supports a safe and healthy environment.

Scope

This policy applies to members, volunteers, contractors of and visitors to Mount Maunganui Tennis Club (Inc.).

Purpose

This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all the areas normally used for recreation or work.
 2. Everyone who does not smoke, or who does not wish to smoke in a recreation environment or a place of work, must, as far as is reasonably practicable, be protected from tobacco smoke.
 3. The implementation of this policy depends on everyone responding courteously to the desire for a smoke-free environment.
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Responsibilities

The Administrator is responsible for:

- The maintenance of smoke-free signage. (including e-cigarettes)
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Procedure

Smoke-free buildings:

Smoking on the property is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property and astro grass courts.

In the event that an employee chooses to smoke, the designated area, is outside the main gate or at the back of the clubhouse out the side doors down the stairs (not on the terrace) of the premises.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the **Management Committee**.

References

Smoke-free Environments Act 1990

Smoke-free Amendment Act 2003

Child Protection Policy

Policy Statement

Mount Tennis Club (MTC) is fully committed to safeguarding the welfare while participating in club activities.

We recognise our role in helping to safeguard children from harm and exploitation while participating in our activities. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children. For the purposes of this policy and associated procedures, a child is recognised as someone under the age of 18 years.

MTC believes that:

- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity, have a right to participate in sport and recreation that is safe and where they are protected from potential or actual injury, abuse and other harm.
- Children should feel respected, valued and encouraged to enjoy their participation and to reach their full potential.
- MTC has a duty of care when it comes to children and should take steps to ensure that children can participate safely in the activities it provides. This includes protecting them from: injury, bullying, all forms of abuse, age-inappropriate training regimes and unsafe equipment/and or facilities. MTC will work in partnership with children and their parents/carers to promote the welfare, health and development of children.
- Involvement in our activities can improve the well-being of vulnerable children - improving their physical and mental health.

Strategy

In order to ensure safe sport for children MTC adopts the following approach:

1) It is important that best effort is made to ensure that appropriate people are working with our children. MTC recruitment process: The Head coach is professionally qualified. Appropriate police vetting is undertaken and references followed up. The Head coach employs assistant coaches who have undergone similar checks. Any person regularly involved in coaching needs to sign the NZ Member Protection Declaration.

2) Remove/minimise any risks of accident or harm to children MTC has a Health & Safety Policy that manages risk of harm on site. Parents need to make the Head Coach aware of any children's health issues that may affect children's on court performance or understanding of instructions.

3) Identify and stop inappropriate behaviour if it occurs MTC has a code of conduct that outlines expectations in terms of off court behaviour for contractors, volunteers, participants, parents and supporters. These codes of conduct are communicated via – posters in the clubhouse, and our website and are complimentary to Tennis NZ Code of conduct (on court behaviour), participation protection policy and NZ Police protection policy.

Code of Conduct for coaches, officials and volunteers:

- a) Always working in an open environment, avoiding private or unobserved situations and encouraging open communication.
- b) Ensuring any form of abuse directed at a child from others, whether this is from another child or adult, is challenged and reported.

c) Where a coach believes it is necessary to touch an athlete in order to correct their technique, it is important that they: ☑ Consider the appropriateness of the ways in which technique is corrected involving touch.

e) All coaches, officials and volunteers must ensure they never:

- ☑ Take, or be in the presence of children/young people in secluded places where they will be alone.
- ☑ Reduce a child/young person to tears as a form of control.
- ☑ Deliberately make a child feel diminished, humiliated or embarrassed.
- ☑ Use inappropriate language, or allow other children to use inappropriate language unchallenged (e.g. swearing, name calling/put downs, sarcasm, innuendo, sexualised connotations, culturally or racially offensive comments)
- ☑ Leave a venue before all players have been collected or are continuing to be supervised by appropriate adults.
- ☑ Engage in rough, physically or sexually provocative games.
- ☑ Take photographs of, or film children without parental consent.

Code of conduct for parents and supporters:

- ☑ Treat all players (MTC players and their opponents) with the same respect, using correct and proper language at all times. ☑ Respect the rights, dignity and worth of fellow parents, team managers and spectators.
- ☑ Understand that final team decisions and disputes are to be resolved by the Team Manager.
- ☑ Do not punish or belittle players for losing or making mistakes.
- ☑ Focus on efforts and performance rather than results.
- ☑ Be a positive role model for all young players having fun and aspiring to improve

Complaint and Investigative process

Any breach of the above Codes of Conduct is to be reported to the Club Administrator, who should arrange the relevant Club Convenor to investigate. If upheld, a verbal warning should be given to the offending party and documentation held recording the incident and actions. Further complaints, or serious formal complaints all parties are to be interviewed separately by 2 members of the Management committee.

If the complaint is considered to be justified, the accused is to be given a “Formal Written Warning” that such behaviour is unacceptable and must make a formal apology to the complainant. If any further incidents are reported, the accused will be asked by the Management committee through a formal written request to immediately resign from MTC. Where the Management Committee cannot reach a conclusion or the parties involved are not happy with the process, the matter will be referred to an appropriate authority for resolution.

Policy Review

Child Protocol Policy to be reviewed by main committee on a biennial basis. Next review July 2020.

Children’s Act 2014

Part 2 of the Act requires child protection policies (that must contain provisions on the identification and reporting of child abuse and neglect) to be (section 14)—

Building & Site Induction Policy

Policy statement

Mount Maunganui Tennis Club (Inc) recognises the responsibility to promote a safe and healthy environment and workplace. Members, employees and contractors need to actively participate in workplace health and safety and receive information, training and supervision to support safe activity and workplace practices.

Purpose

To ensure that members, employees and contractors are provided with adequate information, training and supervision on health and safety matters.

Scope

This policy applies to all Mount Maunganui Tennis Club (Inc) members, employees and contractors.

Responsibilities

The Management Committee members are responsible for ensuring that all new members, new contracted employees and project contractors receive:

- a basic induction to health and safety in the venue and in the workplace - members checklist
- an opportunity to complete the induction process and gain familiarity with Mount Maunganui Tennis Club (Inc) policies and procedures – contractors and employees
- any additional training that is required as a result of specific work activities or requirements
- an induction to operate any equipment required for use e.g. ball machine, oven, court lights
- adequate supervision to ensure a safe workplace and safe recreation area (refer checklist, appendix 3).- contracted employee responsible for administration

All members, contracted employees are responsible for:

- following H & S instructions that have been provided by the Club
- reporting hazards
- using and caring for equipment provided by the employer
- cooperating with the monitoring of workplace hazards and employees' health (with permission)
- reporting injuries sustained at the club
- not undertaking work that is unsafe
- not participating if the activity would be deemed as unsafe
- not interfering with an accident scene.

References

The Health and Safety at Work Act 2015 and Amendment
Employee Health and Safety Handbook

Members

Policy statement

Mount Maunganui Tennis Club (Inc) is committed to providing a safe and healthy environment to play tennis and socialise with other club members and visitors. In meeting with these requirements Mount Maunganui Tennis Club (Inc.) seeks to:

- Ensure that all new members are inducted so they are aware of all club amenities, court rules, code of conduct, emergency evacuations, first aid and current hazards.
- The Induction information will be by written form and included with other membership information.
- New members will be asked if they are First Aiders, a nurse or a doctor to be added to clubs volunteer list.

Visitors

Policy statement

Mount Maunganui Tennis Club (Inc) is committed to providing a safe and healthy environment for visitors to watch tennis and socialise with other club members and visitors. In meeting with these requirements Mount Maunganui Tennis Club (Inc.) seeks to:

- If possible ensure that all visitors are attending with club members or are introduced to club members at the time they arrive so if they ask about club amenities, court rules, and code of conduct, emergency evacuation, first aid and hazards they can be answered.
- A new member checklist is sent to the club day player to read which briefly explains club amenities, evacuation, first aid, hazards and court rules so they are aware of their H&S obligations as a member or a visitor.
- At the start of any event staged at the club where visitors are present that the Tournament controller delivers a H&S message to visiting players and spectators outlining club amenities, emergency evacuation, first aid, defibrillator, hazards, first aiders, sunscreen, water fountain and accident procedures.

Project Contractors

Policy statement

Mount Maunganui Tennis Club (Inc) is firmly committed to the provision of a safe and healthy workplace for Project contractors and sub-contractors in accordance with its Occupational Health and Safety Policy and with its duties under the Health and Safety at Work Act 2015, and related legislation and regulations. In meeting these requirements Mount Maunganui Tennis Club (Inc) seeks to:

- ensure that contractors and subcontractors work in a healthy and safe manner and are not harmed (or do not cause harm to others) while working on Mount Maunganui Tennis Club (Inc) premises
- promote measures to prevent injury and illness by insisting on safe methods, safe equipment, proper materials and safe practices at all times
- ensure that all visitors are not harmed while on Mount Maunganui Tennis Club (Inc) premises.
- nominate a qualified H&S member off the Management Committee who is available to induct

Contractors prior to the start of their work starting with a meeting and sharing of work plans, dates and hazards.

Responsibilities

The Management Committee member nominated is responsible for:

- ensuring details of any specific hazards that may be relevant to the visitor and/or contract worker are provided to the visitor and/or contractor
- advising the contractor on miscellaneous matters, such as how to activate the fire alarm, the location of fire extinguishers and first aid assistance, escape possibilities, and where and to whom the contractor should report in case of an emergency situation, or an accident
- ensuring there are strategies for on-site communications for contractors (e.g. site meetings).

The contractor is responsible for:

- providing details of any hazards that they will be bringing onto the site or any hazards that may be created as a result of the nature of the work being undertaken, together with how these hazards will be mitigated
- ensuring the contractor's employees have received the safety training required for the specific job, including protocols for issuing keys or entry to restricted areas
- providing and using emergency and personal protective equipment they may require.

References

The Health and Safety at Work Act 2015 and Amendment

The Health and Safety in Employment Regulations 1995

The Fire Safety and Evacuation of Buildings Regulations 1992

Safe Event Planning

Any Events held at the Mount Maunganui Tennis Club must be prepared to produce an Event Management Health & Safety Plan to ensure the safety of the competitors, the visitors and the volunteers running the event. A safe and successful event will offer the players, sponsors, members and visitors a positive experience and build a trusting reputation for the event. Planning and delivery of a healthy and safe environment is as critical as creating a fun and memorable experience through planning event competitions.

An event safety plan looks like a list of risks that have been mitigated and a list of Health & Safety items that are broadcast at the beginning of the event to all attendees so they can be familiar with their environment during the event. The plan must be specific, take into account all participants, spectators and supporters, volunteers and contractors. It must ensure all hazards have been identified both before, during and after the event. The plan can also include a site map and a clubhouse floor plan to ensure all items have been effectively placed and access and evacuation paths are clear.

A short induction check sheet (see example in Appendix 4) should be available for all volunteers so everyone are on the same page if and when an emergency is declared. This will include all hazard controls, first aid providers, incident reporting, car parking hazards and site and clubhouse access and lockdown procedures. All door and gate exits must be identified.

A security plan to deal with cash handling in the bar and collecting fees, behaviour of attendees and after hour's security if the event is staged over 2 or 3 days. The plan needs to be aware of accessibility to the event including car parking and communicating this to the attendees prior to the event starting to ensure safe and on time arrivals for the participants. The sale or supply of alcohols should also be a consideration depending on the age of the children so any intoxication issues are reduced with food being available at the same time.

Thought must be given to severe weather and contingencies put in place with early warning communication to delay or postpone the event if possible. High winds causing tree and rubbish debris becoming an injury risk may also cause the event to be postponed or cancelled. Rain will make the hard court lines hazardous and increase the slipping risk for players so the Tournament Controller must keep to the plan to stop all play when the hard courts become dangerous and the synthetic courts become too saturated to continue play.

If the event is serving food then Food safety is important and an effort made to ensure clean and healthy practices are being applied in the kitchen to serve food. This includes using rubber gloves for food preparation and food is kept protected in the refrigerator or covered during the day. All requirements of the Food Act 2014 must be complied with if the food is being sold and any expired or out of date food must be destroyed.

Managing volunteers must be taken into account including their age and task ability, H&S inductions, feeding and resting volunteers, communication to all volunteers about tasks and hours of duties.

An event being held by an outside organisation on the Tennis Club site must also be prepared to share with the Mount Maunganui Tennis Club committee that they have considered all current health and safety legislation, regulations, approved codes of practice, standards and guidelines, it is the organisers responsibility in conjunction with Mount Maunganui Tennis Club Management Committee to ensure the event is compliant with legislation.

HAZARDOUS SUBSTANCES AND SAFETY DATA SHEETS

Statement of Use

Mount Tennis Club is committed to ensure that all hazardous substances on the property, including contractors working on site, are labelled correctly and consistently and are stored in a manner that is fire safe and locked away from club members and visitors.

Labelling

Labelling provides information on the hazards of substances so they can be managed safely in order to protect both people and the environment. This is often the most readily available information in an emergency.

The label should include information on:

- the hazards of the substance
- disposal of the substance
- emergency management, e.g. first aid
- Anything else specified in the controls of the substance.

Safety Data Sheets (SDSs)

The club will ensure Safety Data Sheets (SDS) are completed for any product that is classified as Hazardous according to criteria of Worksafe New Zealand. The SDS are designed to protect the health and safety of people using the product, accidentally come in contact with it or it is compromised through an incident e.g. spill or fire.

Completed SDS sheets are to be filed in the Health & Safety Manual at the back for easy access so in an emergency that may impact of any stored substance the information is readily available.

The SDS will include how they should be safely used, stored, transported and disposed of. SDSs should not be more than five years old. Regardless of the quantities you have, it is best practice to have SDS for each hazardous substance at your site. Along with the product label, the SDS is the most important means of conveying safety information.

SDSs will include information which needs to be reviewed once a year by a Management Committee member and a report conveyed to the committee about ongoing safe storage, safe use and safe disposal if required. The following form is required to be completed for any Hazardous products permanently used on site and any new products purchased for use.

Contractors will be asked to produce their own SDS's for any Hazardous substances they are using whilst on Club property so the storage can be organised well in advance of the work starting.

Refer to Safety Data Sheet template in Appendix 5.

Appendix 1: Incident and accident reporting form

MOUNT MAUNGANUI TENNIS CLUB Accident /Incident Report Form

The person reporting the accident / incident should complete this form as soon as possible then follow the reporting Accident/incident procedure.

Concerning or serious accidents and major incidents must be reported to THE Club President or Club Administrator immediately.

1. Person Reporting the Accident/Incident:

Name: _____ Member: YES/NO

2. Person(s) involved with the Accident/Incident:

Name: _____ Staff/Member/Visitor/Contractor/Child
(Please circle)

Contact Details: _____

Record other people's details on a separate sheet

3. When did the Accident/Incident Happen?

Date: _____ Time: _____

4. Where did the Accident/Incident Happen?

Location: _____

Building, court number, room, area, attach a sketch if required

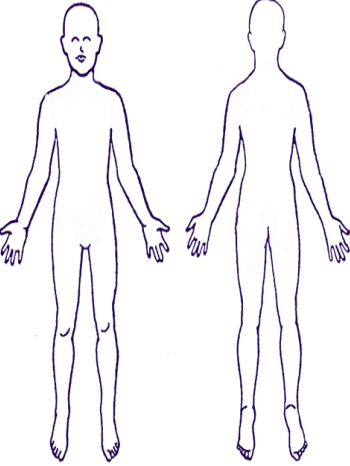
5. What Happened?

Description:

Include details of any object, machine or substance involved, continue on separate paper if required

6. What Injury or Injuries Were Sustained? (If Any)

7. What Treatment Was Given?

Location 	Describe Injury:	Source:	Tick
		First Aid	<input type="checkbox"/>
		Ambulance Contacted & Attended * * Report accident to your manager immediately	<input type="checkbox"/>
		Refer for Medical Treatment	<input type="checkbox"/>
		Other Follow Up Treatment:	<input type="checkbox"/>

Preliminary Analysis

8. What (in your opinion) were the causes of this accident/incident?	9. How (in your opinion) can this accident/incident be prevented from recurring?

10. Please rate the severity of the accident (please circle)

Minor	Mild	Concerning*	Serious*
Examples: No first aid required bleeding	Basic first aid required (eg mild sprain)	Dislocation, severe sprain/strain	Broken bone, deep wound, profuse eye penetration, internal injury, severe burn Spinal injury, cardiac arrest

* Report accident to a Club committee member immediately

11. Has a hazard been identified? **Yes** **No**

If yes, complete a New Hazard ID form

12. Declaration: This report provides a true, accurate and complete account of the accident/incident.

Signature	Date
-----------	------

13. Follow Up Action (if required) *Example: Called person the next day to see how they are recovering, result*

Name, Signature, Date:

Appendix 2A: Hazard notification 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	Isolate? Yes/No	Minimise? Yes/No				
Slippery Hard Court Surface	H	Yes	NO	NO	Yes	Rain or wet conditions	Tournament Controller		
Slippery Lino inside club	H	No	NO	NO	Yes	Wet floor conditions – use a mat	Committee Members		

Appendix 2B: Hazard notification form

Any employee who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or an existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk.

Hazard Notification Form			
Your name:	Date:	Member status	Notification to:
	Date observed:		
Description of hazard including significance in your opinion:	Any immediate action taken to mitigate: (please describe)		Your recommendations to control or eliminate the hazard:
Signature of person notifying this hazard:			
Health and safety representative report including analysis and action taken:			
Date entered into the hazard register:			
Signature of health and safety representative:			

Appendix 3: Safe Event Planning sheet template

Event Management - Health & Safety Plan Check sheet					
	Who	What	Controls		v
1	Players	Court Safety	Weather, Footwear, slippery courts,		
		Clubhouse Use	Toilets, Showers, Water Fountain,		
		First Aid	First Aid kit, Defib, Ice Pack, Sun Protection,		
		Seating on courts	Finals only, Courts 1 & 5, rubber feet on hard courts		
		Car Parking and Club access	Car parking and security, gate access.		
		Bar Use	Alcohol & driving, food available, Under 18		
2	Volunteers	Weather outlook	Contingencies if rain/wind predicted/communication		
		Kitchen and Food	Food list & prices, using EFTPOS & till, food storage.		
		Bar and Takings	Barperson training, restocking, Bin empty, cashing up.		
		Tournament Controller	Set up control area, loud speaker, Draw/results table		
		Clubhouse security	Open/lock down, Cash storage, Bar locked, gate locked.		
3	Spectators	Seating	External/Internal Seating and tables arranged,		
		Food & Beverages	Signage, BYO alcohol,		
		Toilets	Toilets Clean, towels, toilet paper		
		Court Viewing	External behind fences ,		
4	Hazards	Existing	Identify already documented Hazards and confirm		
		New	Assess, confirm and document		

Appendix 4: Hazardous Substances – Safety Data Sheet Template

MATERIAL SAFETY DATA SHEET — 16 Sections

SECTION 1 — CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

Product Identifier		[WHMIS Classification]	
Product Use			
Manufacturer's Name		Supplier's Name	
Street Address		Street Address	
City	Province	City	Province
Postal Code	Emergency Telephone	Postal Code	Emergency Telephone
Date MSDS Prepared	MSDS Prepared By	Phone Number	

SECTION 2 — COMPOSITION/INFORMATION ON INGREDIENTS

Hazardous Ingredients (specific)	%	CAS Number	LD ₅₀ of Ingredient (specify species and route)	LC ₅₀ of Ingredient (specify species)

SECTION 3 — HAZARDS IDENTIFICATION

Route of Entry	<input type="checkbox"/> Skin Contact	<input type="checkbox"/> Skin Absorption	<input type="checkbox"/> Eye Contact	<input type="checkbox"/> Inhalation	<input type="checkbox"/> Ingestion
[Emergency Overview]					
[WHMIS Symbols]					
Potential Health Effects					

SECTION 4 — FIRST AID MEASURES

Skin Contact
Eye Contact
Inhalation
Ingestion

SAMPLE FORMAT PROVIDED BY THE WORKERS' COMPENSATION BOARD OF BRITISH COLUMBIA

57M6 (6/99)

Please continue on reverse side

Appendix 5: Checklist for Annual review

Health & Safety System	Policy components	Review date
Employer commitment to health and safety	<ul style="list-style-type: none"> • Outline of Health and safety programme (objectives) • Employer and employee responsibilities • Members, non-members and Volunteers • Health and safety action points • Acknowledgment of legislation • Quality systems that support health and safety such as monthly audits 	
Hazard identification and management	<ul style="list-style-type: none"> • Hazard identification process and risk analysis • Managing hazards • Occupational Overuse Syndrome prevention • Smoke-free workplace • Forms for hazard identification and analysis 	
Accident reporting and management	<ul style="list-style-type: none"> • Definitions of accident and serious harm • Procedures for investigating and recording accidents • Rehabilitation – employer commitment to vocational rehabilitation programmes and early return to work • Forms for recording accidents and investigations 	
Emergency planning and readiness	<ul style="list-style-type: none"> • First Aid • Disaster management (fire, earthquake, flood) • Management of an unwanted visitor, homeless 	
Employee information, training and supervision	<ul style="list-style-type: none"> • Induction process & training • Employee responsibilities • Ongoing training for staff development • Cross-references to Management Committee commitment 	
Contractors and visitors	<ul style="list-style-type: none"> • Definitions • Processes to ensure safety while on-site • Responsibilities 	
Event management	<ul style="list-style-type: none"> • Inductions of all parties • Health and safety on-site • Risk Management • Responsibilities and functional relationships with other stakeholders • Security & Impact on environment 	